MUNIS DOCUMENTATION

THE CITY OF
RICHMOND, CALIFORNIA

Contract Amendments (Change Order)
Time and/or Money

Overview

The City of Richmond will enter Contract Amendments into MUNIS - Contract Change Order Module when there is a Contract change or amendment. There are three (3) types of changes, time, money and time & money.

- ✓ Time Amendments are made when there is an adjustment in the contract term.
- ✓ Money Amendments are made when additional funds are needed.
- ✓ Time & Money Amendments are made when there is an adjustment in the contract term and adding funds.

<u>NOTE</u> :
You can’t amend a contract that has expired, even if you have funds remaining in the contract.

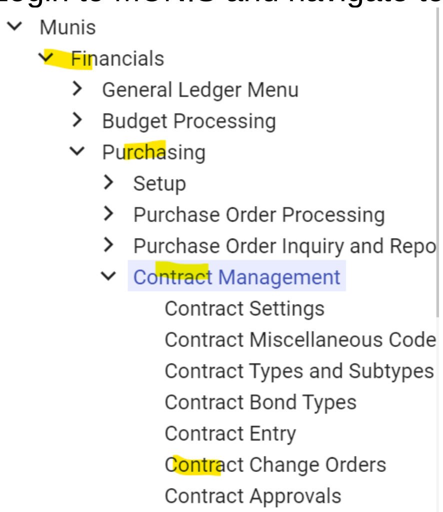
Users will release the contract change order which will then go through the MUNIS Approval Workflow. Contract change orders that are not approved will be returned to the requisitioner and can be corrected if necessary and re-released.

Procedure

This “How to...” provides detailed instructions on how to do the following tasks:

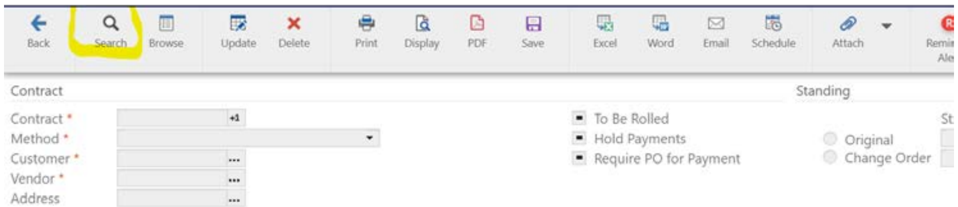
A. How to Make a Change/Amendment in MUNIS’ Contract Change Order Module

<u>Step 1</u>
Login to MUNIS and navigate to “Financials > Purchasing > Contract Management > Contract Change Orders.”

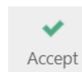


Step 2

To find the Contract that you want to make the change to, click on the SEARCH, which will turn all searchable fields white.



Step 3

Enter the Contract Number in the “Contract” field and left click 

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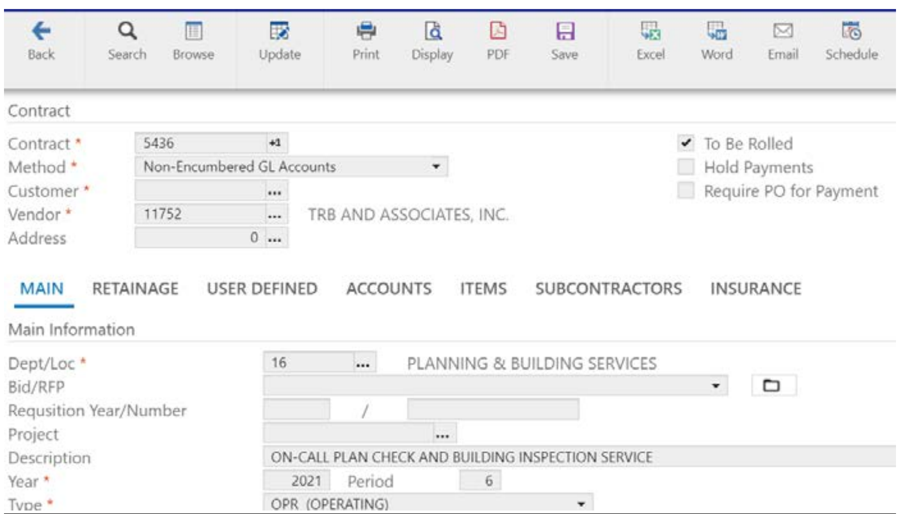
Step 4

Information should now display for this contract. See below for example.



There are three (3) types of amendments (contract change orders)

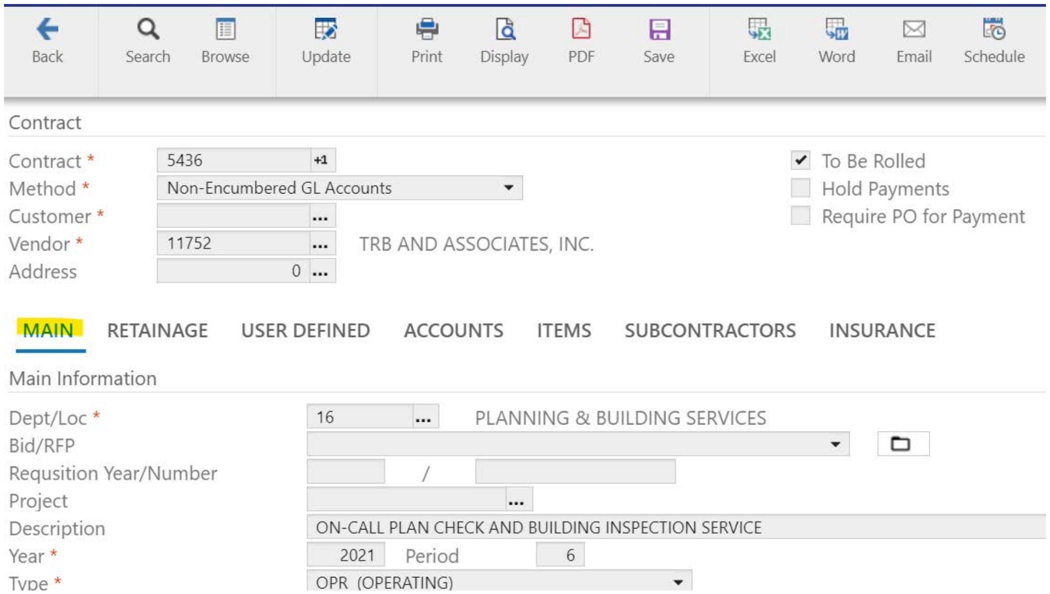
1. Time Amendment
2. Money Amendment
3. Time & Money Amendment

The example below is for doing a Time Amendment; to follow will be the instructions on how to create a Money Amendment.

Time Amendment

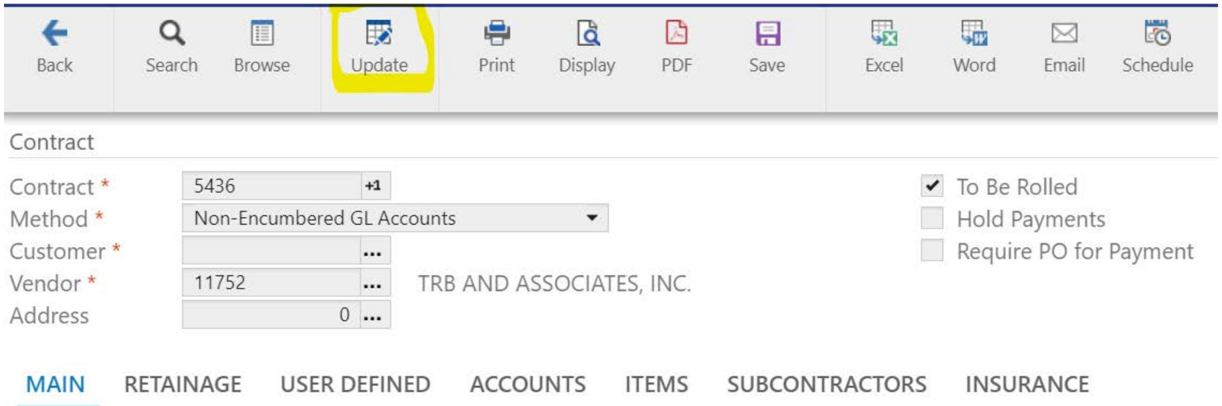
Step 5

To make a Time Amendment you should be in the “Main” tab.



Step 6

Once you have verified that you are in the “Main” tab, you want to left click the Update button.

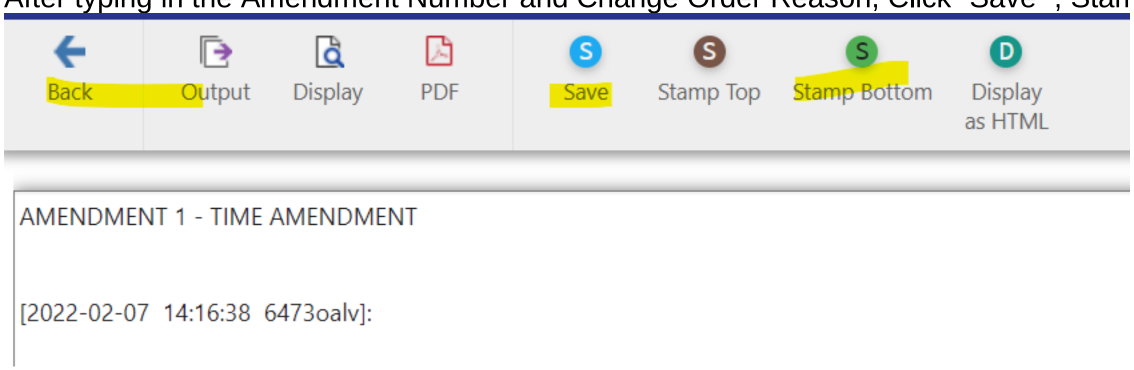


Step 7

Once the update button is selected the “Change Order Reason” screen will displayed, see below. This is where you will enter the Amendment Number and reason for change of why the amendment is being made (IN ALL CAPS).

Change Order Reason will be maintained in the “Change History” only. This will not be in lieu of the description required in the “**Additional Description**” box.

After typing in the Amendment Number and Change Order Reason, Click “Save” , Stamp Bottom and hit the Back button



Step 8

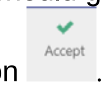
Upon exiting you will be automatically brought back to the "Main" tab. You will now be able to make the Time Amendment.

Now you need to fill in various dates:

- "**Estimated start**" (also known as "**Effective Date**" for the contract) This date does not change.
- "**Estimated completion**" (aka "**Termination Date**" for the contract). In the case of a time amendment this date would change to the new "**Termination Date**"
- "**Approved**" date remains the same, unless the contract is taken to City Council or City Manager for a money amendment. Otherwise this is the date the contract was **approved by the City Council (or the City Manager** for contracts less than $10,000).
- "**Initial expiration**" will remain the original "**Estimated completion**" date. (This is the date the contract would have expired if not amended.)
- "**Renewal action**" is the date in which any renewal actions need to start taking place. **(Optional)** This field is for the requisitioner – It is intended to warn the requisitioner that the contract expiring, so that if amendments need to be made they can take action to do so.
- "**Extended through**" would be the new "Termination Date".

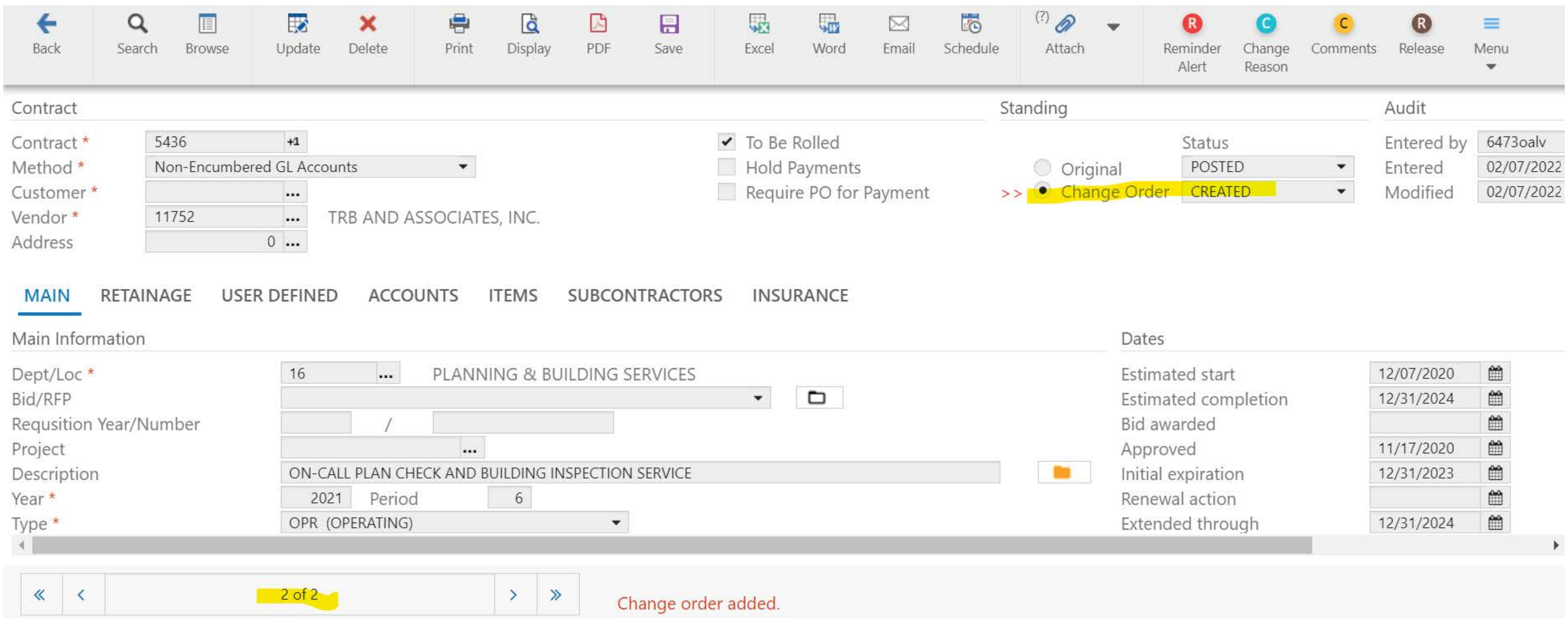
Step 9

To make the Time Amendment, make edits to the following fields:

- ✓ "Estimated Completion" field and enter the new contract expiration date.
- ✓ The "Extended through" field should now be completed. The "Estimated Completion" date should go into the "Extended through" field, in this example 06/30/2016 as the new date. To accept these changes click on Accept button 

. After accepting changes a new record (change order) will be created. See 2nd screen shot.

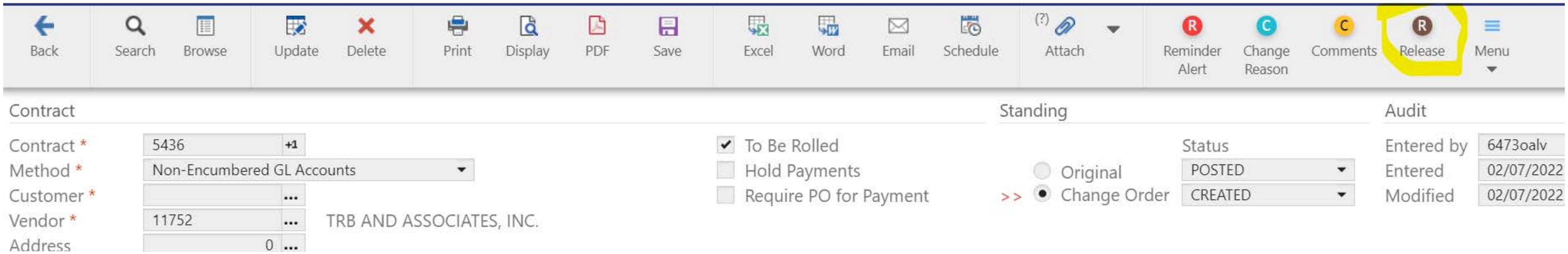
2nd record created. Reminder: When referring back to change order, always make sure you are in the 2nd record [2 of 2].



Step 10

You will attach all documentation to support the change Such as Contract amendment, legal opinion, etc.

Now you will click on the "Release" for Purchasing's approval. This will change the change order status "Pending".



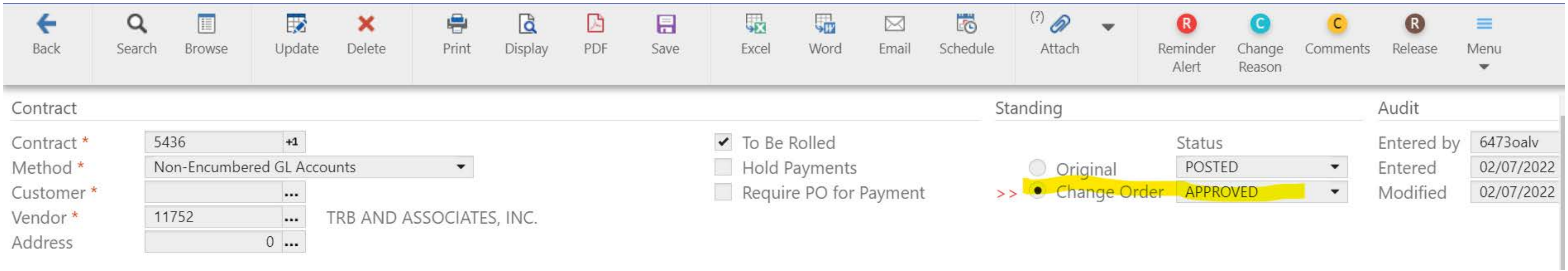
Step 11

Once the contract has been "Approved" through "workflow", you will receive an automated email notifying you that your change order has been Approved.

Step 12

Now that the Change Order has been "**Approved**" through "workflow", you may route your contract for signatures.

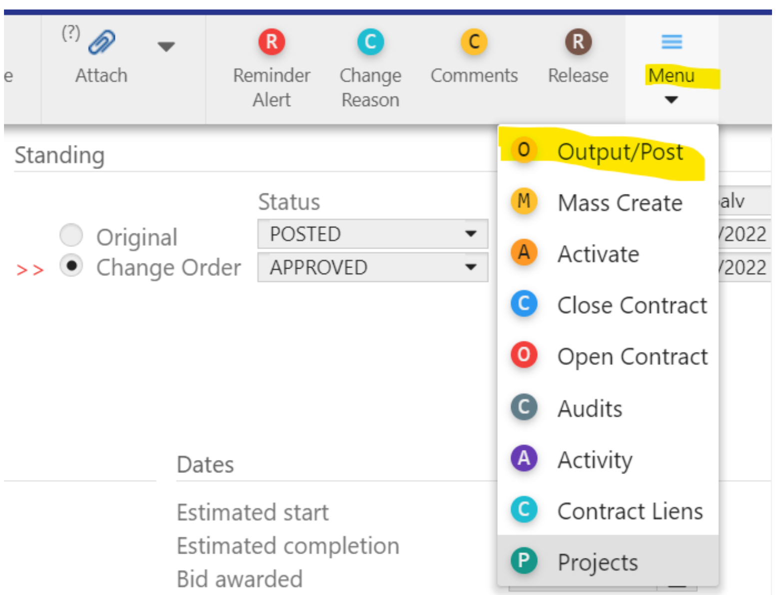
The City Clerk's office will need to see a print screen of the "APPROVED" contract amendment in MUNIS.
see sample below:



Step 13

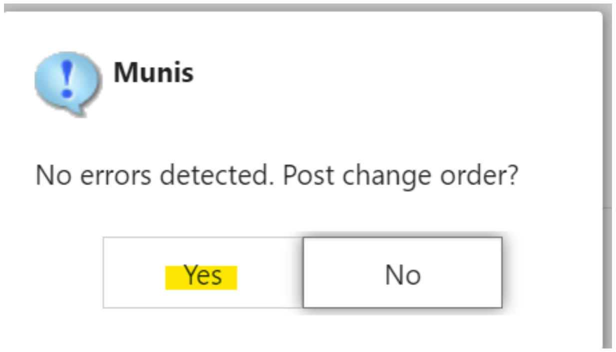
Upon receiving the fully executed contract amendments back from the City Clerk Office, scan and attach the executed contract amendment to the contract in the “Contract Change Orders” Module.

Once you have attached the executed contract amendment in the contract module(make sure you are on the “Change Order” (See Step 9), click on the “**Output/Post**” button.



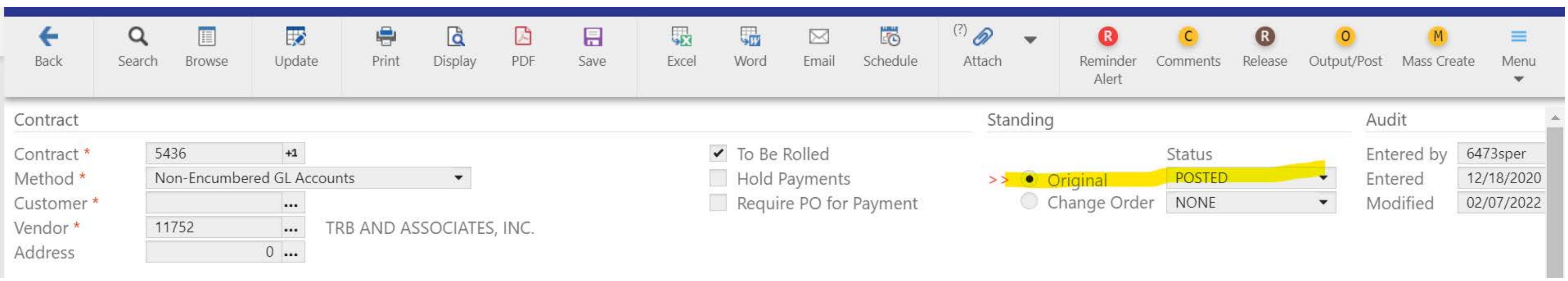
Step 14

You should get this message. Click “**Yes**”.



Step 15

Notice that the “**Status**” has changed to “**POSTED**”. There is no longer a “Change Order” in process because the Change Order has become the new “Original”. The Change Order process is now complete.



Step 16

Now that the contract amendment (Change Order) has been approved and output posted. If you need changes made to an existing Purchase Order , email Purchasing to make the appropriate changes as to the dates or adding funds to your Purchase Order. Give PO # and Contract # and the information you need changed/added on the PO. Purchasing will then email you an updated PO.

REJECTED CONTRACT AMENDMENTS: Contract Change Orders that are not approved will be returned to the requisitioner via workflow. Contract Amendment (Change Order) can be corrected and re-released by requisitioner.

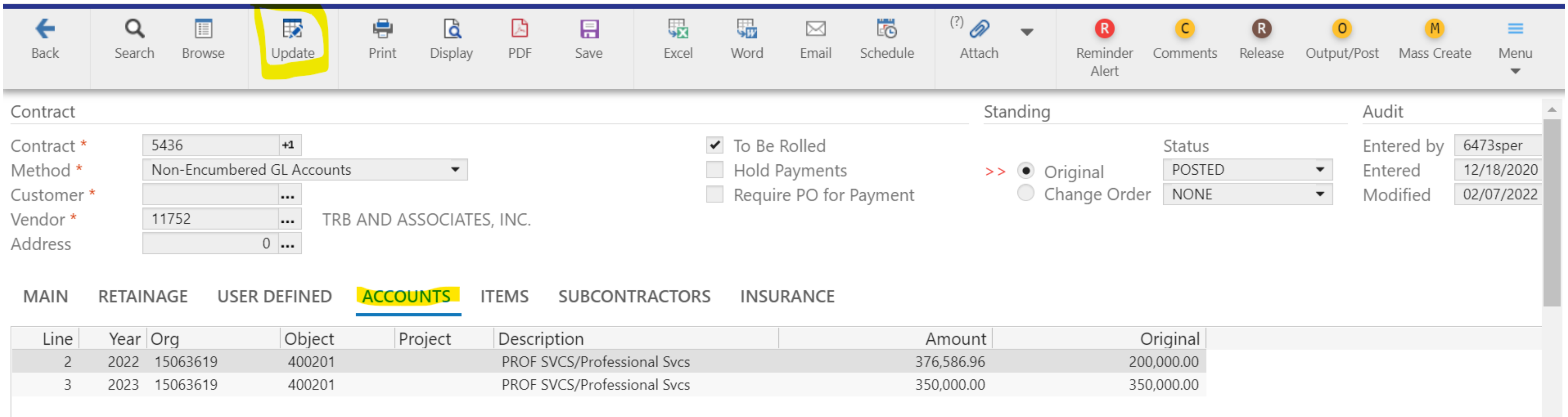
- Go into **Contract Change Order** entry – click on magnifying glass and enter contract number
- Click the “Activate” button
- Click on “Comments”
- Rejection comments box will open, make note of comments, then close rejection box
- Make any necessary corrections and then click “Release”
- Contract Change Order will then go to Purchasing for approval

MONEY AMENDMENTS

GO TO STEP 1-4 AND THEN FOLLOW THE REMAINING STEPS

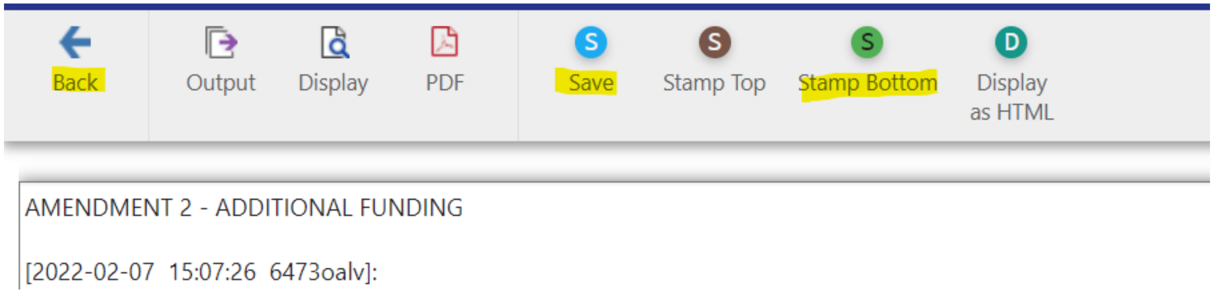
Step 5

To make a Money Amendment you must be in the “Accounts” tab. Once you have verified that you are in the “Accounts” tab, you want to left click the Update button



Step 6

Once the update button is selected the “Change Order Reason” screen will displayed, see below. This is where you will enter the amendment number and a description of why the amendment is being made (IN ALL CAPS). The amendment number should be entered first and the description should follow. See below for example. *If you do not know the amendment number, please see appendix (footnote 2).
Change reason will be maintained in the “Change History” only. This will not be in lieu of the description required in the “**Additional Description**” box.

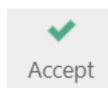


After typing in the Amendment Number and Change Order Reason, left click on Save, Stamp Bottom, and click Back Button.

Step 7

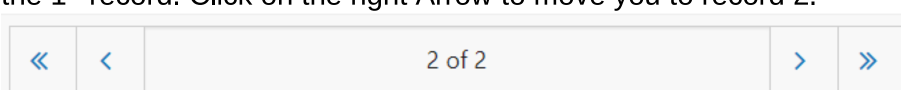
Upon exiting you will be automatically brought back to the “Accounts” tab. You will now be able to make the Money Amendment

Step 8

To accept the Money Amendment, click the green check .

Step 9

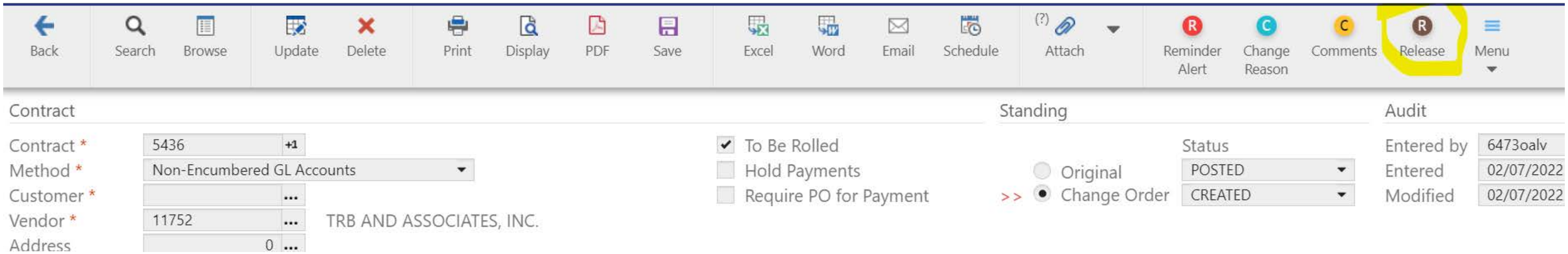
2^{nd} record created. Reminder: When referring back to change order, always make sure you are in the 2^{nd} record. The system will default you to record the 1^{st} record. Click on the right Arrow to move you to record 2.



You will attach all documentation to support the change such as contract amendment, legal opinion, etc.

Step 10

Now click on the "Release" for Purchasing's approval. This will change the change order status to "Pending"



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Once the contract has been "Approved" through "workflow", you will receive an automated email notifying you that your change order has been approved.

Step 12

Now that the Change Order has been "**Approved**" through "workflow", you may route the contract for signatures (execution of the contract).

The City Clerk's office will need to see a print screen of the "APPROVED" contract amendment in MUNIS.
see print screen on Step 11:

Step 13

Upon receiving the fully executed contract amendments back from the City Clerk Office, scan and attach the executed contract amendment to the contract in the "Contract Change Orders" Module.

Once you have attached the executed contract amendment in the contract module(make sure you are on the "Change Order" (See Step 9), click on the "**Output/Post**" button.

Step 14

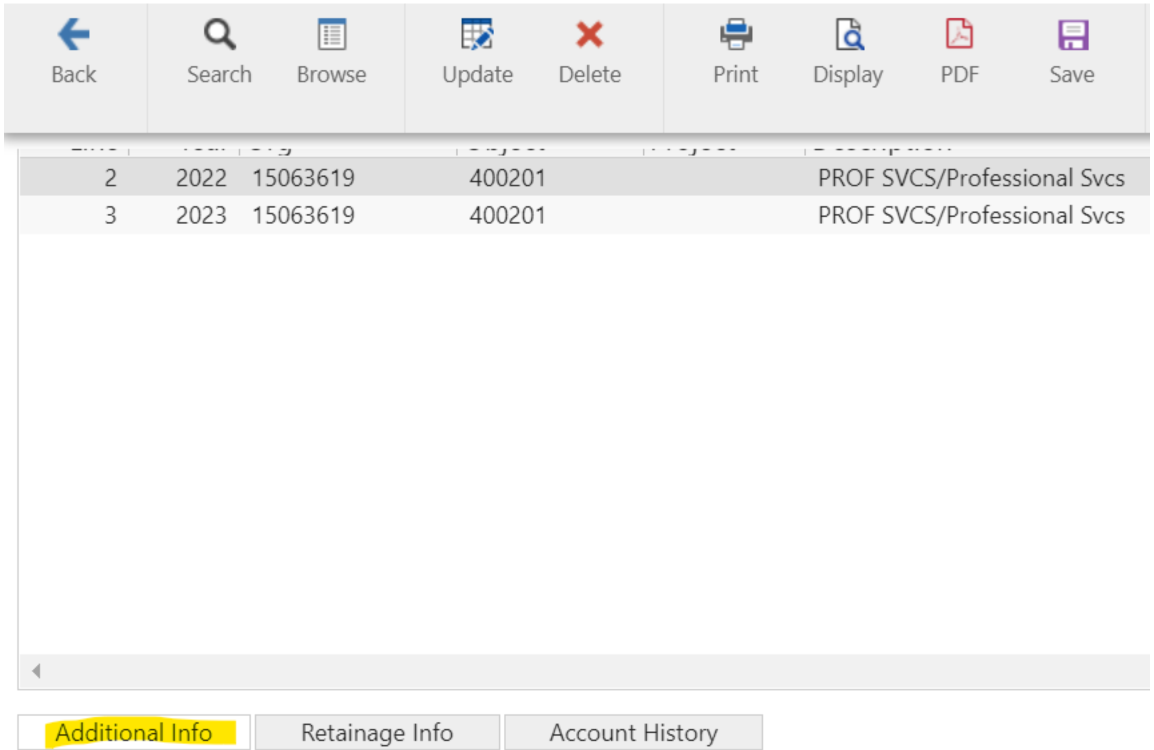
You should get this message. Click "**Yes**".

The change order process is complete once you have "Output/Post" your change order. The 2nd record should now become one with the original record. You should only have one record after "Output/Posting.

For Contract Change Orders for both Time and Money you would follow the same instructions but combining the two processes. The only difference would be that you would be working on both the "Main" screen and the "Accounts" screen.

A few notes:

- You can only process one change order at a time. If you start a Change Order and it has already been approved you must complete that process before making any other changes.
- Contract Module does not encumber funds.
- Create your contract in the Contract Module for the amount that is on your contract.
- **On the "Accounts" tab, the "Additional Information" button will show you how much has been spent out of each account string.**


Back
Search
Browse
Update
Delete
Print
Display
PDF
Save
2 2022 15063619 400201 PROF SVCS/Professional Svcs
3 2023 15063619 400201 PROF SVCS/Professional Svcs
Additional Info
Retainage Info
Account History

Contract

Line	2
Year	2022
Acct	15063619-400201
Desc	PROF SVCS/Professional Svcs

Remaining Available

Revised	376,500.96
Open REQ	0.00
Open PO	4,825.75
Expended	20,174.25
Available	351,500.96

Remaining Available to Encumber

Revised	376,500.96
Open REQ	0.00
Liquidated	25,000.00

- Clicking on “Update” will only allow you to make changes on the current tab you are on…Main or Account.
- Attaching documents to the Contract Module can be done at any time.