

SUBCONTRACT TECHNICAL REPRESENTATIVE (STR) CHANGE NOTICE

SEE INSTRUCTION SHEET FOR DISTRIBUTION AND SIGNATURE REQUIREMENTS

CHANGE NOTICE NUMBER	EFFECTIVE DATE	SUBCONTRACT NUMBER	COST OBJECT
SUPPLIER			
ADDRESS			
THIS CHANGE NOTICE IS FORWARDED FOR YOUR SIGNATURE. COMPLETE THE RESPONSE SECTION OF THIS FORM AS REQUIRED AND RETURN THE ORIGINAL TO THE SUBCONTRACT TECHNICAL REPRESENTATIVE AND PROCUREMENT REPRESENTATIVE.			
DESCRIPTION OF CHANGE			
PRICING METHOD	<input type="checkbox"/> LUMP SUM	<input type="checkbox"/> UNIT PRICE	<input type="checkbox"/> T&M
	<input type="checkbox"/> REIMBURSABLE	<input type="checkbox"/> N/A	
<input type="checkbox"/> PROCEED WITH WORK	<input type="checkbox"/> NOTICE TO PROCEED REQUIRED	<input type="checkbox"/> SUBMIT PROPOSAL WITHIN ____ DAYS	
<input type="checkbox"/> NO CHANGE IN PRICE AUTHORIZED	<input type="checkbox"/> NOT TO EXCEED \$ _____ DAYS _____		
<input type="checkbox"/> DRAWINGS/DATA ATTACHED	<input type="checkbox"/> NO EXTENSION OF TIME		
PURCHASE REQUISITION #		REQUISITION APPROVAL DATE:	
PROJECT CONTROLS SIGNATURE <i>(Required if a Purchase Requisition # was not received)</i>			DATE
SUBCONTRACT TECHNICAL REPRESENTATIVE SIGNATURE			DATE
SUBCONTRACT TECHNICAL REPRESENTATIVE MGR SIGNATURE <i>(Required for Construction Only)</i>			DATE
PROCUREMENT REPRESENTATIVE SIGNATURE <i>(T&M and Cost-Re Type Technical Service Agreements Only)</i>			DATE
RESPONSE			
TO: CONSOLIDATED NUCLEAR SECURITY, LLC (CNS)			
<input type="checkbox"/> ACKNOWLEDGE AND ACCEPT		<input type="checkbox"/> ACKNOWLEDGE WITH EXCEPTIONS	
<input type="checkbox"/> PROCEEDING WITH THIS CHANGE		<input type="checkbox"/> ARE NOT PROCEEDING WITH THIS CHANGE.	
A PROPOSAL	<input type="checkbox"/> HAS BEEN SUBMITTED	<input type="checkbox"/> WILL BE SUBMITTED	<input type="checkbox"/> WILL NOT BE SUBMITTED
EXCEPTIONS/COMMENTS <i>(Attach other sheets as necessary to this document)</i>			
SELLER AUTHORIZED REPRESENTATIVE SIGNATURE		TITLE	DATE

SUBCONTRACT TECHNICAL REPRESENTATIVE (STR) CHANGE NOTICE INSTRUCTIONS SHEET

1. Copy must always be sent to Procurement Representative prior to being sent to the supplier.
2. T&M and Cost-Reimbursement type technical service agreement changes are permitted to be authorized by Procurement Representatives. All other contract types require a RFWD / SOW / ICR issue through contract modification if no warrant authority.
3. In preparation for emergency situations or situations where scope needs to progress forward pending a scope modification, Warrant Authority Delegation must be issued based on the process identified in the PPD, under the Administration of Construction Agreements section. If you do not have the proper authority per the requirements in the PPD, the transaction will be an unauthorized commitment
4. Procurement Representative, Project Controls, and Project Manager should all be included be included on final signature.