

City of Phoenix
Public Transit Department | Compliance Section
PTDcompliance@phoenix.gov

POST-AWARD SUBRECIPIENT CONTRACT AMENDMENT / CHANGE ORDER FORM
FTA-FUNDED CONTRACTS

FORM INSTRUCTIONS

The City of Phoenix (“**City**”), acting by and through its Public Transit Department (“**PTD**”), is the designated recipient of Federal Transit Administration (“**FTA**”) funds. Under FTA Circular 4220.1G ch. III, § 3, the City is obligated to ensure that third-party contracts comply with applicable federal, state, and local requirements. Because of these obligations, PTD reviews FTA third-party contracts to ensure the costs of third-party procurements comply with federal laws/regulations and are eligible for federal funding. PTD provides Subrecipient submittal forms, FTA Clauses/Certifications, and DBE-Neutral Clauses and EO Forms/Exhibits (for inclusion in contracts) on its Subrecipient Resources Webpage, available at phoenix.gov/publictransit/subrecipient-resources.

The purpose of this form is to standardize the post-award third party procurement review process across all subrecipients. Under 2 CFR 200.324, Independent Cost Estimates and Cost or Price analysis are required for procurement transactions that exceed the Simplified Acquisition Threshold. The Simplified Acquisition Threshold under 2 CFR 200 is derived from Federal Acquisition Regulations, which generally determines federal thresholds by the aggregate dollar amount of the entire procurement transaction. When modifications or changes occur, the total estimated value of the contract (including the modification) determines if the contract amendment or change order exceeds the threshold.

Before executing a contract amendment or a change order, the Subrecipient must complete this form with all required post-award documentation. PTD will periodically review Subrecipient post-award contract amendment/change order actions for compliance.

The Subrecipient’s failure to fully complete this form, including all information required pursuant to FTA Circular 4220.1G and 2 CFR 200, may be deemed a procurement deficiency and may result in the Subrecipient’s loss of authority to conduct independent reviews of contract amendments or change orders.

POST-AWARD REVIEW SEQUENCE	RESPONSIBLE PARTY
1. Prior to executing the contract amendment or change order, Subrecipient must have completed the attached form with all required documentation. The completed form and documentation must be retained to the procurement file per Federal, State, and Local record retention policies.	Subrecipient
2. PTD Compliance will periodically conduct a review of the post-award documentation and supporting documents and will provide a report to Subrecipient of its findings.	PTD

POST-AWARD SUBRECIPIENT CONTRACT AMENDMENT/CHANGE ORDER FORM

Subrecipient Name:	Primary Contact Name:
Primary Contact Phone:	Primary Contact Email:
Contract Number:	Contractor Name:
Amendment or Change Order #:	Effective Date:

Contract Title:

Amendment/Change Order Purpose:

Aggregate Contract Value To Date: \$

Proposed (New) Contract Amendment/Change Order Value: \$

POST-AWARD DOCUMENT SUBMITTALS	SELECT
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1. Independent Cost Estimate - signed and dated by Subrecipient	
2. Cost or Price Analysis - signed and dated by Subrecipient	

If Independent Cost Estimate and/or Price/Cost Analysis not completed, explain:

3. System for Award Management (“SAM”) Verification (sam.gov) for Contractor	
4. Subrecipient’s Draft Post-Award Contract Amendment or Change Order for Execution, including any exhibits or attachments (as applicable):	

AWARD RECOMMENDATION

Subrecipient’s targeted date to seek Council/Board authority for contract amendment or change order award, if applicable (after approval of this Post-Award submission):

SUBRECIPIENT ACKNOWLEDGEMENTS AND AUTHORIZED SIGNATURES

By signing below, Subrecipient (procuring entity) verifies that all submitted post-award documents have been thoroughly reviewed for accuracy and the foregoing information is true and correct.

_____	_____	_____
Procurement Officer Name	Procurement Officer Signature	Date Signed
_____	_____	_____
Procurement Director Name	Procurement Director Signature	Date Signed