

## **Purpose**

To outline ORSPA's process for handling modifications to existing awards.

## **AMT Process**

- Refer to [WI-EP-140](#).

## **PNT Process**

- Create a Task Request in ERA Agreements and select Modification/ Amendment (MOD) as the Agreement type.
- The Contracts Lead assigns the task to a Contracts GCO.
- The Contracts GCO reviews the modification and supports the AMT GCO in negotiations with the sponsor.
- The Contracts GCO sends an email with final comments to the AMT GCO.
- If the AMT GCO and Contracts GCO decide the negotiation should be led by the Contracts GCO, the Contracts GCO, upon completion of negotiations, processes the modification through full execution. The fully executed modification is distributed via [Execute & Distribute](#) activity in ERA Agreements.