Memorandum

**TO:** *{Name},* Principal Project Manager *{or Director}*

**FROM:** *{Name},* Senior Project Manager

**DATE:** 1/6/2014

**SUBJ:** *{Building, Project Name}*

**CONTRACT#:** W020076, GMP #01 **and CHANGE ORDER #:** 01*{Replace with whatever type**of change you are submitting, e.g. DCA, ASR, CCEA, etc.}*

1. CONTRACT TYPE, PRICE, CONTRACTOR
2. SCOPE OF WORK
3. JUSTIFICATION OF EXPENSE
4. PROPOSED SCHEDULE
5. HOW WAS THE WORK SOLICITED
6. WHY THIS CONTRACTOR IS THE BEST VALUE
7. HUB PERCENTAGE (%)
8. OTHER PROPOSALS/BIDS RECEIVED
9. FUNDING