**American Express**

**IT Labor Standard SOW Amendment Request**

**Supplier Company Name Master Agreement No. (“Agreement”):**

**Address: Master Effective Date:**

**Schedule/CAFAE No.: Schedule/CAFAE Effective Date :**

**Previous Amendment(s):**

**Schedule/CAFAE No. :**

This Statement of Work Amendment (“SOWA**X**”) is issued pursuant to Statement of Work titled [Original SOW Title, Date] (“SOW”), Schedule/CAFAE number (Original Schedule/CAFAE Number) and the above referenced Agreement, and is entered into between [enter supplier’s legal name] (“Consultant”) and American Express Travel Related Services Company, Inc. (“Amexco”, “American Express” or “AXP”).

Any term not otherwise defined herein, shall have the meaning specified in the aforementioned references as applicable.

The amendment(s) to the SOW are set forth below. All references herein to the SOW shall be deemed to be references to the SOW as amended hereinafter.

1. **AMENDED TERM(S)**

*[Briefly describe what is being amended. See example below:*

*“Section 1.4 shall be replaced in its entirety with the following:”]*

IN WITNESS WHEREOF, the parties hereto have duly executed this SOWA**X** as of the day, month and year last written below. See Exhibit A for details of original SOW, amended terms and other mutually agreeable information.

|  |  |  |  |
| --- | --- | --- | --- |
| **AMERICAN EXPRESS TRAVEL RELATED SERVICES COMPANY, INC.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated | **Supplier Company Name**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated |  |  |

**Exhibit A**

Service Type (Dev/Ops/BAU) : Select Service Type

SOW Type (T&M/FB-Periodic/FB-Milestone) : Select Type of SOW

(For “Time & Material”, fill the Rate table below & for

“Fixed Bid- Periodic/Milestone”, fill in the Milestone Table attached below)

SOW Engagement Title : Click here to enter text.

Provide high level description of the Services that Supplier will provide for this engagement:

Enter Project Description.

SOW Period of Performance:

SOW Start Date (MM/DD/YYYY) :

SOW End Date (MM/DD/YYYY) :

American Express SOW Owner :

(SOW Owner must be an American Express Colleague)

Name

Email ID

Supplier Engagement Manager:

Name

Email ID

Will Amex be providing Laptops to the Contractors? **:** Select Y/N

Will any of the Contractors in this agreement

be involved in Software Development Activities ? : Select Y/N

Will subcontractors be used? **:** Select Y/N

If answer is “Yes”, please provide the **Name & Complete address of the Subcontractor/Company** Click here to enter text.

If Yes, has the Subcontractor Company been approved by AMEX? **:** Select Y/N

(If Answer is NO, additional approvals might be required as part of Supplier review process)

|  |
| --- |
| Note: This section is for internal AMEX use only and should not be considered part of the Agreement between Amexco and Consultant  Please enter data classification level : Select Level  If AXP restricted or Secret Data will the Consultant have access to PII as well? Select Y/N |

# **Status Reports**

# Consultant shall provide status reports to the Amexco Project Manager, describing activities during the preceding period, including: the current status of activities (with an explanatory narrative when appropriate); resources used since the last report, with accumulative total to date; and identification of any problems and actions being resolved or outstanding. The Amexco Project Manager may at its sole discretion require specific form, format, frequency, method, and related status meetings as otherwise specified herein.

**Resource Rate Table (To be filled for T&M SOW)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consultant Role** | **Hours** | **Location** | **Input Type (Onshore/Offshore)** | **Rate per hour** | **Does rate exceed the Standard Rate card? (Y/N)** | **Start Date (MM/DD/YYYY)** | **End Date (MM/DD/YYYY)** | **Cost** | **Currency** |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
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|  |  |  |  |  |  |  |  | $0.00 |  |
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|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |

|  |  |
| --- | --- |
| **SOW Charges Summary** | **Cost** |
| T&M Labor Charges | $0.00 |
| Passthrough Charges (if applicable) | $0.00 |
| Travel & Expense (T&E) Charges | $0.00 |
| **Total SOW Value** | **$0.00** |

# **Travel & Expense:**

* All Travel & Expense requests are required in writing and will be reviewed and approved in advance by the Amexco Project Manager. Travel and Expenses will be reimbursed to the Consultant in accordance with Amexco’s Travel and Expense Policy.
* Contractors/Consultants who travel on behalf of American Express are required to read, acknowledge and abide by the **Contractor/Consultant T&E Policy Addendum** which outlines the terms and conditions defined for a contractor/consultants engagement with American Express. <https://www.americanexpress.com/us/legal-disclosures/contractor-travel-and-expense-policy.html>
* Please note: Contractors/Consultants who do not abide by the addendum, will not be reimbursed for T&E expenses.
* The total estimated Travel & Expense during the Period of Performance for this SOW is a Not-to-Exceed amount of: $0.00.Funds for Travel and Expenses cannot be allocated towards consulting fees.

**FB- Periodic/ Milestones Table:**

All deliverables will be subject to the final written acceptance of the Amexco Project Manager. Such final written acceptance will be based upon the deliverables’ completeness, adequacy, and accuracy in addressing all requirements of this SOW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Number** | **Enter Milestone Descriptions or Periodic Payment Month** | **Specify Time Period for Payment** | **Cost** | **Currency** |
| 1 |  |  | $0.00 |  |
| 2 |  |  | $0.00 |  |
| 3 |  |  | $0.00 |  |
| 4 |  |  | $0.00 |  |
| 5 |  |  | $0.00 |  |
| 6 |  |  | $0.00 |  |
| 7 |  |  | $0.00 |  |
| 8 |  |  | $0.00 |  |
| 9 |  |  | $0.00 |  |
| 10 |  |  | $0.00 |  |
| 11 |  |  | $0.00 |  |
| 12 |  |  | $0.00 |  |
| 13 |  |  | $0.00 |  |
| **Fixed Bid Labor Charges Total** | | | **$0.00** |  |

|  |  |
| --- | --- |
| **SOW Charges Summary** | **Cost** |
| FB Labor Charges | **$0.00** |
| Passthrough Charges (if applicable) | **$0.00** |
| Travel & Expense (T&E) Charges | **$0.00** |
| **Total SOW Value** | **$0.00** |

# **Transparency Table:**

Complete the following Transparency Table to document the cost benefit of the Fixed Price Engagement vs. Time & Material

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consultant Role** | **Hours** | **Location** | **Input Type (Onshore/Offshore)** | **Rate per hour** | **Does rate exceed the Standard Rate card? (Y/N)** | **Start Date (MM/DD/YYYY)** | **End Date (MM/DD/YYYY)** | **Cost** | **Currency** |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
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|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |

|  |  |  |
| --- | --- | --- |
|  | **Costs** | **Currency** |
| Time & Material Estimate **(A)** | **$0.00** |  |
| Fixed Bid Proposal **(B)** | **$0.00** |  |
| **T&M vs. FB : (A-B)** | **$0.00** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| FILL IN THESE DETAILS SINCE THIS IS AN AMENDMENT | | | |
|  | Enter the Current Total Value of the SOW for each row, which is for each row the sum of the initial amount and amounts added or removed through any previous amendments | Enter the new values, which is for each row the sum of the original value and amounts added or removed through this amendment | Enter the difference of New values and Original Values. Negative amounts will be submitted as a $0.00 amendment |
| **Amendment Details** | **Original Values** | **New Values** | **Amended Values** |
| **T&M Labor Charges / Fixed Bid Labor Charges** | **$0.00** | **$0.00** | **$0.00** |
| **Other Charges** | **$0.00** | **$0.00** | **$0.00** |
| **Travel & Expense (T&E) Charges** | **$0.00** | **$0.00** | **$0.00** |
| **Total Amendment SOW Value** | **$0.00** | **$0.00** | **$0.00** |