



SUPPLIES AND SERVICES

Contract Change Fast Track Approval Form

Date: _____

Vendor: _____ Original Contract/BPO#: _____

Description: _____ Expiry Date: _____

To Be Completed by User Department:*Approval is for the following type of Contract/Blanket Order Change:*

- ☐ Consultant - A Firm or Individual Providing Time Limited Expertise or Professional Services
- ☐ Outsource/Contracted out Service - Tendered Services for work not performed by the Region
- ☐ Purchase of Service Contract - Specific skilled Labour/Services to support a function on an on-going basis

Purpose Of Approval:

- ☐ Increase amount of existing BPO/Contract

As per Council Direction☐*Unscheduled/Unanticipated Schedule Change*☐*Scope Change/Unanticipated*☐**Contract Value:** _____ **From:** _____ **To:** _____**Within Budget for Project** ☐**Exceeds Budget** ☐**Source of Funding:** _____**Explanation of Change:**

Explanation why the use of Fast Track Approach:

Emergency and/or ☐**Consequential Costs** ☐

Authorization:

Requester _____

Director _____

Date: _____

Department Head or Authorized Designate _____

Date: _____

CAO _____

Date: _____

Chairman _____