



<p align="center"> GMX PROCUREMENT/CONTRACT NO.: _____ GMX WORK PROGRAM NO.: _____ GMX PROJECT/SERVICE TITLE: _____ _____ </p>
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PERSONNEL CHANGE REQUEST FORM

CONTRACTOR/CONSULTANT SHALL NOT REPLACE OR SUBSTITUTE ANY OF THE APPROVED PERSONNEL WITHOUT PRIOR WRITTEN APPROVAL FROM GMX.

DOCUMENTATION SHALL BE SUBMITTED TO THE GMX CONTRACT MANAGER NOT LESS THAN SEVEN (7) CALENDAR DAYS PRIOR TO THE PROPOSED PERSONNEL COMMENCEMENT OF WORK/SERVICES.

Date: _____ **Request No:** _____

GMX Contract Manager: _____

Title: _____

Contractor/Consultant: _____

Request For: Contractor/Consultant Subcontractor/Subconsultant

Request To: Add Personnel Re-classify Personnel

Employee Name:	
Firm Name:	
Current Job Classification (if applicable):	Proposed Job Classification:
Reason for change:	
THE BELOW ONLY APPLIES TO PROFESSIONAL SERVICES CONTRACTS	
Actual Rate:	Established Rate Cap or Contract Hourly Rate, as applicable:
Current Billing Rate (if applicable):	Proposed Billing Rate:

Effective date of change: _____



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PERSONNEL CHANGE REQUEST FORM

SUBMITTAL OF THIS REQUEST CONSTITUTES CERTIFICATION THAT THE PROPOSED PERSONNEL IS AVAILABLE AS REQUIRED FOR THE CONTRACT.

The submittal of this Form must be accompanied by the documentation required by either the Professional Services Agreement or the General Specifications, as applicable.

- Current Resumes
- Certified Payroll:
- Certification/Licenses

Total Numbers of Pages: _____ (including this form, additional pages for Multiple Staff Change Request and supporting documentation).

The below Contractor/Consultant authorized signatory hereby certifies that the information provided is true and correct at the date of submittal of this Personnel Change Request Form.

Contractor/Consultant:

_____	_____
Authorized Signatory	Title
_____	_____
Print Name	Date

GEC Concurrence, as applicable:

_____	_____
Authorized Signatory	Title
_____	_____
Print Name	Date

GMX Approval:

_____	_____
Authorized Signatory	Title
_____	_____
Print Name	Date

Copy to: Procurement Manager
GEC Program Controls Manager, as applicable



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PERSONNEL CHANGE REQUEST FORM

Multiple Staff Change Request

For multiple staff requests use as many copies of this page as required.

Multiple Staff Change Request Attached: Yes No

Request For: Contractor/Consultant Subcontractor/Subconsultant

Request To: Add Personnel Re-classify Personnel

Employee Name:	
Firm Name:	
Current Job Classification:	Proposed Job Classification:
Reason for change:	
THE BELOW ONLY APPLIES TO PROFESSIONAL SERVICES CONTRACTS	
Actual Rate:	Established Rate Cap or Contract Hourly Rate, as applicable:
Current Billing Rate (if applicable):	Proposed Billing Rate:

Effective date of change: _____

Employee Name:	
Firm Name:	
Current Job Classification:	Proposed Job Classification:
Reason for change:	
THE BELOW ONLY APPLIES TO PROFESSIONAL SERVICES CONTRACTS	
Actual Rate:	Established Rate Cap or Contract Hourly Rate, as applicable:
Current Billing Rate (if applicable):	Proposed Billing Rate:

Effective date of change: _____