MILWAUKEE PUBLIC SCHOOLS

Office of Finance
Department of Procurement & Risk Management
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REQUEST FOR CHANGE FORM

This form is to be used by vendors who currently hold a contract with Milwaukee Public Schools (MPS) when they wish to request price or model changes.

For Vendor:
Vendors should complete this form and email the department sponsoring the contract (the individual with whom vendor most frequently interacts in the day-to-day implementation of their contract), who will circulate it to their director for review and consideration.

Approval or denial of a price or model change shall be at the discretion of procurement and may not be implemented without written (including email) approval by the Director of Procurement or their designee.

Prior to submitting form, vendor must review contract and related RFP/RFB materials to understand the parameters under which price and model changes will be considered. Requests for price or model changes which do not conform with contract parameters will be denied. As an example, standard contract terms and conditions do not allow a price change during the first year of a contract. All requests for price increases must be accompanied by documentation supporting the increase, including, as applicable, documentation from the supplier and/or published price sheets. Any price increase will be based on vendor's product cost only (the cost to produce or acquire product).

Vendor Name: Contract number:

Type of change:
Price Increase:
Attach supporting documentation in support of price increase. This documentation must reflect vendor Cost increase (the cost to the vendor).
Item and price, current:
Item and price, proposed:
Requested effective date:

Price Decrease:
Item and price, current:
Item and price, proposed:
Requested effective date:

Model Change:
Attach supporting documentation showing specification compliance of requested substitute with original item
Item, current:
Item, proposed:
Effective Date:

For Department/internal use:
If Director feels that price or model changes are acceptable the details from this form shall be entered into the Vendor Request for Change form Smartsheet, using the link that appears on the Procurement and Risk Management page in mConnect.