



# Change Order Process Overview

August 27, 2015

# Change Order Process

- **Initiation of a Change**
  - Merit
  - Fact Finding
  - Field Personnel
  
- **Request For Change (RFC) and Independent Cost Estimate (ICE)**
  - Concurrent Actions
  - Technical Cost Support

# Change Order Process (con't)

- **Analysis and Negotiation Strategy**
  - Level of Effort
  - Contract Administration Support
  - Officer In Charge Approvals
  
- **Negotiations and Change Order Document**
  - Fair and Reasonable
  - Contract Administration Participation
  - Corporation Counsel Review
  
- **Approvals**
  - Various Levels

# Validity of the Process

- **Procurement Compliance Standards**
  - Federal Acquisition Regulation
  - FTA Circular 4220.1F
  - Hawaii State 103D
  
- **Checks and Balances**
  - Internal HART Board Review
  - Fair and Reasonable
    - Protects the Taxpayer
    - Provides Minimum Requirement

*Mahalo!*



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**HART**

HONOLULU AUTHORITY FOR RAPID TRANSPORTATION