

## REVISIONS TAB DATABASE STEPS

### General Notes:

- Depending on the nature of the goods and services, contract revisions may be required for an existing contract;
- Revisions are documented in the “**Revisions**” Tab located in the RO “Procurement Process” in Procurement & Agreement Database;
- Revisions can only be applied to active agreements;
- Revisions formally delete, modify, or introduce new terms and conditions to the original contract and include:
  - Change Orders;
  - Contract Extensions;
  - Contract Amendments;
  - Contract Renewals;
- Revision approvals and signed documents must be obtained before authorizing the vendor to complete the additional work; **Work shall not be performed until both parties have signed the change document;**
- Some contracts may include a contingency. If a revision involves an increase in contract cost, the contingency may cover; all, a portion or none of the contingency;
- Contingencies are for internal purposes only and should not be shared with the vendor.

### Revisions Steps Overview:

- Revisions are formalized into a written document (TRCA template) and sent to the vendor for review and signature;
- Documents are submitted for quality control to the Procurement Supervisor;
- The Procurement Supervisor verifies that documents are complete and all necessary information has been provided. (As determined by the Procurement Supervisor, a revision document may be submitted for additional approvals);
- The revision is then submitted for TRCA signature;
- The fully executed document is e-mailed to the vendor;
- The vendor proceeds with the work;
- An automatic notification is sent to the Supervisor, Accounting Services to extend the value and/or expiry and/or delivery date of the Purchase Order.

## REVISIONS TAB DATABASE STEPS

1. **Open the Procurement Process**
2. **Select “Revisions” Tab.**
3. **Select “Open Revisions Template”**
  - Select an appropriate template;
  - Fill in the template and save to your desktop;
  - Attach the completed template to the “Revision Attachments” field after it is signed by the vendor; Revision documents issued must be signed by the vendor first and then signed by TRCA.

The screenshot shows the 'Procurement Process' application window with the 'Revisions' tab selected. The 'Open Revision Templates' button is circled in red. A 'Revisions' dialog box is open, showing a list of files to be attached, including 'Consulting Services CO .docx', 'Goods and Non-Consulting Services Change Order(Feb. 2021).docx', 'Contract Extension Letter.docx', and 'Construction Change Order Construction - Template Nov 2020.xlsx'. The 'OK' button is also visible.

Original Agreement Totals		Revised Agreement Totals	
Contingency Cost:	\$1,325,050.00	Covered by Contingency:	\$0.00
		Not Covered by Contingency:	\$0.00
Agreement Cost:	\$13,250,500.00	Agreement Cost with Revisions:	\$13,250,500.00
Agreement Value: Include Contingency	\$14,575,550.00	New Total Agreement Value: (plus applicable taxes)	\$14,575,550.00

### 4. Select “Add Revision” Field

The screenshot shows the 'Procurement Process' application window with the 'Add Revision' dialog box open. The 'Add Revision' button in the main window is circled in red. The dialog box contains fields for 'Revision #', 'Date', 'Type of Revision(s)', 'Amount Type', 'Any Covered By Contingency?', 'New End Date', 'Scope of Work Changes', and 'Justification'. The 'Save & Close' button is circled in red. A red arrow points from the 'Add Revision' button to the dialog box.

Status	Created	Amount	End Date	Justification (incl. Scope of Work Change)

## REVISIONS TAB DATABASE STEPS

Revision Type

Select the Revision Type

- Contract Revision
- Contract Administration

OK

Cancel

Revision

Spell Check | Cancel Revision | Save & Close

Revision #: ABTI-BYKS96      Date: 02/25/2021

Type of Revision(s):  Amount     Scope of Work     End Date

Amount Type:     Increase     Decrease      Amount of Agreement:    \$

Scope of Work Changes:    \$

Justification:    \$

Revision Type

Select the Revision Type

- Contract Revision
- Contract Administration

OK

Cancel

Revision

Spell Check | Cancel Revision | Save & Close

Revision #: ABTI-C25P9L      Date: 04/16/2021

Type of Revision(s):     Contract Extension     Contract Termination

New End Date:   

Justification:    \$

**REVISIONS TAB DATABASE STEPS**

- Select “**Add Revision**” a pop-up will appear;
- The “**Revision #**” and “**Date**” fields will be prepopulated;
- Select the appropriate “**Type of Revision(s)**”, please note more than one can apply and be selected;
- Information contained in the pop-up will change according to the “**Type of Revision(s)**” selected:
  - Select “**Amount Type**” to revise the contract price. You will have to enter the Agreement Increase/Decrease amount. The Increase/Decrease in the Agreement amount does not include the contingency. If required, fill in the amount covered by contingency;
  - Select “**End Date**” to revise the contract end/completion deadline;
  - Select “**Scope of Work**” if a modification to the scope of work is required. Once selected provide details of the work changes in the “**The Scope of Work Changes**” field;
- The “**Justification**” field is required to be filled in regardless of the selected revision type. An explanation why the revision is necessary is required in this field;
- Select “**Save As**” and then “**Submit for Approval**”;
- The “Agreement Cost with Revisions” and “New Total Agreement Value” will be calculated to include the revision once approved.
- Once approved submit for TRCA signature;
- Send the fully executed agreement to the vendor for their records.
- Work can only commence once the revision is signed by both parties, not before.

**4. Examples of Contingency Use**

***Please note: The examples below contain contingency amounts and refer to the information that is to be inputted into the database for internal purposes. The contingency amount should not be part of the information that appears on the Change Order the vendor will sign.***

**Example 1**

A contract was awarded for \$86,000 plus 10% contingency \$8,600, the total value is \$94,600. Due to unforeseen circumstances additional materials are required at cost of \$15,000. The revised contract value is \$101,000, ***a portion of additional work can be covered by the full contingency.***

Original Contract Value +	Contingency Cost =	Original Contract Total Value	
\$86,000	\$8,600 (10%)	\$94,600	
Original Contract Total Value	+ This Change Order Amount of Agreement Increase	Covered by Contingency	= New Total Agreement Value
\$94,600	\$15,000	\$8,600	\$101,000

## REVISIONS TAB DATABASE STEPS

### Example 2

A contract was awarded for \$86,000 plus 10% contingency \$8,600, the total value approved is \$94,600. Due to unforeseen circumstances additional materials are required at cost of \$8,600. The revised contract amount remains the same as the original contract value \$94,600. **All additional work can be covered by the contingency.**

Original Contract Value	+	Contingency Cost	=	Original Contract Total Value
\$86,000		\$8,600 (10%)		\$94,600

Original Contract Total Value	+	This Change Order Increase	-	Covered by Contingency	=	New Total Agreement Value
\$94,600		\$8,600		\$8,600		\$94,600.00

### Example 3

A contract was awarded for \$86,000 with **no contingency**, the total value approved is \$86,000. Due to unforeseen circumstances additional materials are required at cost of \$8,600. The revised contract amount is \$94,600. **No additional work can be covered by the contingency.**

Original Contract Value	+	Contingency Cost	=	Original Contract Total Value
\$86,000		\$0		\$86,000

Original Contract Total Value	+	This Change Order Increase	-	Covered by Contingency	=	New Total Agreement Value
\$86,000		\$8,600		\$0		\$94,600.00

More Revision examples can be found in the Procurement/Agreement Database, by searching "All Procurement by Status" "Revision Approved".

# REVISIONS TAB DATABASE STEPS

**About db** | **Create New**

**Procurement & Agreement**

- Requisition Orders
  - By Next Approver/Reviewer
  - ROs By Status
  - ROs By Author
  - Comprehensive ROs
- All Procurements** (circled)
  - By Next Approver/Reviewer
  - By Status
  - By Author
  - By Type
  - By Goods & Service
  - By Recommended Vendor
  - By Division
  - Revenue By Customer
  - By Year (created)
  - Vendor of Record
- View Templates
- Requests
- Admin

**Search in View 'All By Status'**

Search for: \_\_\_\_\_

Status	Method	Created	Authored By
▶ Draft			
▶ On Hold			
▶ Under Review			
▶ Review Complete			
▶ Procurement Report Submitted for Approval			
▶ Procurement Report Approved			
▶ Agreement Awaiting Signature			
▶ Agreement Signed			
▶ Active Agreement			
▶ Procurement Report Approved			
▶ Revision Awaiting Approval			
▶ Revision Declined			
▼ Revision Approved			
▶ Agreement Only			
▶ Competitive			
▶ Limited Tendering			
▶ Preferred Source			
▶ Sole Source			
▶ Completed			
▶ Cancelled			