

# SUPPLIER REQUEST FOR TARIFF-RELATED CONTRACT PRICE INCREASE

The Region is aware of the challenges the constantly changing tariff environment may create for our suppliers. We kindly remind suppliers to take all reasonable steps to minimize the impact of any new or increased tariffs imposed on their contracts after award and we request suppliers to document their tariff-related mitigation efforts in detail.

Tariff-related contract price increases will not apply to factors that could have reasonably been anticipated, avoided or accounted for by suppliers – including but not limited to, fluctuations in the cost of fuel, delivery costs, or inflation.

*The Region reserves the right to deny a supplier's claim for an increase if the documentary evidence provided does not meet the Region's requirements, as determined by the Region in its sole discretion. The Region may refuse a supplier's claim for an increase or approve an amount less than what was requested if the Region, in its sole discretion, determines that the price adjustment request is unreasonable or exceeds the Region's budgetary limits.*

## Instructions

Suppliers are requested to complete this form in detail and submit it to the Region representative (Project Lead) indicated in their contract. Incomplete submissions may cause delays in the assessment of the request.

This reason for the request and supporting documentation must be included, whether it be a cost increase directly resulting from tariffs or a cost increase resulting from the supplier's mitigation approach to the impacts of tariffs.

**All fields are mandatory, unless otherwise identified.**

## Next Steps

After you have submitted this form to your Project Lead, your request will be assessed using a rigorous vetting process on a case-by-case basis, per Section 20.3 of [the Procurement Bylaw](#), and you will be advised of outcome at the Region's earliest opportunity.

# Supplier Request for Tariff-Related Contract Price Increase Form

## SECTION 1 — SUPPLIER CONTACT DETAILS

<b>Date of Request</b>		
<b>Supplier Legal Name</b>		
<b>Supplier Contact Details</b>	Phone Number:	
	Email Address:	
	Mailing Address:	

## SECTION 2 - CONTRACT INFORMATION

<b>PO Number</b>	
<b>Contract Number (if applicable)</b>	
<b>Contract Description</b>	
<b>Category</b>	

# SECTION 3 - SUPPLIER JUSTIFICATION AND SUPPORTING DOCUMENTATION

This section is key to evaluation of this request.

## PART A – MITIGATION PLAN & JUSTIFICATION

### Mitigation Plan

1. What steps have you taken to mitigate the need for this request?  
This includes exploring equivalent or alternative goods.

2. Is the tariff-related cost increase requested as result of:

Direct cost impact of tariffs

Costs related to using alternative goods to reduce impact of tariffs

Other:

### Justification

1. Provide the rationale and circumstances which are contributing to the need for increased price/unit price(s) described in Section 3A, which could not have been foreseen at time of contract award.

## **PART B – SUPPORTING DOCUMENTATION**

- 1. Select all supporting documentation being attached (examples provided below) to show how the contract price has changed. Select other, for supporting documentation other than those listed.**

Customs clearance form showing applicable tariff rates and their impact on costs.

Official manufacturer notice outlining the price increase and reason (e.g., tariff changes).

Past and current manufacturer invoicing/sub-supplier invoicing (for comparison purposes)

Manufacturer's updated price list showing the revised rates and effective date.

Government-issued tariff documentation (e.g., CBSA notice).

Supplier or distributor correspondence with supporting manufacturer documentation.

Third-party market reports or industry publications confirming tariff-related cost increases.

Other:

*Note: The Region may ask for additional supporting documentation after the receipt of your submission.*

## **PART C – COST INCREASE DRIVERS**

Provide the breakdown of the cost increase drivers, as follows:

- 1. Explain deliverables impacted by tariffs:**

- 2. What percentage of the overall contract price is impacted by tariffs?**

%

SECTION 4 — BREAKDOWN OF CONTRACT PRICE ADJUSTMENTS

Provide the calculation of costs below.

If your request requires additional rows, please attach a file with price adjustment details duplicating column headers below.

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Item Description	Tariff percentage amount is being applied	Current Rate/Unit Price	Adjusted Rate/ Unit Price being Requested	Variance <i>Column D minus C</i>	Quantity	Unit of Measure	Overall Amount being requested  <i>Column E multiplied by Column F</i>



Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Item Description	Tariff percentage amount is being applied	Current Rate/Unit Price	Adjusted Rate/ Unit Price being Requested	Variance <i>Column D minus C</i>	Quantity	Unit of Measure	Overall Amount being requested <i>Column E multiplied by Column F</i>