



# REQUEST FOR CONTRACT/MOU (RFC) AMENDMENT

## CONTACT INFORMATION

District: Contact Name for Amnd.: \_\_\_\_\_ Email: \_\_\_\_\_ Ext: \_\_\_\_\_

Contractor: Legal Name(see W-9): \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPROVALS

_____ Fund Manager Name (if applicable)	_____ Fund Manager Signature (if applicable)	_____ Date	_____ Dept Administrator Name	_____ Dept Administrator Signature	_____ Date
Auxiliary Related? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", obtain approval below:			Facilities Related? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", obtain approval below:		
_____ Signature of Auxiliary Services Director		_____ Date	_____ Signature of Facilities Director		_____ Date
IT Related? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", obtain approval below:			Marketing Related? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", obtain approval below:		
_____ Signature of Auxiliary Services Director		_____ Date	_____ Signature of Marketing Exec Director		_____ Date

### LIVESCAN

(Complete this section ONLY if there is a change in SOW)

Contractor interacting with Students?  Yes  No – If Yes:  Unsupervised  Supervised (Allow 30 days from DOJ submittal)

If interaction w/Students, Exec Dir/VP/President completes the following: Initials \_\_\_\_\_ Livescan:  Yes  No

**If Livescan is required, Requester will need to work with PCT to process Livescan and include Proof of Livescan with contract request**

### AGREEMENT/AMENDMENT DETAILS

Current Contract/MOU Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**To be Amended** (check all that apply and attach documents if applicable):

- Change to Contract/MOU Period: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Change to Price or Payment information – Attach current Scope of Work (SOW) with redlining.
- Change to SOW (Responsibilities) – Attach current Scope of Work (SOW) with redlining.
- Name Change – Attach current calendar year W-9
- Change to Terms & Conditions – Contact your buyer prior to submitting the RFC Amendment.
- Other Change – Contact your buyer prior to submitting the RFC Amendment

### INCLUDE THE FOLLOWING ATTACHMENTS:

- Copy of Fully-Executed Agreement/MOU needing to be Renewed/Amended, including copies of all previous executed amendments
- Additional Two Quotes (if applicable) (see REQ Checklist for requirements based on total dollar amount of contract)
- Attachments (Proposal) (if any)
- Proof of Livescan (if applicable)
- If adding Software/Web Application:  VPAT &  HECVAT Lite (if PII or District Sensitive Info involved)

Updated: 6-18-2026

**Please submit completed RFC Amendment to [purchasing@avc.edu](mailto:purchasing@avc.edu) with attachments to initiate the Amendment.**  
**Any questions, please contact Purchasing and Contract Services at Ext. 6310 or [purchasing@avc.edu](mailto:purchasing@avc.edu).**