



AMENDMENT REQUEST FORM

This amendment request process provides clear and consistent direction to agencies and contractors requesting amendments to contracts and Interlocal contracts with the Clark County Desert Conservation Program.

This form should be used for all contract, Interlocal Agreement, and scope of work modification requests, other than minor due date changes. For minor due date change requests that do not affect the overall term of the contract, Interlocal Agreement, or scope of work, please use the Minor Amendment Date Change Request Form accessible on the [DCP Project Handbook](#) page.

Please note, if major changes are required, a new contract, Interlocal contract or scope of work may be prepared and agreed to by both parties or a new Request for Proposal may be developed. Clark County requires a minimum of 60 days written notice from the date received to process amendments. Agencies and contractors may not continue to work past the contract end date or begin new work or incur any additional costs due to the proposed amendment until it has been fully approved by both parties in writing.

All amendments must be submitted in writing to dcp@clarkcountynv.gov using this form and shall include an updated Appendix 1 table with the amendment request.

PROJECT TITLE:	
PROJECT NUMBER:	
CBE NUMBER:	
DATE OF REQUEST:	
PROJECT MANAGER:	

CURRENT CONTRACT END DATE	NEW CONTRACT END DATE

DESCRIPTION OF REQUEST:

(indicate whether this is a change in contract/agreement period or performance [extension or reduction]; Change to the dollar amount of the contract/agreement; a change in the scope of new tasks, milestones, or deliverables, including a change in agreed on methodologies or protocols; or a change to key agency or contractor personnel or subcontractors, including vacancies, replacements, additions or a combination thereof):

JUSTIFICATION FOR THE REQUEST:

CHANGE PROPOSAL

(state the exact changes proposed to the current contract/agreement or work scope as delineated in the Contract/Interlocal Agreement and in Exhibit A - Scope of Work; include changes to milestones, deliverables, invoicing schedule, fees, and contract term):

PROJECT MANAGEMENT STRATEGY

(Provide a project management strategy that will reduce the likelihood of any additional amendments):