Alabama Department of Finance, Real Property Management
Division of Construction Management

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ELECTRONIC CHANGE ORDER CHECKLIST

For use with DCM Form C-12 and DCM Form 9-J

Change Orders must be activated by the Lead Design Professional Firm via DocuSign PowerForm links available from DCM's Engage Portal. Verify the following information is inserted in spaces provided on the CONTRACT CHANGE ORDER form in DocuSign, or attached to the form where attachments are noted to be acceptable or obviously necessary.

Number	Description
1.	**CHANGE ORDER NUMBER:** Insert current change order number.
2.	**DATE:** Insert date.
3.	**DCM PROJECT NUMBER:** Insert DCM Project Number in the block provided at top of document. • On DCM Form 9-J, insert the PSCA Project Number in the field provided.
4.	**CONTRACTOR** Insert name and address of the Contractor, exactly as they appear on the Construction Contract.
5.	**NAME OF PROJECT:** Under "Project", insert the complete name of the project as identified on the Construction Contract. If using DCM Form 9-J, insert the PSCA Project Number in the space provided.
6.	**CONTRACTOR'S PROPOSALS:** Under "TERMS", identify the change order proposals submitted by the contractor that are being addressed by the Contract Change Order. Identify these proposals by inserting their dates.
7.	**DESCRIPTION OF THE CHANGE(S) IN WORK:** Fully describe the change or changes to the original contract work for which the Construction Contract is being modified. This description should be written so that a reader of the document who is not directly involved in the project can understand what is being changed. If the space provided on the form is inadequate for such a description, use attachments and cite them.
8.	**CONTRACT AND CHANGE ORDER AMOUNTS:** Insert the applicable dollar amounts to record the original contract sum, change orders, and the currently revised contract sum.
9.	**EXTENSION OF TIME:** If the Contract Time is being extended by the Contract Change Order, insert appropriate number of **calendar days** in the space provided. If the Contract Time is not being extended, insert "NONE".
10.	**RESPONSIBILITY FOR CHANGE ORDER FUNDING - DCM Form 9-J ONLY:** The authority responsible for funding the change order is to be identified in the following sentence in the form,: "The amount of this Change Order will be the responsibility of _____." Insert whichever is appropriate: (1) "PSCA", (2) name of LEA, or (3) "PSCA" and name of LEA.
11.	**SIGNATURES:** It is the Activator/Form Filler's responsibility to add the names and email addresses of the Owner, Architect, and Contractor Recipients to the DocuSign PowerForm. Routing for e-signatures in sequential order then occurs automatically.
12.	**ATTACHMENTS** to each Change Order: a. Contractor's change order proposals and/or invoices providing a detailed breakdown of change order costs. General Contractors (GC) must include subcontractors' (sub) quotes as backup. All GC and sub quotes must be broken down by labor (hours and rates), materials including quantities and unit prices (with receipts or quotes attached), equipment whether rented or owned (with receipts or quotes attached), and Overhead & Profit (OH&P). 1. Total OH&P can be a maximum of 25% divided between GC and subs; GC can have a maximum of 15% OH&P (in which case a sub could have up to 10% OH&P). See General Conditions- Article #19. 2. Sales tax cannot be included in change orders. 3. Deductive change orders also require backup including breakdown of labor and material, and must also deduct OH&P if included in original bid. Include specification section regarding allowances. b. **POWER OF ATTORNEY** for the individual signing the Contract Change Order for the surety. c. **DCM Form B-11, CHANGE ORDER JUSTIFICATION:** completed and signed by the design professional and owner.