

Contract Amendment Process

Revised August 7, 2000

Level 1 Amendments

Level 1 amendments are defined as (a) cumulative time extensions up to nine months, (b) changes in scope of services that will not alter the final outcome of the project, and (c) budget increases not to exceed a total of \$25,000 for each contract. Decisions on amendments at this level are made by contracting agency staff after consulting with CALFED staff. Contracting agencies may delegate decision-making to the Executive Director of the CALFED Bay-Delta Program, as appropriate.

Level 2 Amendments

Level 2 amendments are defined as requests for (a) cumulative time extensions over 9 months, or (b) cumulative budget increases up to 30% of the contract amount, but not greater than \$500,000 or (c) changes in scope of services that alter the final outcome of the project.

At the discretion of the contract administrator in consultation with CALFED staff, amendments may be subjected to review by scientific and technical experts if the amendment could result in changes to the scientific or biological outcome of the project or new impacts to the environment or affected parties. Attachment A provides guidelines for the types of amendments that may require scientific review (to be drafted). It is expected that three or more scientists will evaluate each request. The result of this review will be at least a one page narrative evaluating the request.

Level 2 amendment requests will be considered by an Ecosystem Roundtable subcommittee that meets in a publicly noticed meeting and considers each amendment in detail. All Ecosystem Roundtable Subcommittee members will provide review and comment on the proposed amendments. Agency Liaison members of the amendment subcommittee will make their recommendation on proposed amendments based on input from the Ecosystem Roundtable members, and on the scientific and technical review, if provided. Agency Liaison members will decide whether an individual item merits full Federal-State Management Group review and discussion, and/or Policy Group review. If an item is identified as not meriting additional discussion, then the Agency Liaisons' recommendation will be transmitted directly to the appropriate contracting agency. The Department of the Interior, Resources Agency, Environmental Protection Agency, and California Urban Water Agencies will have the final approval over their respective funding sources.

Level 3 Amendments

Level 3 amendments are defined as amendment requests of cumulative budget increases of 30% or more of the contract amount or those over \$500,000. Level 3 amendments will be reviewed through the same process as Level 2 amendments, but will be presented to the Policy Group which will transmit its recommendation to the respective funding source.

Reporting

All amendments will be reported to the Federal-State Management Group, Policy Group, Ecosystem Roundtable and BDAC as information items.