


October 24, 2011

**To:** Contractors of the Orange County  
Community Investment Division/  
Orange County Workforce Investment Area

**From:** Andrew Munoz   
Community Investment Division/  
Orange County Workforce Investment Board Executive Director

**Subject:** Contract Modifications Policy and Procedures  
**Information Notice No. 11-OCWDA-03**

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**PURPOSE:**

The purpose of this notice is to establish guidelines for Contractors requesting adjustments to Orange County Community Investment Division/Workforce Investment Board (CID/OCWIB) Cost Reimbursement Agreements.

**BACKGROUND:**

The CID/OCWIB has determined that modification requests by Contractors will be limited to three (3) adjustments per contract year. The modification requests shall be submitted to the Contract Manager no later than 10 days after the end of each of the first three quarters as necessary. These limits apply to all CID/OCWIB Cost Reimbursement Agreements.

**EFFECTIVE DATE:**

This policy is effective upon release.

**POLICY AND PROCEDURES:**

- I. It is the responsibility of the Contractor to provide a written request on official letterhead to CID/OCWIB Contract Manager no later than 10 days following the end of each of the first three quarters.
- II. The request must include a brief narrative of the impact of the line item increase or decrease, a strike through version of the most current exhibit that describes the impact of the Statement of Work and Budget Schedule, and a revised section to be approved by the CID/OCWIB. If participant plans are modified, a revised matrix must be included.
- III. At the direction of the WIB, other (special circumstances) modification requests may be approved on a case-by-case basis only if those services would significantly benefit the outcomes of the program.
- IV. WIB initiated adjustments/modifications do not count towards the 3 allowed each contract year.



**ACTION:**

Bring this Policy and Procedure to the attention of all affected staff.

**INQUIRIES:**

If you have any question regarding this policy, contact Connie McKenney at 714-567-7548 or [connie.mckenney@occr.ocgov.com](mailto:connie.mckenney@occr.ocgov.com).

**ATTACHMENTS:**

None