



Change of Conditions Form

Agency Instructions

Office of Financial Management
July 2025

CHANGE OF CONDITIONS OVERVIEW

A change of conditions is: (1) an **increase** in the project's square footage, ongoing or one-time cost, or lease term or (2) a change in scope compared to what was previously approved by the Office of Financial Management (OFM) using the modified pre-design (MPD) process.

If your project has a change of conditions, you must complete a [change of conditions form](#) and submit it to OFM at ofmfacilitiesoversig@ofm.wa.gov. OFM will review the proposed changes and provide a response within 10 days.

COMPLETING AND SUBMITTING THE FORM

Agencies must answer all the questions as completely as possible. In section two:

- The "Current" column should reflect the metrics of your existing facility.
- The "OFM Approved" column should match the terms on the approval memo and approved MPD.
- The "Proposed Terms" column should reflect terms within the market search completed by the Department of Enterprise Services, Real Estate Services (RES).

Agencies may attach supporting documentation including, but not limited to, RES market search analysis, cost analysis of alternative facilities considered and opportunity costs, project cost proposals, etc.

The change of conditions form must be signed by the agency's financial manager and director or designee before OFM will consider the request. Submit completed forms to ofmfacilitiesoversig@ofm.wa.gov.

Additional information about the modified pre-design process and the change of conditions form can be found on [OFM's website](#).

For assistance with this form, contact your [assigned facilities analyst](#).