

## SUBCONTRACT TECHNICAL REPRESENTATIVE (STR) CHANGE NOTICE

**SEE INSTRUCTION SHEET FOR DISTRIBUTION AND SIGNATURE REQUIREMENTS**

CHANGE NOTICE NUMBER	EFFECTIVE DATE	SUBCONTRACT NUMBER	COST OBJECT
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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:  LUMP SUM       UNIT PRICE       T&M       REIMBURSABLE       N/A

PROCEED WITH WORK       NOTICE TO PROCEED REQUIRED       SUBMIT PROPOSAL WITHIN  DAYS  
 NO CHANGE IN PRICE AUTHORIZED       NOT TO EXCEED \$  DAYS   
 DRAWINGS/DATA ATTACHED       NO EXTENSION OF TIME

PURCHASE REQUISITION #  REQUISITION APPROVAL DATE:

	DATE
	DATE
	DATE
	DATE

**RESPONSE**

TO: CONSOLIDATED NUCLEAR SECURITY, LLC (CNS)

ACKNOWLEDGE AND ACCEPT       ACKNOWLEDGE WITH EXCEPTIONS  
 PROCEEDING WITH THIS CHANGE       ARE NOT PROCEEDING WITH THIS CHANGE  
 A PROPOSAL       HAS BEEN SUBMITTED       WILL BE SUBMITTED       WILL NOT BE SUBMITTED

EXCEPTIONS/COMMENTS (Attach other sheets as necessary to this document)

	TITLE	DATE
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

# **SUBCONTRACT TECHNICAL REPRESENTATIVES (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 requirements in the PPD, the transaction will be unauthorized commitment.
4. Procurement Representative, Project Controls, and Project Manager should all be included on final signature.