Guidelines for Preparation of a Contract Amendment

These guidelines are provided to assist Government of Alberta departments in completing an amendment to a Contract.

The contract amendment template has been prepared by Contracted Services Section (CSS), Procurement Services, Service Alberta and reviewed by Legal Services, Alberta Justice.

Should the content and format of the template not address your requirements, Legal Services should be consulted to obtain direction on the appropriate modifications.

Amendment Preparation:

1. **Amendment to Contract Number:** Insert the reference number of the original Contract.

2. **Amendment Number:** Insert the appropriate reference number considering the amendments signed to date (for example - if preparing the second amendment, the reference number would be "02" or "2").

3. **Between (defines the parties to the Contract):** Insert the name of the department after "Minister of" (for example - Minister of Service Alberta). The name should be the same as in the original Contract.)

   Insert the name of the Vendor in place of "Vendor name". The name should be the same as in the original Contract.

   If the amendment is to address a name change or contract assignment, consult with Legal Services, Alberta Justice to determine the appropriate wording and format.

4. **Background**:

   "Contract Number _____ dated the ____ day of _____, 200_":

   Insert the reference number of the original Contract, then the later of the two dates that the parties signed the Contract (for example - if the Vendor signed the original Contract on January 2, 2007, and the department signed on January 4, 2007, the date of the original Contract would be January 4, 2007).

   "as amended by Amendment Number(s) _____ dated _____ ":

   Insert the reference numbers and respective dates for all signed amendment(s) to the Contract (for example - "as amended by Amendment Number 274PA-01-01 dated June 1, 2006; 274PA-01-02 dated July 1, 2006"). Do not reference the present amendment. If this is the first amendment, the wording "as amended by Amendment Number(s) _____ dated _____" would be deleted.

5. **The Parties Agree as follows:**

   "Clause __ of the Contract is deleted, and a revised clause __ is inserted as follows:": Insert the reference number of the clause being revised, then the new wording for the clause. If more than one clause is being amended, then the same format would be repeated.

   "This contract shall be effective on _____, 200_.": Insert the date on which the amendment will come into effect.

6. **Signature Blocks (following "The parties have made this contract"):** format the document so that at least the last clause of the amendment is included with the signature blocks. Insert the department name and the Vendor name in the same manner as stated for the front page of the amendment. The Vendor's signature to the amendment should be obtained first, then the signature of the appropriate authority representing the department.

   For amendments managed by CSS, add the following signature block:

   Reviewed by:
   Contracted Services Section
   Procurement Services
   Service Alberta

   _____
   Signature

   _____
   Title

   _____
   Date