



Guidance on Change of Name for Personal Services Contracts with Individuals (PSCs)

A Mandatory Reference for ADS Chapter 309

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I. Introduction

This mandatory reference provides guidance for how to process a legal name change request from a personal services contractor. The procedures outlined in this mandatory reference apply in accordance with [FAR 42.1203](#), [FAR 42.1205](#), and internal Agency processes.

II. Contractors with an Active SAM.gov Profile

The following procedures apply to personal services contractors who are required to be registered in the System for Award Management (SAM) per [FAR Subpart 4.11](#):

- a. The contractor must maintain the registration in SAM in accordance with [FAR 52.204-13](#). The contractor is responsible for updating their profile in SAM.gov with the legally changed name.
- b. After the name change has been accepted and is “Active” in SAM.gov, the contractor must submit a written request for the name change to the cognizant Contracting Officer (CO), including a copy of the documentation effectuating the name change, authenticated by a proper official having jurisdiction. An individual who has multiple PSCs with USAID, including contracts that are expired and not yet formally closed-out, must submit the name change request to all cognizant COs, identifying each affected contract number.
- c. The CO(s) must review the documentation provided by the contractor and, if the documentation is adequate, prepare a bilateral contract modification using form [Standard Form 30, Amendment of Solicitation/Modification of Contract \(SF-30\)](#), incorporating the following language:

“The purpose of this modification is to effect the legal name change of the contractor and substitute the name “_____” for the name “_____”, wherever it appears in the contract.

This modification solely accomplishes a change of name of the contractor. All other terms and conditions of this contract are unaffected by this change. All transactions conducted under the contract between the effective date of the legal name change and the date of this modification remain valid.

Documentary evidence of this change of name has been filed with USAID.

The contractor acknowledges an understanding of the possible consequences of providing false information.”

- d. When creating the award modification in the Global Acquisition and Assistance System (GLAAS) the CO must select the “Refresh Vendor” button on the Vendor page to update the vendor record on the award to populate the new name.

III. Contractors Not Required to be Registered in SAM.gov

The following procedures apply to personal services contractors not subject to the SAM.gov registration requirements in [FAR Subpart 4.11](#):

- a. The contractor must submit a written request for the name change to the cognizant CO, including a copy of the documentation effectuating the name change, authenticated by a proper official having jurisdiction. An individual with multiple PSCs with USAID, including contracts that are expired and not yet formally closed-out, must submit the name change request to all cognizant COs, identifying each affected contract number.
- b. The CO(s) must review the documentation provided by the contractor and, if the documentation is adequate, the CO must request a vendor update by sending a vendor name change request to vrequest@usaid.gov using the [Vendor Request/Update Form](#). The Bureau for Management, Office of Acquisition & Assistance (M/OAA) Systems Support Team will update the contractor’s Vendor Name in Phoenix with the existing Vendor Code. The updated Phoenix Vendor is then synced to GLAAS and the CO will receive an email once it has been updated and is available in GLAAS. For each award with this contractor, the cognizant CO(s) must create an award modification in GLAAS and select the “Refresh Vendor” button on the Vendor page to update the vendor record on the award to populate the new name.
- c. The CO(s) must prepare a bilateral contract modification using form [Standard Form 30, Amendment of Solicitation/Modification of Contract \(SF-30\)](#), incorporating the following language:

“The purpose of this modification is to effect the legal name change of the contractor and substitute the name “_____” for the name “_____”, wherever it appears in the contract.

This modification solely accomplishes a change of name of the contractor. All other terms and conditions of this contract are unaffected by this change. All transactions conducted under the contract between the effective date of the legal name change and the date of this modification remain valid.

Documentary evidence of this change of name has been filed with USAID.

The contractor acknowledges an understanding of the possible consequences of providing false information.”

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