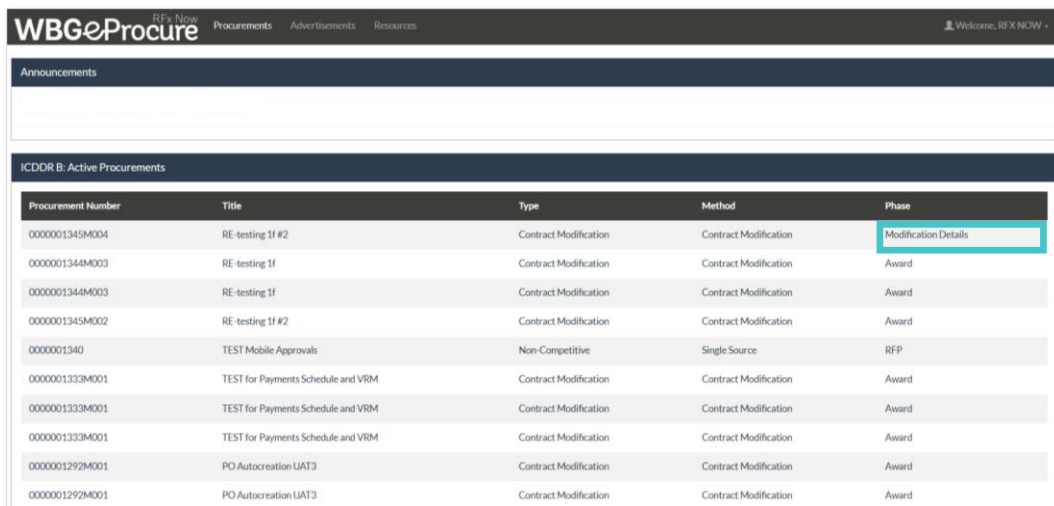


Quick Reference Guide

Acknowledging a Contract Modification

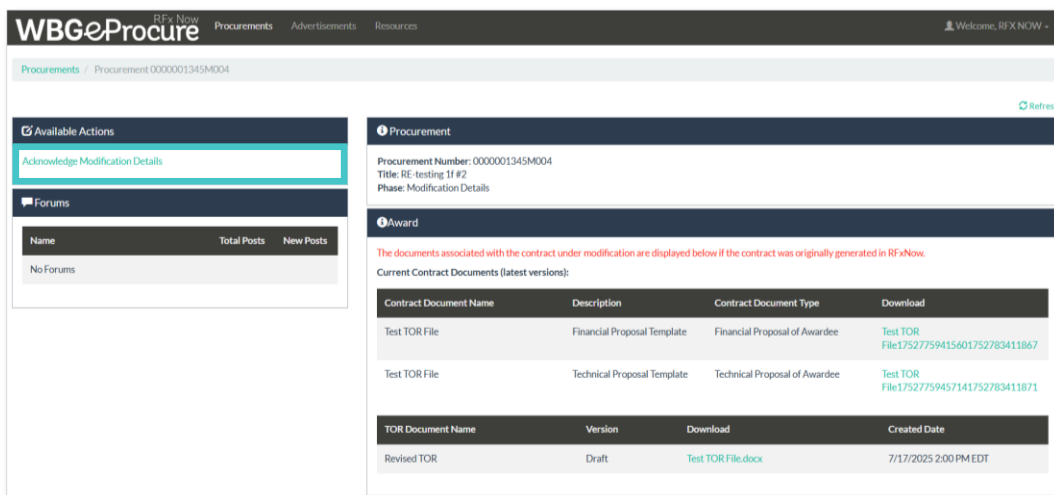
After the initial PO/Contract has been issued, a contract modification may be required when changes are made to the initial conditions. These may include extensions to the period of performance, additional funding due to a change in scope, etc. When these changes happen, and the contract must be amended, there is a need to acknowledge these changes to ensure alignment.

To start, locate the procurement that indicates 'Modification Details' under the Status column and click on it to start.



Procurement Number	Title	Type	Method	Phase
0000001345M004	RE-testing 1f #2	Contract Modification	Contract Modification	Modification Details
0000001344M003	RE-testing 1f	Contract Modification	Contract Modification	Award
0000001344M003	RE-testing 1f	Contract Modification	Contract Modification	Award
0000001345M002	RE-testing 1f #2	Contract Modification	Contract Modification	Award
0000001340	TEST Mobile Approvals	Non-Competitive	Single Source	RFP
0000001333M001	TEST for Payments Schedule and VRM	Contract Modification	Contract Modification	Award
0000001333M001	TEST for Payments Schedule and VRM	Contract Modification	Contract Modification	Award
0000001333M001	TEST for Payments Schedule and VRM	Contract Modification	Contract Modification	Award
0000001292M001	PO Autocreation UAT3	Contract Modification	Contract Modification	Award
0000001292M001	PO Autocreation UAT3	Contract Modification	Contract Modification	Award

The details of the procurement will display. Select 'Acknowledge Modification Details' under the Available Actions to get started.



WBGeProcure RFX Now																							
Procurements / Procurement 0000001345M004																							
Available Actions Acknowledge Modification Details Forums No Forums																							
Procurement Procurement Number: 0000001345M004 Title: RE-testing 1f #2 Phase: Modification Details																							
Award The documents associated with the contract under modification are displayed below if the contract was originally generated in RFXNow. Current Contract Documents (latest versions): <table> <thead> <tr> <th>Contract Document Name</th><th>Description</th><th>Contract Document Type</th><th>Download</th></tr> </thead> <tbody> <tr> <td>Test TOR File</td><td>Financial Proposal Template</td><td>Financial Proposal of Awardee</td><td>Test TOR File17527759415601752783411867</td></tr> <tr> <td>Test TOR File</td><td>Technical Proposal Template</td><td>Technical Proposal of Awardee</td><td>Test TOR File17527759457141752783411871</td></tr> </tbody> </table> <table> <thead> <tr> <th>TOR Document Name</th><th>Version</th><th>Download</th><th>Created Date</th></tr> </thead> <tbody> <tr> <td>Revised TOR</td><td>Draft</td><td>Test TOR File.docx</td><td>7/17/2025 2:00 PM EDT</td></tr> </tbody> </table>				Contract Document Name	Description	Contract Document Type	Download	Test TOR File	Financial Proposal Template	Financial Proposal of Awardee	Test TOR File17527759415601752783411867	Test TOR File	Technical Proposal Template	Technical Proposal of Awardee	Test TOR File17527759457141752783411871	TOR Document Name	Version	Download	Created Date	Revised TOR	Draft	Test TOR File.docx	7/17/2025 2:00 PM EDT
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TOR Document Name	Version	Download	Created Date																				
Revised TOR	Draft	Test TOR File.docx	7/17/2025 2:00 PM EDT																				

Thoroughly review the information displayed under 'Acknowledge Modification Details,' focusing on the reasons for the modification, any added contract value, changes to the period of performance, and other relevant updates. Please note that the information will appear grayed out and cannot be edited.

If you wish to provide additional remarks regarding your acknowledgment, please use the Comments field provided. After you have carefully read and understood all changes, check the box labeled 'I acknowledge the changes above' and click the Acknowledge button to complete the process.

Procurements / Procurement 0000001345M004 / Acknowledge

Acknowledge Modification Details

Existing PO/Contract Number
0007217543

Vendor Name
ICDDR B

SAP Vendor ID
0000011925

Existing Procurement Number
0000001345M003

Acknowledge Deadline
7/22/2025 12:00 AM

Modification Details

Modification Reasons

- Modify Contract Amount (Add Value)

Legal Services

Previously for Legal Services

- ☐ Yes
- ☒ No

This procurement is for legal services (Please upload the clearance proceeding with the engagement of Legal Services.)

- ☐ Yes
- ☒ No

Contract Amount

Previous Total Value in PO/Contract Currency
60,000.00 USD

Modification Amount in PO/Contract Currency
5,000.00 USD

New PO/Contract value after Modification in PO/Contract Currency
65,000.00 USD

Procurement of Data

Previous Procurement of Data

- ☐ Yes
- ☒ No

Procurement of Data

- ☐ Yes
- ☒ No

Enter Percent
0.00 %

Procurement of Data Value after Extension/Modification (USD)
0.00

☒ I acknowledge the changes above

Comments

B *I* U ~~ABC~~ \$ ⚠ ⌨ ⌵ ⌶

No comments.

Acknowledge

Cancel