



# REQUESTS FOR CHANGE

**The RFC acts as the amendment to the existing Purchase Order (PO) and is a stand alone document**

**RFCs require a full description and justification of what is being changed or added and WHY**

**Due date extensions also require justification**



# REQUESTS FOR CHANGE

## 4 Types:

- Regular
- No Cost
- Rush
- Field





# REQUESTS FOR CHANGE

**Think the revised scope of work through before submitting the RFC!**

**Don't submit multiple RFCs if one RFC will be sufficient.**

**Why?**

- **Slows the entire process down (very inefficient).**
- **Inefficient planning will be reflected in the Contractor Performance Elevation (ex: Question 6b of the CPE: *The contractor performed site assessment tasks efficiently and effectively, proposed cost effective changes in scope, provided an accurate assessment summary and proposed cost-effective recommendations for future work and course of action. (Consistently = 2, Minor ineffective or inaccurate assessment summary or inefficient recommendations = 1, Assessment summaries or recommendations had to be re-worked = 0)*)**



# REQUESTS FOR CHANGE

If the Schedule of Pay Items does not contain the most recent RFC template, please use the recent RFC available at: <https://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

The screenshot displays the Florida Department of Environmental Protection website. The header includes the department's logo and name. Below the header is a navigation menu with icons for various environmental topics. The main content area is titled "Templates" and contains the following information:

- Templates**  
All templates are the most current version. Please note that COs and Invoices must be submitted on the same version as the associated Schedule of Pay items.
- Scope of Work**
  - » [Clarification on Attachment A Revisions](#) - (Posted 11/04/15)
  - » [Scope of Work Workbook](#) - (Updated 10/14/16)
  - » [Scope of Work Workbook Guidance](#) - (Updated 10/14/16)
  - » [Individual PBC < \\$325,000 Scope of Work Workbook](#) (Updated 05/05/16)
- Scope Supporting Documentation**
  - » [AC PBC Cleanup Milestone Summary Form](#)
  - » [PBC Continuation Memo](#)
  - » [PBC Site Manager Facility Information Form](#) (Updated 05/05/16)
- Tools**
  - » [SPI Phase Example Guidance with Mobilization and Per Diem Calculations](#) (Updated 10/24/16)
  - » [Trenching Calculations](#) (Updated 10/14/16)
- Agency Term Contract Forms**  
Schedule of Pay Items will be downloaded from STCM by PRP Contracts

The left sidebar contains a "Programs" section with links to Waste Home, Permitting and Compliance Assistance, Petroleum Restoration, Waste Cleanup, and Information. The Information section includes links to Division & Program, Contacts, Data Reports, DEP Public Notices, Forms, News, Publications and Reports, and Rules. A "Navigation" section is also present at the bottom of the sidebar.



# REQUESTS FOR CHANGE

## Schedule of Pay Items (SPI)

Use the most recent SPI from My Florida Marketplace to confirm you are using correct rates and authorized activities.

**The amount of the revised SPI –  
amount of the unrevised SPI  
=amount of the RFC.**



# REQUESTS FOR CHANGE

## Scope of Work Tables

Since the RFC is a stand alone document, the RFC text is required explain all the requested work in detail. To supplement the description in the text box, SOW tables are used for more complicated SOWs. The specific tables are referenced in the RFC text.

### Request for Change - Authorization for Change in Scope of Work

#### ATC Amended and Restated Contract Line Items

9-Digit Facility ID #: 068500000 Contract #: GC000 PO #: AE77D6  
 Facility Name: PRP Site Contractor: Contractor CO #: 2  
 Site Manager Name: Frasier Mickle Contractor Phone: 954-222-2222 CO Type: Regular  
 Site Manager Phone: 954-519-1288 FDEP Cost Share %: 100.00% Ref #: 000-015B  
 Site Manager Email: fmickle@broward.org

This is an authorization for the costs associated with the change in quantities of services being provided and/or deliverable due dates. In order for these costs to be paid, these changes must be processed through a change order to the purchase requisition and a revised Purchase Order issued by MFMP prior to initiating work.

Description of Change and Justification: Include complete description of who, what, where, when, how and why.  
 In Task 4 & 5 sample the additional wells, MW-10 & MW-11 for BTEX/MTBE & PAHs in accordance with the Water Sampling Table. To determine if the site should remain in NAM, in Task 6 complete a direct push soil assessment. Advance soil borings in accordance with the SB-Well Installation Table and at the locations illustrated on Figure 1. Collect soil samples in accordance with the Soil-Air Sampling Table. A direct push rig is required to advance borings 4 feet in to the saturated zone (8 total feet BLS) and limestone is present at different depths at the site. The soil assessment will be summarized in a Letter Report.

TASK	PAY ITEM	DESCRIPTION	UNIT OF MEASURE	PAY ITEM PRICE	QUANTITY	EXTENDED PRICE
6	3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip	\$350.00	1	\$ 350.00
6	3-7.a	DPT Rig and Support Vehicles Mobilization - ≤ 100 miles each way	Per Round Trip	\$800.00	1	\$ 800.00
6	5-3.a	Direct Push Technology (DPT) Rig and Equipment	Full Day	\$3,050.00	1	\$ 3,050.00
6	8-11.	Electronic Data Deliverables (EDD)	Per Sampling Event	\$100.00	1	\$ 100.00
6	8-14.	encore (25 gram) for SPLP soil sampler collection. (per encore); The cost will include the 25 gram Encore samples submitted to the laboratory for SPLP testing and the 25 gram Encore samples collected in the field but not submitted to the laboratory for testing (discarded).	Per Sample	\$17.50	3	\$ 52.50

FDEP Facility ID: 068500000 STCM Facility Name: Site

Any blank fields are not applicable to the scope of work.

Task #	Well #s) or Water Sample Location	Frequency (if applicable)	Expedited Turnaround (TA)	Water Level/Gauging Only (EL)	# MWs Sampled (8-1,8-2)	(8-27) BTEX + MTBE	(9-38) PAHs	(8-36) TPH (FL-PRO)												
6	SPLP Leachate					3	3													
4	MW-1				1	1	1													
4	MW-10				1	1	1													
4	MW-11				1	1	1													
5	MW-1				1	1	1													
5	MW-10				1	1	1													
5	MW-11				1	1	1													
Task 4 Subtotal				0	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Task 5 Subtotal				0	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Task 6 Subtotal				0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTALS				0	6	9	9	0	0	0	0	0	0	0	0	0	0	0	0	0



# REQUESTS FOR CHANGE

## Quotes for RFCs

**Quotes are required for most reimbursable items and activities regardless of cost. Three quotes are required for costs of greater than or equal to \$2,500. More than one quote may be requested if the reimbursable quote is less than \$2,500 and the cost is questionable (ex: the infamous \$2,499 quote)**



# Requests for Change (RFC)

- Whether a Time Extension or a need for additional work, discuss with PRP SM prior to submittal
- Time Extension
  - Per Contract, a “Request for Modification of the Time Frame” should be requested at least 20 days prior to the due date of deliverable. **We have been very lenient with this requirement.**





# REQUESTS FOR CHANGE

**Rush: A rush RFC is used when you are anticipating needing to complete the work in the next couple of days and you are not actively in the field.**



# Field Change Process

- Requests are submitted from the field to the PRP Site Managers.
  - If SM cannot be reached, contact list is available online:  
<https://www.floridadep.gov/waste/petroleum-restoration/content/prp-contacts>
- New POs have a Section 23-1 Pay Item
  - For In-Field requests **ONLY!**
  - Per entire PO **not** Task!
  - Allowance specific to field activity
    - Either \$1,000 or \$7,000



# Field Allowance Schedule

Phase	Contingent Amount (\$)
LSA	\$7,000
NAM	\$1,000
PARM	\$1,000
PT	\$1,000
O&M	\$1,000
RAC	\$7,000
*RAP	0.00 unless there is field activity then 1,000
SA	\$7,000
SR	\$7,000
WASC	\$1,000



# Field RFC for Current POs

- ATC must be at the site to utilize the field change with contingent funds. This is not a rush or emergency change order.
- Existing POs, contingent funding added to the PO via the Contingent Funding - Request for Change (CF-RFC) form
- The '*Contingent Funding Request for Change*' workbook is located on the PRP templates web page at:  
<https://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- After 9/1 FRFCs cannot be processed unless there is contingent funding in the PO



# Field RFC for Current POs

- Contingency Funds are not discretionary funds!
- The contingency funds are for field changes order only. The contingency funds are not for overlooked items or activities to invoice at a later time.



# RFC Requirements

## Reminders:

Double-check site, contact & PO-specific info on form

- Check against the SPI
- Do you have the correct Change Order #?
- Have you accounted for a Cost-Share?





# RFC Requirements

- Verify scope description is clear/concise, and reason for change can be justified.
  - Must include full details of well installs & sampling
  - Pay Item Description alone is not sufficient
- Double-check:
  - Task #
  - Pay Item #
  - Pay Item Description (must match SPI Description)
  - Correct unit of measure (i.e. Per Sample, Reimbursable)
  - Price based on SPI
  - Include Quote(s)



# RFC- Things to Remember

- **NO** after the fact date extensions or cost requests!
  - **A contract is a contract!**
- If extending the final Deliverable due date, extend PO End Date
- Reimbursable Pay Items
  - Cost is \$1.00; Quantity is the cost listed on Quote
- Do not change the formatting of the document
  - Layout, Fonts, Margins, etc.
  - Can make it illegible







# PRP Accounting



# General Reminders

- Invoices should be submitted within 30 days of receiving approval for the task/deliverable. Please note that the CPE includes a section about invoice submittals.
- Please make sure your previous invoiced amounts are correct on the invoice and rate sheet (SPI).
  - We are aware of the rounding errors and will correct as needed in Accounting.
- Forfeited retainage should be indicated each invoice and carried forward to all future invoices, especially the final.
- Sub-contractor utilization form is required for all invoices and must be signed, even if no sub-contractors used.
- Due date extensions must be ordered in MFMP to be valid, please follow-up with your site manager if you don't receive notification from Ariba.
- Reimbursable Pay Items – receipt must be within the task period of service.
  - Permits are required prior to work being performed therefore we will not pay for after-the-fact permits.
  - **Permit Fee receipt must be provided from Issuing Authority (City or State).**



# Travel & Per Diem

In order to be eligible for Per Diem (Contractor and Sub-contractors):



- Travel must not be included in the pay item loaded rate,
  - Per Diem must be available in SPI (Pay Item 4-1.a or 4.1.b)
- Traveler must work at the same facility for more than one consecutive day, and
- The facility must be located greater than 50 miles from official headquarters

Voucher Requirements:

- A separate voucher is required for each facility/traveler
- The traveler and their supervisor must sign the voucher
- The traveler only needs to enter the departure time from headquarters on the 1<sup>st</sup> day and only the time returned to headquarters on the final day, as long as they worked at the same facility

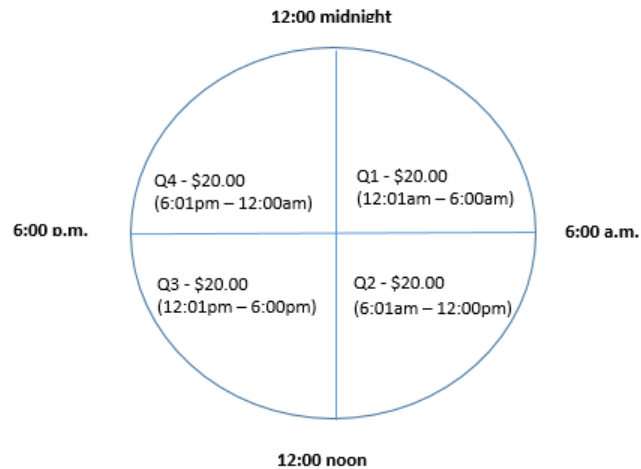
➤ Please refer to the Restated and Amended ATC Contract, Florida Statute 112.061, and Florida Administrative Code Chapter 69I-42 for more information about Per Diem

Per Diem pays the contractor/subcontractors for food and shelter whereas mobilization pays for the vehicle, travel time, and mileage.



# Per Diem Drawing

Daily Rate (When overnight travel occurs)..... \$80.00  
Quarterly Rate (One fourth of the daily rate)..... \$20.00





# Disposal Manifest

- If disposal manifests are not received with the deliverable, the task will not be approved. A request for supplemental information via response to comments will be sent.
  - We are not forfeiting retainage for this pay item at this time however, incomplete deliverables are reflected on the CPE.
- If not completed within task, a change order should be processed to move to a different/new task or extend the due dates prior to the task due date.
  - Recommendation: Add the pay item to the last task, it may be approved for invoicing at any time.
- **IMPORTANT: Make sure the final destruction manifest is submitted to the site manager prior to requesting payment for the final invoice.**



# Audits

The Office of General Council (OIG) is auditing most of PRP's Purchase Orders/Work Orders.

- Please confirm that all items you requesting payment for are authorized and documentation is available per the “Required Documents” tab found in Attachment B – Schedule of Pay Items
- OIG is questioning invoices not received within 30 days of the approval, including final invoices.
  - Please note that invoice submittals are reflected on the CPE.
- If a refund is requested, please mail to PRP Accounting, Attention Monica Brady, for processing as soon as possible. Checks should be made out to Department of Environmental Protection and the facility/PO should be referenced.





# PRP Accounting Contacts



- **Monica Brady** 850-245-8844
- **Derrick Woodard** 850-245-7635
- Cynthia Boland 850-671-6347
- Brandon Bryant 850-245-7563
- Debbie Harbison 850-245-8820
- Val Lanterman 850-245-8818
- Lauren Mackey 850-508-3467
- Natasha Toth 850-245-8924
- Andrea White 850-245-8731
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- [Lauren.Mackey@dep.state.fl.us](mailto:Lauren.Mackey@dep.state.fl.us)
- [Natasha.Toth@dep.state.fl.us](mailto:Natasha.Toth@dep.state.fl.us)
- [Andrea.I.White@dep.state.fl.us](mailto:Andrea.I.White@dep.state.fl.us)
- Vacant