

# Section 4 Add Amendment SCPRS

Procurement Division, DGS  
May 5, 2003

## Amendments

An amendment is a formal modification to a contract. It should contain the same degree of specificity for changes that the original contract contained for the same item. Types of amendments include Standard Agreement Amendments and Purchase Order Changes (POC's).

When you click on the link identified as **Add Amendment** you see the Add Amendment Menu Search screen shown below. *Please be aware that you are only allowed to add amendments to your own department/agency's contracts unless you have special privileges.* If you are a DGS Procurement Professional User, or have other viewing rights, refer to the Users Manual written specifically for those who are not End Users.

**Note:** Once the system has been in operation and has stored a large volume of data that is multi-year, a search capability for date ranges will be added to allow the user to search more efficiently.

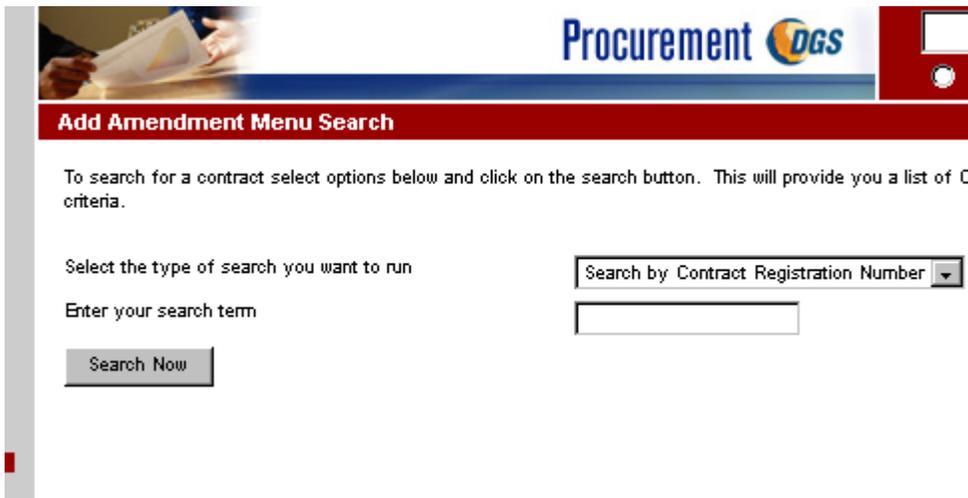
The screenshot shows the 'Add Amendment Menu Search' interface. At the top, there is a navigation bar with the 'Procurement DGS' logo and a 'My CA' link. Below this is a red header bar with the text 'Add Amendment Menu Search'. The main content area contains the following elements:

- Instructions: "To search for a contract select options below and click on the search button. This will provide you a list of Contracts that criteria."
- A label: "Select the type of search you want to run"
- A "Search Now" button
- A dropdown menu with the following options:
  - Don't Specify (Find All Contracts)
  - Search by Contract Registration Number
  - Search by Description
  - Search by Contractor Name
  - Search by Contract Type
  - Search by Contract Method
  - Search by Dept. Contract/PO Number

The drop down box on this screen offers a number of search options to locate contracts previously entered into the SCPRS. Once an item is selected from the drop down box, another entry box will appear for the user to enter specific information for that type of search.

1. *Don't Specify (Find All Contracts)* is the default selection. If you click on the gray **Search Now** all contracts for your department will appear.

2. *Search by Contract Registration Number.* A new screen with an empty box for the Contract Number will appear as seen below.



Enter any part of the SCPRS Contract Registration Number into the empty box. Click on the gray **Search Now** button. This is the unique number assigned by the SCPRS when a contract is first entered. A part of the number, such as 4-digit organization code type or a 4-digit date will return those contracts that match. (See Section 3 of the Users Guide for more information on the SCPRS contract registration number.) If the number is invalid as shown in the example below, the SCPRS shows you a screen that states that no records were found for the number you entered i.e., 1 - 0 out of 0 Records. Click on the browser's gray **Back** button to try again.



3. Select *Search by Description* and enter into the new box a word or phrase that is part of the description entered when the original contract was first added to the SCPRS. Click on the gray **Search Now** button.

4. Select *Search by Contractor Name* and enter part of or the entire contractor's name in the new box. This search is not case sensitive and 'MARTIN' will be found as easily as 'martin', but be sure to include blank spaces, periods or commas if the Contractor Name includes them. Click on the gray **Search Now** button.
5. Select *Search by Contract Type* and from the new drop down box that appears select one of the *Contract Types* as shown in the following screen. Click on the gray **Search Now** button.

**Add Amendment Menu Search**

To search for a contract select options below and click on the search button. This will provide you a list of Contracts that criteria.

Select the type of search you want to run

If you selected Contract Type, Select One.

Search by Contract Type

- 1 - IT Goods
- 2 - IT Services
- 3 - IT Consulting
- 4 - Non-IT Goods (commodities)
- 5 - Non-IT Services
- 6 - Non-IT Consulting
- 7 - Public Works
- 8 - A & E (Architectural & Engineering)
- 9 - Interagency Agreement
- 10 - Grants/Subvention
- 11 - Memberships/Sponsorships/Subscriptions

6. Select *Search by Contract Method* and from the new drop down box that appears select one of the *Contract Methods*. Click on the gray **Search Now** button.
7. Select *Search by Dept. Contract/PO Number* and enter part of or the entire contract/PO number into the new box that appears. Click on the gray **Search Now** button.

## Search Results

If your search identified contracts in the system, the screen below appears and lists pertinent information for each match. Once you have identified the contract to be amended, click on the registration number (in blue) on the first line of contract information (see screen above). This link takes you to the **Add Amendment** page for that contract.

Procurement **DGS**  search  
My CA

**Add Amendment Search Results**

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[176008020357](#)  
Contractor Name : ENVIRONMENTAL SCIENCE & ENGINEERING  
Dept. Contract No./P.O. No. : 3022863  
Description : STATE BUILDING SEISMIC PROGRAM ENGINEERING FOR HAZARDOUS MATERIALS SERVICES  
Amount : \$24,500.00

[176007020356](#) The SCPRS Registration Number is the link to the contract's detailed information. CAPITAL ANNEX  
Contractor Name : LOS ANGELES AIR CONDITIONING  
Dept. Contract No./P.O. No. : 3028509 (PCU 1107)  
Description : HEATING AND COOLING COILS REPLACEMENT  
Amount : \$467,400.00

[176008020346](#)  
Contractor Name : Dean F. Unger, AIA, INC.  
Dept. Contract No./P.O. No. : 3032121  
Description : Sonora Forest Fire Station-Relocate Facility Department of Forestry and Fire Protection Sonora, Tuolumne County, California  
Amount : \$65,000.00

[176008020345](#)  
Contractor Name : LIONAKIS BEALMONT DESIGN GROUP, INC.  
Dept. Contract No./P.O. No. : 3053301  
Description : Northern/Central Region #1 Retainer Budget Packages  
Amount : \$0.00

The contract list can be printed as seen above by using your browser or if you click on the link in the top right corner named [Printable Version](#) you can print a list without all the web site frames and colors.

Each listed contract includes the following pieces of information:

- SCPRS Registration No. Generated by SCPRS and created when the contract is first entered into SCPRS.
- Contract Name Provided by the user.
- Dept. Contract No./P.O. No. Provided by the user.
- Description Provided by the user.
- Amount **This is the initial contract amount and does NOT include any amended dollars.**

The **Add Amendment** screen is shown below.

Procurement **DGS**  search  
My CA

**Add Amendment** 14

<a href="#">Dept./Agency Name</a> Department of General Services		<a href="#">Sub-Unit Name</a> OTR	<a href="#">Original Entry Date</a> 12/23/2002
<a href="#">Contract Type</a> 1 - IT Goods			<a href="#">Dept. Delegation No.</a> 12-3445
<a href="#">Description of Amendment</a> <input type="text"/>			
<a href="#">Contractor Name</a> test *	<a href="#">Dept. Contract No./P.O. No.</a> test-123 *	<a href="#">PIN No.</a> 12-345	<a href="#">Financed or Leased</a> <input type="radio"/> No <input type="radio"/> Yes
<a href="#">Vendor FEIN</a> 2345	<a href="#">Contracting Method</a> 1 - Competitive Bid (CB) *	<a href="#">Micro Business</a> <input type="radio"/> No <input type="radio"/> Yes	<a href="#">Leveraged Contract No.</a> 324234
<a href="#">Small Business</a> <input type="radio"/> No <input type="radio"/> Yes	<a href="#">Disabled Veteran</a> <input type="radio"/> No <input type="radio"/> Yes	<a href="#">Original Beginning Term</a> 12/9/2002	<a href="#">Original Contract Amount</a> \$3,566,756.98
<a href="#">Original Ending Term</a> 12/23/2002	<a href="#">No. of Prior Amendments</a> 1 <input type="button" value="View"/>	<a href="#">All Amendments Total</a> \$15,000.00	<a href="#">Cumulative Total</a> \$3,581,756.98
<a href="#">Amendment Beginning Term</a> <input type="text"/>	<a href="#">Amendment Ending Term</a> <input type="text"/>	<a href="#">Amendment Total</a> <input type="text" value="0"/>	

\* = Required Field

## Changing Previously Entered Data

Many of the boxes on the **Add Amendment** page already contain information that was entered when the original contract was added to the system. Some of the boxes allow changes to this earlier data and some do not. If you need to edit or change data of a previously entered contract or earlier amendment, you **must contact SCPRS staff** who will do it for you. Go to the [Feedback](#) link at the left of the screen in the gray area.

If the screen permits you to change data from that entered in the original contract, the original contract data will not change. Only the data of that particular amendment will show the changed information. When additional amendments are added, the default data for all new amendment will always be that of the initial contract.

## Public Works Contract Type and Change Orders

A Change Order is a written order issued by the State which is used to determine adjustments in the contract based on 1) a change in the work, 2) the amount of the adjustment in the Contract amount, and 3) the extent of the adjustment in contract time. All information that is changed as a result of Change Orders should be reflected in SCPRS. Due to the nature and number of Change Orders, they may be put in batches and entered into the system with cumulative and/or final changes to reflect the current status of the contract at the time of entry. Batched means that more than one Change Order may be combined together and entered into the SCPRS as a single amendment.

**Note:** Change Orders may be batched and entered weekly/monthly/quarterly at the discretion of the entry state agency. Each batch entry made into the system must reflect the numbering sequence or other identifiers of each Change Order in the **Description of Goods/Services** field.

The **SCPRS amendment number for Public Works contracts will not** reflect the actual numbers on change orders and amendments. The primary purpose in this version of the SCPRS is to capture significant information, such as dollars, scope or schedule adjustments, for change orders and amendments. More specific registration numbering for Public Works contracts will be addressed in future versions of the system.

[Go to Section 4a to continue the Add Amendment part of the User Manual](#)