

Enhancement Request Template

Enhancements refer to additional functionality and deliverables unknown to the Authorized User at the time of Mini-Bid release. An Authorized User is permitted to include an enhancement budget, as included in the Mini-Bid (up to 10%). The total cost of the project, including the enhancement budget, shall not exceed the Lot threshold from which the award was made. Written approval is required from both the Contractor and the Authorized User for the enhancement request.

INITIATOR OF PROPOSED ENHANCEMENT			
Name	Project Role	Phone Number	E-Mail
Project Title			Request Date

DESCRIPTION OF PROPOSED ENHANCEMENT
Description of Proposed Enhancement
Reason for Enhancement and Impact of Not Making Enhancement

CONTRACTOR RESPONSE	
Deliverable Description	Proposed Cost (Contractor Must Provide Supporting Documentation)
Contractor Description of Proposed Enhancement	
Complexity	
Impact on Operations	

CONTRACTOR ENHANCEMENT REQUEST REVIEW				
Name	Role	Recommendation (Approved/Rejected)	Signature	Date

Proposed Change is Approved Rejected by Contractor

Signature: _____ **Title:** _____

Printed Name: _____ **Date:** _____

Comments (Add attachments as necessary)

AUTHORIZED USER ENHANCEMENT REQUEST REVIEW				
Name	Role	Recommendation (Approved/Rejected)	Signature	Date

Proposed Change is Approved Rejected by Authorized User

Signature: _____ **Title:** _____
Printed Name: _____ **Date:** _____

Comments (Add attachments as necessary)