

--- INSTRUCTIONS ---
Submitting Contract Amendment Requests for CRP Contracts

Getting Started:

The Community Rehabilitation Program (CRP) holding a DAS Contract is the Contractor. When a Contractor requests to amend their contract, the Contractor must submit the “**Contract Amendment Form**”. Multiple requests may be combined under one form. The form must be signed by the persons authorized to bind the CRP and the Government Ordering Office.

An amendment request is required for any of the following applicable reasons:

1. Renewing (extending) an existing Contract. This does not pertain to new offers.
2. CRP (Contractors) name change, and/or changes that alter the original information on the Contract
3. CRP (Contractors) address change, and/or demographic change that alters the original information on the Contract
4. Contractor’s contact information change
5. Product and/or price changes

SEE [ATTACHMENT A](#) FOR A LIST OF ALL APPLICABLE DOCUMENTS AND THEIR DESCRIPTIONS-PLEASE MAKE SURE YOU ARE USING CURRENT DOCUMENTATION AS FOUND ON THE [PROCUREMENT WEBSITE](#).

1. CONTRACT RENEWAL/EXTENSION OF EXISTING CONTRACT

For a Contract renewal/extension, the Contractor is responsible for compiling and submitting all of the following documents and forms associated with each request.

- A. Required from Contractor: Documents 1-6, and 8 if applicable
- B. Required from Subcontractor(s): No additional documentation is required for subcontractors already on the existing contract. If this is a new subcontractor, see Item 6 for adding subcontractors.

2. COMPANY NAME CHANGE, TAX ID CHANGE PERTAINING TO THE CONTRACTOR OR DEALER(S) LISTED

Documents 1 and 6; and 7, 8 and 10 if applicable

3. ADDRESS CHANGE OR ANY OTHER DEMOGRAPHIC CHANGES THAT ALTER THE ORIGINAL INFORMATION ON THE CONTRACT PERTAINING TO THE CONTRACTOR (EXCLUDING CONTRACTOR’S CONTACT INFORMATION CHANGE-see Item 4)

Documents 1 and 8 and 10 if applicable

4. CONTRACTOR’S CONTACT INFORMATION CHANGE

Document 1 including the changed contact information (Only CRP Signature is needed on this Amendment Request)

5. ADDING SUBCONTRACTORS TO A CONTRACT

Documents 1 and 7, if applicable

6. REMOVING SUBCONTRACTORS FROM A CONTRACT

Document 1 requesting the removal of subcontractor

7. PRODUCT AND/OR PRICE CHANGES CONSISTENT WITH THE CONTRACT TERMS & CONDITIONS

Documents 1 and 3

Mail required hard copy documents and CD (if applicable) to:

Office of Procurement
Community Rehabilitation Program
Attn: Shavonna Neal
4200 Surface Road
Columbus, OH 43228-1395

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ATTACHMENT A

Document #	Document Name/Description
1.	Amendment Request Form – The Contractor shall complete and sign this document.
2.	Standard Affirmation and Disclosure Form - Executive Order 2011-12K regarding services offered outside of the United States. This form is to be completed if any services are performed under this Contract and a completed form does not already exist under the Contract. Not needed for a janitorial or security service Contract.
3.	Specifications / Pricelist PDF – Specifications must accompany the offer. The CRP Contractor must include an electronic pricelist for all new and renewal offers for products unless the product line is limited in size. Any price changes on a renewal must be supported by a justification for the increase. For example, increase in minimum wage, unemployment rates, raw materials increased in market, fuel increases. Documentation must be provided to support increase.
4.	Affirmative Action Program Verification – The CRP will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders. The form must be filed electronically annually on the Ohio Business Gateway (“OBG”) website https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login#MainContainer .
5.	Certificate of Liability Insurance (Acord 25) – The CRP will provide a copy of the current certificate of liability insurance that meets coverage requirements defined in section S-13 of the OPCRP Terms and Conditions. This certificate must be provided with all new and renewal Contract documents.
6.	Registration with the Secretary of State – Do not send verification. OPCRP will verify your organization’s registration.
7.	W9 Form – If new to doing business with the State and not set up in OAKS accounting system, a W9 must be completed and sent to vendor@ohio.gov . Forms and instructions for completing these forms can be obtained from http://ohiosharedservices.ohio.gov/VendorsForms.aspx
8.	Vendor Information Form (OBM-5657) – If new to doing business with the State and not set up in OAKS accounting system, or if there is a change of address, a Vendor Information Form must be completed and sent to vendor@ohio.gov . Forms and instructions for completing these forms can be obtained from http://ohiosharedservices.ohio.gov/VendorsForms.aspx
9.	Subcontractor List – To be completed if the CRP is assigning new subcontractors
10.	Authorization Agreement for Direct Deposit of EFT Payments (OBM-1234) – <i>Do not</i> include this form with the CRP package. The CRP must mail the form to Ohio Shared Services at the address indicated on the form. The form can be obtained from http://ohiosharedservices.ohio.gov/VendorsForms.aspx