



State of West Virginia  
Governor's Committee for the Purchase of  
Commodities & Services from the  
Handicapped

**FAIR MARKET PRICE MODIFICATION**

The following Community Rehabilitation Program (the "CRP" or "Vendor") or Spending Unit hereby requests a price change or change in scope for an existing contract by submitting this Governor's Committee approved form to the West Virginia Association of Rehabilitation Facilities, Inc. ("WVARF"). This form is approved by the Governor's Committee and provided to CRPs wishing to request any changes described in the West Virginia Code of State Rules §186-1-6.

Vendor Name: \_\_\_\_\_

Spending Unit Name: \_\_\_\_\_

Identify the item or service for which a change is sought:

If the request is for a change in the Fair Market Price, provide a breakdown of the change in the costs/Fair Market Price. *Attach all appropriate documentation to demonstrate the need for a change in the Fair Market Price.*

If the request is for a change in the scope of work for a current contract, state the reason for the change. *Attach all appropriate documentation to demonstrate the need for a change in the scope of work.*

Upon WVARF's review and approval of the proposed changes, WVARF shall submit the Fair Market Price change request with supporting data to the Governor's Committee using this form. This request is accompanied by a breakdown of changes in the qualified vendor's cost.

WVARF Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CRP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Approval : \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Approval: \_\_\_\_\_ Date: \_\_\_\_\_