# CLIENT-SUPPLIER AGREEMENT AMENDMENT

## 1.0 Introduction

This form shall amend the Client-Supplier Agreement (CSA), specifically Appendix A of the CSA, and shall reflect required changes to Services, Rates, or Deliverables, as defined in the CSA.

***Changes will not be in effect without an executed amendment, which must be reviewed by OOLC***. Suppliers shall not be paid the listed rates in this amendment until it is approved by OOLC. This amendment may be submitted via the Monthly Reporting process for Ontario Exchange (OEX).

**Project Unique ID:** Click or tap here to enter text.

**Project Lead Name:** Click or tap here to enter text.

|  |  |
| --- | --- |
| **Change Details** | |
| **Proposed Change** | *What change are you proposing to make?*  Click or tap here to enter text. |
| **Reason for Change** | *What is the business or project reason for the proposed change?*  Click or tap here to enter text. |
| **Expected Result of the Change** | *What is the expected result or intended outcome if the proposed change is implemented successfully? What risks may be mitigated if implemented?*  Click or tap here to enter text. |
| **Alternate Solutions Explored** | *List alternate solutions that were explored, if any, before deciding to pursue this change.*  Click or tap here to enter text. |
| **Risk Considerations** | *List known risks to your project or institution for implementing the proposed change.*  Click or tap here to enter text. |
| **Quality Implications** | *What implications will the proposed change have on the quality of your project or to the expected outcomes?*  Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Matrix** | | | |
| *Provide as much detail as possible. If the change does not affect a specific area, leave it blank.* | | | |
|  | **Original / Baseline** | **New / Proposed** | **Change Delta** |
| **Budget (incl. HST)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Schedule** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Scope**  **(e.g., resources, deliverables, outcomes)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

The Supplier and the Client will mutually agree upon amended end dates, accounting for the changes to Services required or Deliverables. An End Date ***shall not*** fall later than February 29th, 2024, and OOLC will not issue payment for any services provided under this agreement after that date.

**By properly authorizing this document, the Client and Supplier acknowledge that they have reviewed and agree to the amendments listed above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature

Click or tap here to enter text.

Client Name and Title

*I have the authority to bind the Client.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Signature

Click or tap here to enter text.

Supplier Name and Title

*I have the authority to bind the Supplier.*

Date Authorized: Click or tap to enter a date.