



CM 301 Change Management Checklist

Instructions

1. Check the contract for restrictions on the parties' ability to modify an existing contract.
2. Check the competitive solicitation RCW **39.26.120** for applicability. The statute may not permit a change to the contract. Questions to ask that might prohibit changes to the contract.
 - Will the proposed change increase the amount or type of work the vendor will perform?
 - Will the proposed change increase the price or fees the vendor will charge for the work?



If you believe the contract cannot be modified or are uncertain if the contract can be changed, and as the Contract Manager you believe that it is in the best interest of the Agency to change an existing contract, please reach out at this point before anything else is said or done to your Contract Professional to follow Agency policy and applicable law.

3. If you can modify the contract, please complete this checklist and provide the information to the Contract Practitioner.
 - Will the proposed change increase the overall benefit to the Agency? If so, summarize the benefit.
 - Is the change unavoidable (such as legislative changes)? If so, see the next bullet.
 - Is the change the result of:
 - An omission? What is the omission?
 - An error? What is the error?
 - A change in the business requirements? What are those requirements?
 - A change in legislation or regulation? What is that legislative change?
 - A change in policy or procedure? What is that policy or procedure?
 - Will the change impact the schedule, milestone, or phasing of the project?
 - Is the quality of the project deliverable changed?
 - Is the service level agreement, metric, or key performance indicator impacted?
 - Now clearly describe the proposed change.*
 - Technical/functional aspects of the change.
 - Note: Can the party who is accountable for the change (either at the Agency or vendor) capable of delivering the change? Does that party have the expertise to implement the change? This may be a very significant consideration in highly technical contracts.
 - Operational implications of the change at the agency.
 - Who is the source of the change (Agency, vendor, another vendor)?
 - Is there a history of contract changes with this vendor, why?
 - List all the stakeholders at the agency impacted by the proposed change.



CM 301 Change Management Checklist

- Summarize how key stakeholders will be impacted.
- Describe the evaluation process of the proposed change.
- Who at the agency needs to initiate the proposed change?
- Who will approve/reject of the proposed change?
 - At the Agency?
 - At the vendor?
- How will the proposed change be implemented?
 - By the Agency?
 - By the vendor?
 - Are both parties clear on all actions associated with the proposed change?
 - What is the proposed date the proposed change will take effect?
- How will the Agency verify compliance with the proposed change?
 - If the change impacts another project or part of an agency program, ensure that the changed contract implementation does not adversely impact the other project or program.
- What documentation is needed (such as amendments, schedules, technical specifications)?
 - Original contract and associated documents.
 - Changed contract documents.
 - Memos or emails about the proposed change.
- Describe how the agency and vendor project teams are going to implement the proposed change.
- Is the change best done now or at another time? If now, why now and not wait until the contract can be re-issued for solicitation?
- Will the proposed change alter standard terms or conditions? If so, describe.
- Will the proposed change impact any Agency obligations, such as payments? If so, describe.
- How will you communicate the changes to the necessary stakeholders?
- Who at the Agency will approve or authorize the contract modifications?
- Is there a chance that the proposed change could be rejected by someone at the agency? Why?
- When should the change take place, if approved?



We revisit the issue of risk again. The Contract Manager has to assess the risk associated with the proposed change. Many changes to more complex agreements may impact the original risk profile, and therefore, the risk analysis may need to be revisited.



CM 301 Change Management Checklist

Agency

- What is the risk (potential for loss) to changing the contract?
- What is the risk (potential for loss) to not changing the contract?
- What controls are in place to reduce the risk?
- What approvals does the agency need to document and manage the risk?
- If the change to the contract is approved, how will the Contract Manager ensure compliance?
- Check your work. Document the risk analysis and the approval process.

Vendor

- What is the vendor's internal approval process for contract changes?
- Who at the vendor will oversee the change process for the vendor?
- Who at the vendor will implement the changes to the contract?
- What is the vendor's change control process to ensure that risks are mitigated?

If the proposed change is approved by the Agency and formally documented as a contract modification, consider calling another kick-off meeting (see Chapter 8).