

Contract Amendments

Contract Amendments

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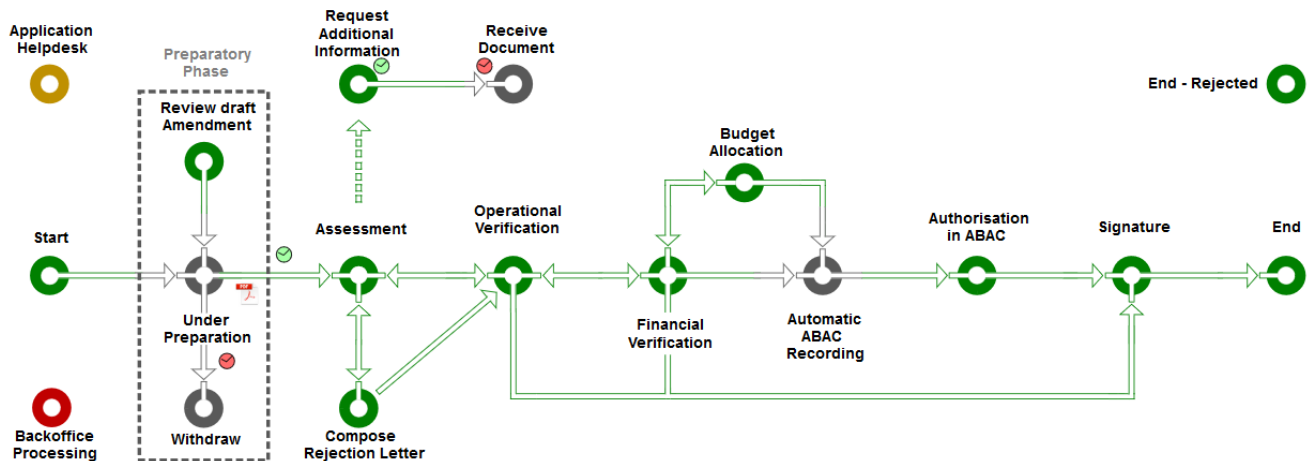
4.5 Contract Amendments

4.5.1 Introduction to Amendments Initiated by the Contractor - Consortium

4.5.1.1 Choice of Contractor Initiated versus the European Commission Initiated Process

Following an agreement between the *European Commission* (referred to as the "**Contracting Authority**" for simplicity) and the *Economic Operator* (i.e. the Contractor or the Consortium Leader - in the case of a Consortium, referred to as the "**Contractor**" for simplicity) to amend a Contract, it is recommended that the Contractor initiates the **Amendment Process**. This ensures that the Contractor drafts and signs the proposed Amendment first, and allows the Contracting Authority to review and assess whether it fully reflects the agreement. In order to facilitate this approach, the Contractor initiated Amendment workflow includes the option for the Contractor to request an **Informal Review** of the proposed Amendment.

4.5.1.2 The Amendment Workflow



When there is a prior agreement between the Contractor and the Contracting Authority to amend a Specific Contract, the Contractor can request an Amendment (i.e. **request for an addendum**) to the Contract, which will then launch the **Amendment – Consortium Request** process (AMDC) by the *initiation* and *preparation* the Amendment.

The **Amendment – Consortium Request** process works in two distinct phases:

1. The **Preparatory Phase**, which is conducted by the Contractor; **and**
2. The **Assessment and Validation Phase**, which is conducted by the Contracting Authority.

Following the **Preparatory Phase** (including the *optional review* of the draft Amendment by the Contracting Authority), the PDF version of the Amendment is generated and signed by the Contractor, and is then submitted to the Contracting Authority for assessment and validation.



Please note that **up to three draft Amendments** may be *in preparation* for any given period, but **just one draft Amendment** can be *optionally* sent to Contracting Authority to be reviewed for comments and/or recommendations for any given period.

In the **Assessment and Validation Phase**, the Contracting Authority will perform the assessment of the Amendment, requesting additional information from the Contractor (if required). When the Amendment is assessed and complies with all rules and checks, then the Amendment will undergo a visa chain of verifications (Operational and Financial Verification), followed by a formal authorisation by the Authorising Officer, and an electronic signature to certify that the Amendment is approved by the Contracting Authority.



Important notes:

- Once an Amendment is signed and submitted by the Contractor to the Contracting Authority for assessment, **no further corrections or modifications can be made to the Amendment**;
- At the end of the **Assessment and Validation Phase**, the Amendment is either "Accepted" or "Rejected" by the Contracting Authority;
- The Contractor may cancel the Amendment **before** the **Automatic ABAC Recording** task of the Contracting Authority, or **before** the authorisation **signature of the Authorising Officer** of the Contracting Authority (if no updates are required in financial system for the Amendment). The Status of the Amendment will then be indicated as "Cancelled" in the system.



If an Amendment has been signed and submitted by the Contractor to the Contracting Authority for assessment, **no other Amendment under preparation can be sent to the Contracting Authority**, unless the Amendment that was sent to the Contracting Authority is either:

- **Counter-signed** by the Contracting Authority; or
- **Rejected** by the Contracting Authority; or
- **Cancelled** by the Contractor.



Please note that the **chapters hereunder** details the procedure to be performed by the **Contractor** via the **Funding and Tender Opportunities Portal**.

4.5.1.3 Amendments for increase in Maximum Value of the Contract

For Amendments initiated by the Contractor – Consortium and for Amendment Type 4 (**AT4 - Maximum Value of the Contract**), the Contractor must initiate the informal **Review of the draft Amendment**, during the Preparatory Phase of the Amendment workflow, **before it is signed by the Contractor and formally submitted to the Contracting Authority for approval**. The informal review of the draft Amendment provides the opportunity for an open dialogue and possible corrections (if required) to the request before submission.

4.5.1.4 Amending Contractual Deliverables

As **deliverables/outputs are contractual**, they form an integral part of the execution of the Contract, and are distinctly detailed in the Contract (i.e. in the specific ToRs or Special Conditions, etc., and depending on the procedure). Therefore, any modification to contractual deliverables/outputs require an **Amendment to the Contract**.

Examples of modifications to contractual deliverables/outputs include:

- The ToRs/Special Conditions are correct and both parties have signed the contract, **but deliverables/outputs and dates have been wrongly encoded in OPSYS**;
- Any modification to **deliverable submission dates**;
- Deliverables/Outputs are defined in the ToRs/Special Conditions, **but they have not been set (entered) in OPSYS**;
- etc.

1. If the ToRs/Special Conditions for the Contract are **correct**, the **Contractor** or **Contracting Authority** can initiate the Amendment process, select the appropriate **Amendment Type** (e.g. **AT8** for Specific Contracts under Framework Contracts), and then select the **Deliverables** tab in the Amendment to apply the modifications.
2. If the ToRs/Special Conditions for the Contract are **incorrect**, the **Contracting Authority** will need to initiate the Amendment process and select the appropriate **Amendment Type** (e.g. **AT8** for Specific Contracts under Framework Contracts). The **Deliverables** tab in the Amendment needs to be updated with any possible modifications, and the **corrected** ToRs/Special Conditions will also need to be uploaded to the **Documents** tab of the Amendment.



Please note that for a required modification(s) that does **NOT** affect the **object or scope of the Contract** (e.g. additions, omissions, substitutions, changes in quality, quantity, specified sequence, method or timetable of implementation of the services, etc.), an Amendment – **Administrative Order** (instead of an **Addendum**) can be issued in the system to apply the changes.


For **Administrative Orders**, the Contracting Authority must request the Contractor to initiate (or Contractor initiates directly) the **Amendment – Administrative Order** request from the Contrat via the **Funding and Tenders Portal** (see details below). An **Administrative Order**, once **signed and submitted by the Contractor**, **only requires the Operational Assessment** of the Amendment request by the Contracting Authority for its approval (or rejection) for the completion of the Amendment process.

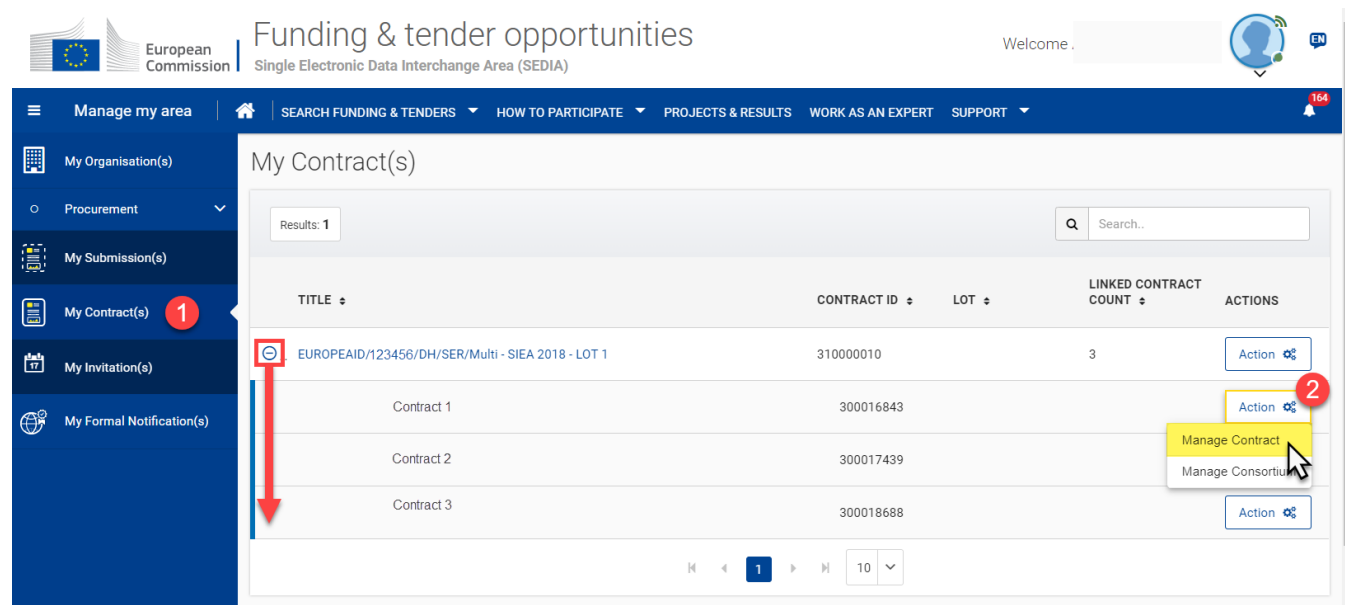
4.5.2 Launch the Amendment

The Contractor launches (*initiates*) a request for an addendum from the Contract via the **Funding and Tender Opportunities Portal**.

4.5.2.1 How to launch the request for an Amendment

To launch the request for an Amendment as Contractor, first **login to the Funding and Tenders Portal**, and then click on **My Contract(s)** in the **left main menu (1)** to access the *list of contract(s)*.

In the *list of contracts*, find and click on the **“Action”** button (2) of the relevant Contract (by clicking on the **plus icon**  - if required and to expand the list), and then click on the **“Manage Contract”** option.



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome .

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Procurement
My Submission(s)
My Contract(s) **1**
My Invitation(s)
My Formal Notification(s)

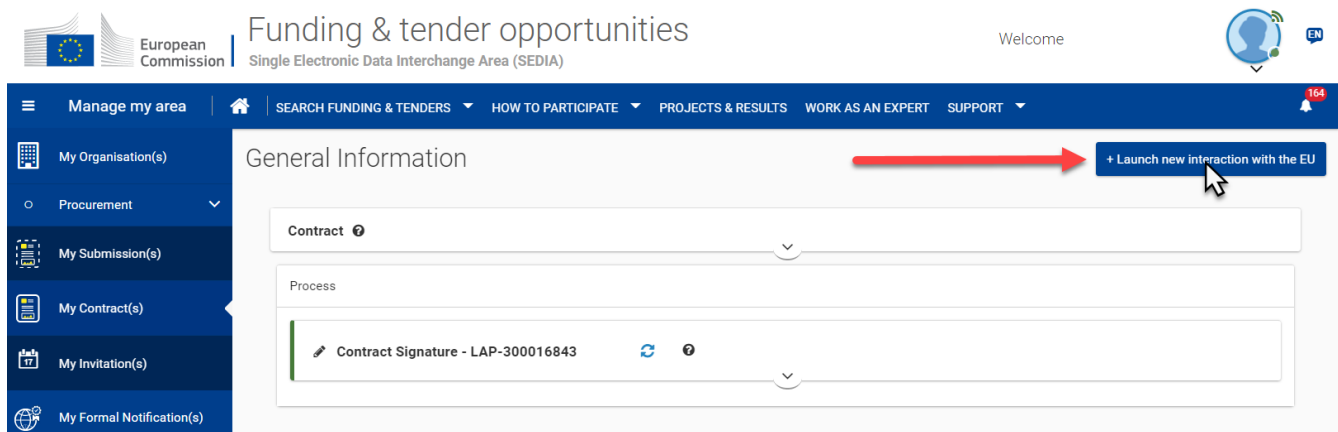
My Contract(s)

Results: 1

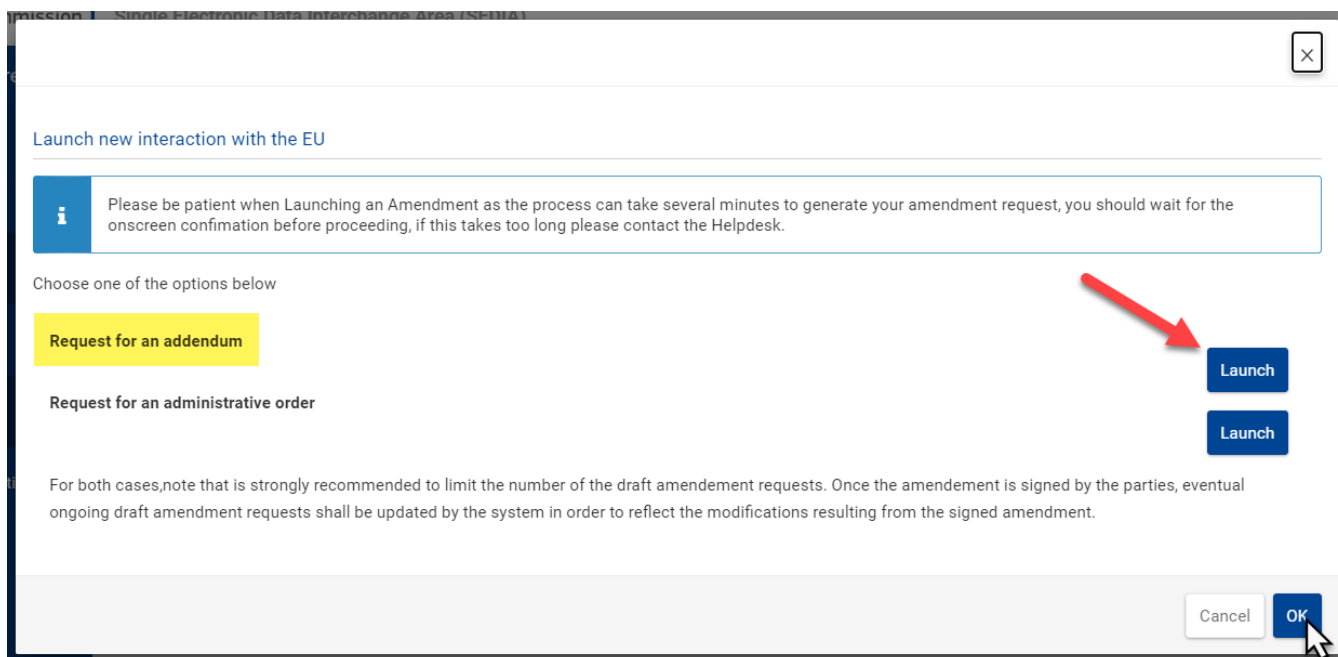
TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
EUROPEAID/123456/DH/SER/Multi - SIEA 2018 - LOT 1	310000010		3	Action
Contract 1	300016843			Action 2
Contract 2	300017439			Manage Contract Manage Consortium Action
Contract 3	300018688			Action

1 10

On the **Contract** page, click on the **“Launch new interaction with the EU”** button on the top right of the page.



In the **Launch new interaction with the EU** pop-up window, click on the “Launch” button for the *request for an addendum*.



4.5.2.2 Choice of Type of Amendment (Administrative Order or Addendum)

The system requires the Contractor to select one of two types of amendment:

- **Addendum** - The use of an Addendum is required for changes to the **implementation period, starting date, maximum value** of the contract, or any other contract change(s) that affect its *object or scope*; **or**
- **Administrative Order** - Administrative Orders may take the form of additions, omissions, substitutions, changes in quality, quantity, specified sequence, method or timetable of implementation of the services, but **cannot** be used for amendments to the contract that affect its object or scope.

Important note: An **Administrative Order**, once **signed and submitted by the Contractor**, **only requires the Operational Assessment** of the Amendment Request by the Contracting Authority for its approval (or rejection) and the completion of the Amendment Workflow.

The following table provides a summary of the Contract Amendments that can be formalised using each *type of amendment*.

Please note that if the Amendment requires a change to more than one aspect of the Contract, then an **Addendum** must be used **if one or more of the contractual changes requires an Addendum**.

System Code	Subject of Amendment	Type of Amendment Required
AT2	Implementation Period of the Contract	Addendum
AT3	Starting Date of the Contract	Addendum
AT4	Maximum Value of the Contract	Addendum
AT5	Pre-financing Amount or Percentage	Addendum
AT6	Requirement of Pre-financing Financial Guarantee	Addendum
AT8	Annex II (the Specific Terms of Reference)	Addendum (Administrative Order only if the change does not affect the object or scope of the contract)
AT9	Annex III (the Organisation & Methodology)	Addendum (Administrative Order only if the change does not affect the object or scope of the contract)
AT10	Annex IV (the specific Financial Offer)	Addendum (Administrative Order only if the change does not affect the object or scope of the contract, and subject to the notes (i), (ii) and (iii) below the table).
AT11	Annex V (the Curriculum Vitae(s) of the Expert(s))	Administrative Order
AT12	Annex VI (the Statement(s) of Exclusivity and Availability of Expert(s))	Administrative Order




Important Notes:

- i) No amendment, either by means of Addendum or through Administrative Order, can lead to decreasing the amount within the contractual budget allocated to **expenditure verification**, or change to the **award conditions** prevailing at the time the Contract was awarded.
- ii) For global price Contracts, Administrative Orders cannot have an impact on the **contractual budget**.
- iii) For fee-based Contracts, Administrative Orders that have an impact on the contractual budget are limited to transfers within the fees, or transfers from the fees to the **incidental expenditures**.

Wait for the confirmation message at the top of the pop-up window, and then click on the “OK” button. The pop-up window will close, and you will be redirected back to the **Contract** page.



Please note that the *request for an Amendment* may take a few minutes to generate the **Amendment** process, while automated checks are being run by the system. If the process is not generated on the **Contract** page, **do not launch a new Amendment request**, and contact the **EC Funding and Tender Service Helpdesk** if the issue persists for more than 24 hours.

Once launched and the **Amendment** process created on the **Contract** page, you can view the *process details* in the **Process** panel by clicking on the **down arrow**  icon to *expand* the panel.

Notice the 4-step *process workflow* (1) with the *current* status indicated, the *list of tasks* (2) that need to be completed, and if you click on the **right arrow** > icon (3) of the task, the task panel will *expand and display* the operations required to complete the task.

Also, notice that each task panel has a left **indicator** colour and **status** (orange – pending, green – completed, red – error) displayed to inform you of the *current* status of the task.

Click on the **refresh** ↺ icon (4) if you notice that the process or task status does not update after completing the required operations.

When the *request for an Amendment* has been successfully launched, the status of the **Prepare Amendment** task is updated to "**PENDING**", and you may start the *preparation of the Amendment*.

4.5.3 Prepare the Amendment

The **Preparatory Phase** conducted by the Contractor (including the optional [review of the draft Amendment](#) by the Contracting Authority) is the **most important phase** of the Amendment process. The Amendment will be *drafted*, the PDF version of the Amendment *generated* and *signed* by the Contractor.

Once the Amendment is signed and submitted to the Contracting Authority for assessment and validation, the **Amendment can no longer be modified**.



Please note that it is therefore imperative that the Contractor verifies the Amendment request **before** generating and signing the PDF and submitting to the Contracting Authority. If there are **any open concerns**, they need to be addressed during the preparation by communicating directly with the Contracting Authority, or by using the optional [Review Draft Amendment](#) task.

The Amendment is ready to be prepared once it has been **launched by the Contractor**, the status of the **Prepare Amendment** task is "**PENDING**".

To *prepare an Amendment as Contractor*, in the **Tasks** section of the Amendment on the **Contract** page ([see above](#) for instructions on how to access the **Contract** page), click on the **right arrow** > icon of the **Prepare Amendment** task to *expand* the panel and click on the "**Prepare**" button.

Amendment - AMD-300022118-198
Refresh
Help
Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

1

2

3

4

LAUNCHED
PREPARED
SUBMITTED
DECISION

Process Reference: AMD-300022118-198

Tasks

History

Prepare Amendment - 12 May 2021

Status: PENDING

You may now "Prepare" your contract Amendment and once you are finished click on "Complete" in the amendment preparation screen. When you click Prepare you will be diverted to a contract preparation screen that will allow you to modify conditions of the contract (e.g. Amount, duration etc) After making the necessary modifications. Once you are happy with the modifications you can finish by clicking on "Complete" in the same screen that you make the amendments, alternatively you can "Save" the work you are doing and complete it later

To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments

Prepare

Cancel

The status of the **Prepare Amendment** task is updated to "**IN PREPARATION**", and you will be automatically re-directed to the **Amendment Data** page, where you will be able to compose the draft Amendment.

The Contracting Authority is also notified when a draft Amendment is *under preparation*; they receive a **notification**, and a new **View Amendment under Preparation** task is generated in the **Task Centre of OPSYS - My Workplace** for the Contracting Authority, where the Contracting Authority can view the draft Amendment *under preparation* by the Contractor.

4.5.3.1 Compose the Draft Amendment

The Amendment is initiated and composed (generated) through modifications implemented either independently by the Contractor (the system will automatically recognise the changes), or by requesting the system to unblock specific parameters to modify. The system will then automatically generate both types of modifications as relevant Amendments to the Contract.

The *amendable fields* of the Contract are the **duration**, **starting date**, **price**, **pre-financing amount**, **pre-financing guarantee**, **Annexe II** (Specific Terms of Reference), and **Annex III** (Financial Offer).

For the modifications to the **duration**, **starting date**, or **price**, the system *automatically* recognises the change, and the switch in the **Amendment** section signals the adjustment. For the other modifications (**pre-financing amount**, **pre-financing guarantee**, **Annexe II**, and **Annexe III**), the Contractor has to manually activate the respective switch in the **Amendment** section to be able to perform the amending changes.

For the Amendments concerning the **Annexes II and III**, the modification will need to be performed directly within the annexes, and the *effective date* and *description* will need to be included in the structured data.

Verifying checks are performed by the system to signal if the modifications do not comply with the validating business rules. These checks will be displayed by the system as "**Validation results**" if the modifications do not comply.

The **Amendment** section contains two panels, one for each type of modification ("Automatic" or "Manual"), with the Amendment *reference*, *type* and *justification* (free textbox) at the top of the page.

As an example, a *modification to an annexe* would present as follows:

- Click on the **switch button (1)** to *activate the modification* to apply, enter the **effective date (2)** of the modification, and click on the "**Save**" button **(3)** at the bottom of the page;

1 ☒ AT8 Annex II (the specific terms of reference including, if applicable, clarification(s) provided by the contracting authority before the deadline for submitting offers)

2 Effective date: 22/10/2019

AT9 Annex III (the specific organisation and methodology including its annexes)

AT10 Annex IV (the specific financial offer)

AT11 Annex V (curriculum vitae of experts)

AT12 Annex VI (the statement(s) of exclusivity and availability of experts)

3 Save

- Click on the **Documents** section in the left menu to access the Amendment documents (*core, request letter, and modification matrix*) and the **annexe to modify** – remember to click on the right arrow to expand the **Amendment** panel;

Summary <

Amendment

General Info

Contract Data

Contractors

Experts

Deliverables

Financial Information

Documents

Documents

Amendment (Amendment)

Amendment core Created

Amendment request letter Created

Amendment modifications matrix Created

Annex II - Specific Terms of Reference Created

Actions

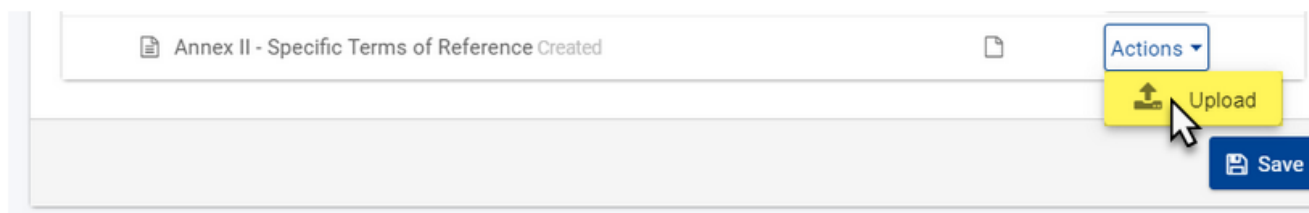
Actions

Actions

Actions

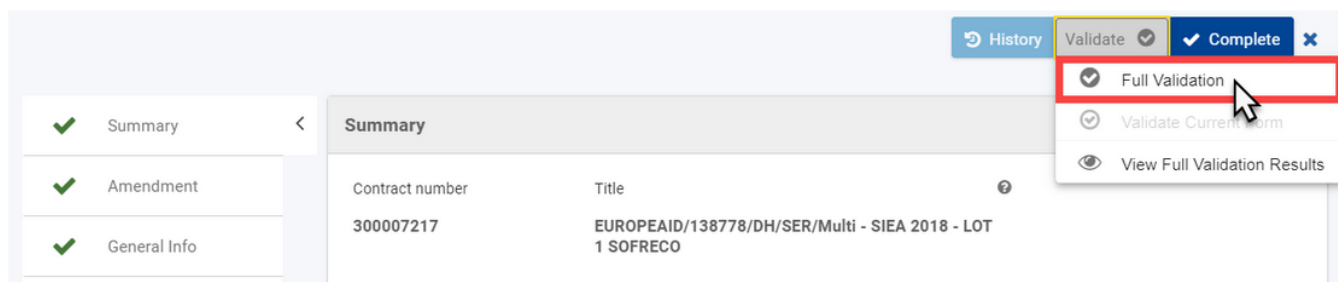
Save

- Click on the “**Action**” button to preview the amendment documents, and for the *annexe*, click on “**Upload**” to **upload the new modified annexe**.



- Click on the **"Save"** button once you have completed the modification to save your changes.

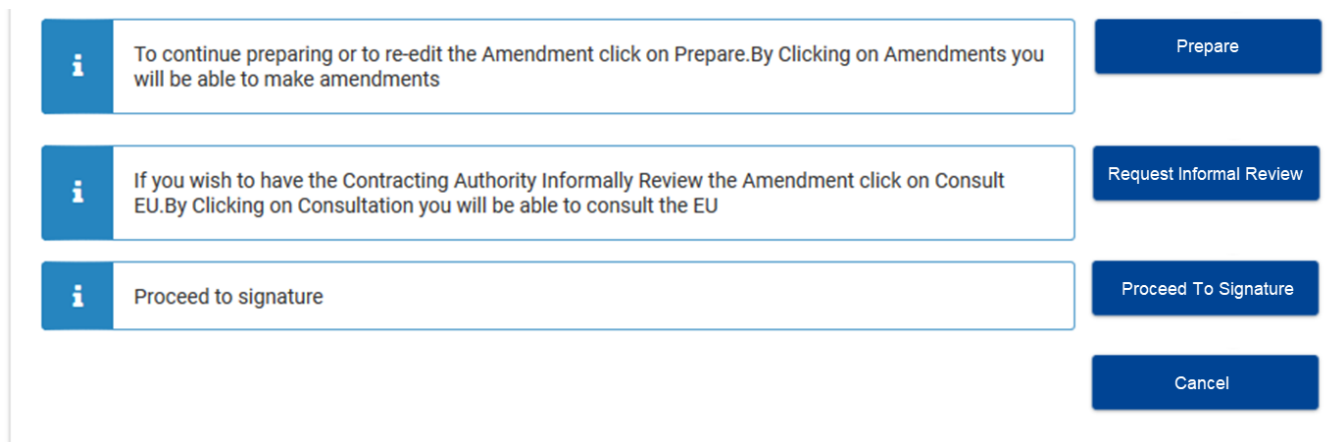
Once you have completed and saved all the required modifications, perform a *full validation* of the contract data by clicking on **"Validate"** at the top of the page, then select the option **"Full Validation"**.



Correct any *validation issues*, save and re-validate (if required), then click on the **"Complete"** button at the top right of the page *to complete the preparation (composition) of the Amendment*.

When the *the preparation (composition) of the Amendment* has been successfully completed, the status of the **Prepare Amendment** task is updated to **"COMPLETED"**, the draft Amendment status is updated to **"PREPARED"**, and you may *either*:


- **Modify the draft Amendment; or**
- **Request and informal review of the draft Amendment; or**
- **Proceed to the signature and submission of the Amendment; or**
- **Cancel the Amendment**



4.5.3.2 Modify the Draft Amendment

If the draft Amendment is in status **"LAUNCHED"** or **"PREPARED"**, it can be modified by the Contractor. This option is available in the event the Contractor wishes to further edit the draft Amendment – both before its submission to the Contracting Authority, and following possible comments after the optional [review of the draft Amendment](#) by the Contracting Authority.

To *modify a draft Amendment as Contractor*, in the **Tasks** section of the Amendment on the **Contract** page ([see above](#) for instructions on how to access the **Contract** page), click on the **right arrow** > icon of the **Prepare Amendment** task to *expand* the panel and click on the **"Prepare"** button.

 To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments



You will be automatically re-directed to the **Amendment Data** page, where you will be able to apply the modifications to the draft Amendment (see previous section above for details).


4.5.3.3 Request Informal Review

If the draft Amendment is in status "**PREPARED**", it can be *optionally* sent by the Contractor to the Contracting Authority for an informal review. The Contractor has the option to seek an informal review by the Contracting Authority of the draft Amendment before it is formally submitted to the Contracting Authority for approval.



Please note that even though the request for an informal review is *optional*, it is advised *if the Contractor would like the Contracting Authority to review the draft Amendment before the signature by the Contractor*. Once the Amendment is signed by the Contractor, no further corrections or modifications can be made to the Amendment.

To request an informal review of the draft Amendment as Contractor, in the **Tasks** section of the Amendment on the **Contract** page (see above for instructions on how to access the **Contract** page), click on the **right arrow** icon of the **Prepare Amendment** task to *expand* the panel and click on the "**Prepare**" button.

 If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU



Once the request for an **Informal Review of the Draft Amendment** is sent:

- A new **Contract Amendment Review** task is automatically generated in the **Tasks** section;
- A new **Review Draft Amendment** task is automatically generated in the **Task Centre** of **OPSYS - My Workplace** for the Contracting Authority;
- A **notification** is also sent to the Contracting Authority, inviting them to proceed with the **Review Draft Amendment** task.

The Contracting Authority can view and edit the draft Amendment, and can close the informal review with the "**Complete**" option. When *completed*, the **Contract Amendment Review** task status for the Contractor is updated to "**COMPLETED**".

 Contract Amendment Review - 18 Mar 2021

Status: COMPLETED

4.5.3.5 Withdraw the Amendment - Cancel the Amendment

If the Amendment is in status "**LAUNCHED**", "**PREPARED**" or "**SUBMITTED**", it can be withdrawn (cancelled) by the Contractor.




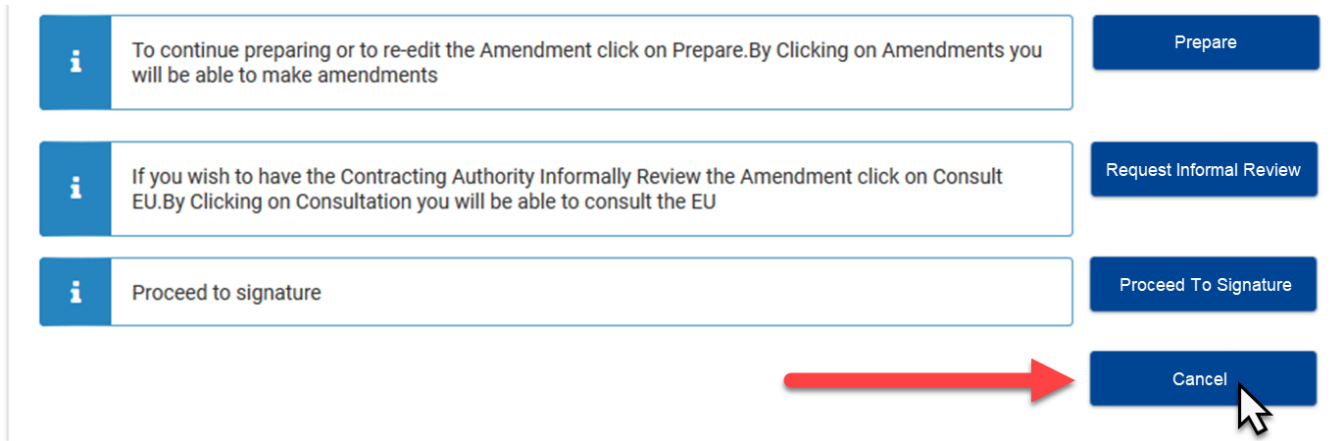
Please note that the Amendment **can no longer be modified once it has been signed and submitted** to the Contracting Authority. When submitted, the Amendment can only be **viewed**, **validated**, or **rejected** by the Contracting Authority.

Therefore, the Amendment can only be cancelled by the Contractor:




- **Before** the signature and submission of the Amendment by the Contractor from the **Prepare Amendment** task ; or
- **After** the signature and submission of the Amendment by the Contractor from the **Awaiting Decision** task, but **before** the **Automatic ABAC Recording** task of the Contracting Authority, or **before** the authorisation **signature of the Authorising Officer** of the Contracting Authority (if no updates are required in financial system for the Amendment).

Once the Amendment is decided (i.e. status "**DECISION**"), it can no longer be cancelled.

To withdraw an Amendment as Contractor, in the **Tasks** section of the Amendment on the **Contract** page ([see above](#) for instructions on how to access the **Contract** page), click on the **right arrow**  icon of the **Prepare Amendment** task (or **Awaiting Decision** task if the Amendment has already been signed and submitted by the Contractor to the Contracting Authority) to *expand* the panel and click on the **"Cancel"** button.




The screenshot shows a task panel with three rows of instructions and corresponding buttons. Each row has an information icon (i) on the left, followed by a text box with instructions, and a blue button on the right. The instructions are: 'To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments', 'If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU', and 'Proceed to signature'. The buttons are 'Prepare', 'Request Informal Review', and 'Proceed To Signature'. A red arrow points from the bottom right of the panel to a 'Cancel' button, which is being clicked by a mouse cursor.


	To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments	Prepare
	If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU	Request Informal Review
	Proceed to signature	Proceed To Signature
		Cancel


Once confirmed, the status of the draft Amendment is updated to **"CANCELLED"** and is withdrawn from the **Amendment** process workflow

4.5.4 Sign and Submit the Amendment - Contractor

If the draft Amendment is in status **"PREPARED"** and has been verified by the Contractor, it can be signed and submitted by the Contractor to the Contracting Authority.

 Only users with the **LSIGN/Procurement LSIGN role for the organisation**, or **CLSIGN roles for the contract** can sign the Amendment. **If you are not able to sign the Amendment**, please first make sure that you have the necessary role and associated permissions.

 Please note that the Amendment **can no longer be cancelled once it has been signed and submitted** to the Contracting Authority. When submitted, the Amendment can only be **modified**, **validated**, or **rejected** by the Contracting Authority.

To proceed to sign the draft Amendment as Contractor, in the **Tasks** section of the Amendment on the **Contract** page ([see above](#) for instructions on how to access the **Contract** page), click on the **right arrow**  icon of the **Prepare Amendment** task to *expand* the panel and click on the **"Proceed to Signature"** button.



The screenshot shows a task panel with a single row of instructions and a button. It has an information icon (i) on the left, followed by a text box with the instruction 'Proceed to signature', and a blue button on the right labeled 'Proceed To Signature'. A mouse cursor is clicking on the button.

	Proceed to signature	Proceed To Signature
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Once you have clicked on the **"Proceed to Signature"** button, a new **Ready For Signature** task is automatically generated in the **Tasks** section.

Click on the **right arrow**  icon of the **Ready For Signature** task to *expand* the panel, and you can **either**:

- Sign the Amendment by clicking on the **"Sign Amendment"** button; **or**
- Send the draft Amendment *back to preparation* by clicking on the **"Back to Preparation"** button.



Remember that the Amendment **can no longer be modified** once it has been signed and submitted to the Contracting Authority.

Therefore, verify and modify (if required) the Amendment before signing it, as this action cannot be undone.

When signed and submitted by the Contractor, the Amendment can only be:

- **Cancelled** by the Contractor; **or**
- **Viewed, verified, validated** (counter-signed), or **rejected** by the Contracting Authority.

4.5.5 Awaiting Decision

If the Amendment is signed by the Contractor:

- A **signed PDF version of the Amendment** is automatically generated;
- The Amendment is automatically **submitted** to the Contracting Authority for assessment;
- A new **Awaiting Decision** task is automatically generated in the **Tasks** section;
- A new **Operational Assessment** task (and **Financial Assessment**, *if required and depending on Amendment Type*) is automatically generated in the **Task Centre** of **OPSYS - My Workplace** for the Contracting Authority;
- A **notification** is also sent to the Contracting Authority, inviting them to proceed with the **Operational Assessment/Financial Assessment** task.

Once submitted, the Contracting Authority **can only view** the signed Amendment, and can:

- Perform the **Assessment** of the signed Amendment Request Additional Information and/or Compose Rejection Letter; **and if accepted**
- Perform the **Operational Verification** (and **Financial Verification**, *if required and depending on Amendment Type*); **and**
- **Counter-sign** the Amendment by the Contracting Authority for immediate *entry-into-force* (or *deferred*, depending on Amendment type and possible specified **entry-into-force date**).



The Contracting Authority has **30 calendar days** for the assessment, verification and signature of the Amendment Document. Passed this delay, the system clock expires (red indicator). If a **Request for Additional Information** is sent to the Contractor, this delay is **extended** from the day of the request sent to the Contractor by the indicated deadline in the request. The overall 30 calendar days is **reset** once the Contractor submits the additional information to the Contracting Authority.

The Operational Manager will be informed on the approaching and expired deadlines, so make sure that the tasks are processed in a timely manner.

The status of the Amendment is updated to **"DECISION"** when the Amendment is counter-signed by the Contracting Authority, and the **Awaiting Decision** task status is also updated to **"COMPLETED"**.

 Awaiting Decision - 18 Mar 2021

Status:
COMPLETED





When signed and submitted by the Contractor, the Amendment can only be:

- **Cancelled** by the Contractor; **or**
- **Viewed, verified, validated** (counter-signed), or **rejected** by the Contracting Authority.

Therefore, the Amendment can only be cancelled by the Contractor:

- **Before** the signature and submission of the Amendment by the Contractor from the **Prepare Amendment** task ; **or**
- **After** the signature and submission of the Amendment by the Contractor from the **Awaiting Decision** task, but **before** the **Automatic ABAC Recording** task of the Contracting Authority, or **before** the authorisation **signature of the Authorising Officer** of the Contracting Authority (if no updates are required in financial system for the Amendment).

Once the Amendment is decided (i.e. status "DECISION"), it can no longer be cancelled.



Awaiting Decision. Your Amendment has been submitted to the Contracting Authority, you will be informed of their decision shortly. In the meantime you will only have a limited duration with which to withdraw the amendment via this portal.




Cancel



4.5.6 Additional Information Request

If the Contracting Authority's assessment of the *submitted* Amendment results in a request for additional information:

- A new **Request Additional Information** task is automatically generated in the **Task Centre** of **OPSYS - My Workplace** for the Contracting Authority, where they *draft and submit* to the Contractor the **Additional Information Request Letter**;
- A new **Awaiting Additional Info** task is automatically generated in the **Tasks** section;
- A **notification** is sent to the Contractor, inviting them to proceed with the **Awaiting Additional Info** task.

To provide additional information for the submitted Amendment as Contractor, in the **Tasks** section of the Amendment on the **Contract** page ([see above](#) for instructions on how to access the **Contract** page), click on the **right arrow**  icon of the **Awaiting Additional Info** task to *expand* the panel.



Please note that you have a **limited delay to provide additional information**. This delay is indicated in the **Additional Information Request Letter** attached to the request, and is expressed in **calendar days**. Passed this delay, you will no longer be able to upload additional information to the request.


The Contracting Authority may **reject the Amendment Request** of the Contractor if the additional information is not submitted to the Contracting Authority within the indicated delay.



Reminder: The Contracting Authority has **30 calendar days** for the assessment, verification and signature of the Amendment Document. Passed this delay, the system clock expires (red indicator). If a **Request for Additional Information** is sent to the Contractor, this delay is **extended** from the day of the request sent to the Contractor by the indicated deadline in the request. The overall 30 calendar days is **reset** once the Contractor submits the additional information to the Contracting Authority.


The Operational Manager will be informed on the approaching and expired deadlines, so make sure that the tasks are processed in a timely manner.

In the **Awaiting Additional Info** task panel you can:

- Download the **Additional Information Request Letter** sent by the Contracting Authority by clicking on the **right arrow**  icon of the **Documents** panel (1) to *expand* the panel and *download* the document;
- Upload the document containing **the additional information** to be sent to the Contracting Authority by clicking on the **"Upload"** button (2);
- Submit **the additional information** to the Contracting Authority by clicking on the **"Submit"** button (3).



Additional Information Requested By EU. IMPORTANT NOTE: The Additional Information Requested by EU is non-Contractual. The purpose is to provide additional Supporting Documentation and clarifications. The Contracting Authority has requested more information. Please upload the relevant documentation and then resubmit to the EU. Your Amendment Has been submitted to the Contracting Authority. You will only have a limited duration with which to withdraw the amendment using this portal

 Documents

1



To Upload additional info click 'Upload'

Upload

2

When you are done uploading click 'Submit' to submit

Submit

3

The additional information is stored as an **internal document** and **not included** in the signed Amendment PDF document.



Remember to click on the "Submit" button after you have uploaded the document containing the additional information, otherwise the additional information will not be submitted to the Contracting Authority.

[Contract Deliverables](#)