



CHANGE ORDERS

Policy Title: Change Orders

Policy Type: Administrative

Policy Number: 43-27 (2014)

Approved: 08/31/2014

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has established policy governing change orders.

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DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

CHANGE ORDERS POLICY CONTENTS

Modification of a contract after the contract has been finalized and awarded must be in strict compliance with the law and state regulations. Desired changes, including cancellation, in a contract should be submitted to Procurement Services for review and processing where not prohibited.

By law, no fixed price contract may be increased by more than 25 percent of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the Governor, or his designee. Under no circumstances should a contractor be informed or led to believe that a change to a contract has been approved until the change has been approved by the Contractors Officer awarding the original contract.

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 01/16/2021
- Approval by, date: President, 08/31/2014
- Revision History: 07/01/1995, 08/31/2014, 07/01/2015, 8/31/2016; 01/16/2017
- Supersedes: Procurement Services Policy and Procedures No. 14

RELATED DOCUMENTS

Code of Virginia § 2.2-4309, Modification of the Contract
<http://lis.virginia.gov/cgi-bin/legp604.exe?151+ful+CHAP0569>

FORMS

There are no forms associated with this policy.