Amendment No. AMENDMENT NUMBER

to

Contract for CONTRACT NUMBER AND NAME

AGENCY

**Parties:** AGENCY “AGENCY ACRONYM”

By and Through the Division of Purchasing “DOP”

and

CONTRACTORS LEGAL NAME “Contractor”

**Recitals:**

A. The Parties entered into a Contract for Purchase of COMMODITY/Provision of DESCRIPTION IF SERVICE (“Contract”), effective ORIGINAL DATE OF CONTRACT, PO#, CPO#, BPO#, if applicable.

B. Provide background information of original contract.

C. Provide details regarding need for amendment.

D. Add recitals as needed.

Based on the above recitals, and good and valuable consideration, the receipt of which is hereby acknowledged, the Contract is amended as follows:

1. Describe modifications to scope of work, or other terms/requirements, cost, etc. or reference an attachment, i.e. “Additional Scope of Work elements are incorporated in the Contract as provided on Attachment A, “Title of Attachment.””

2. Address any cost increases in a separate recital, i.e. “The Total Cost is increased by $#, for a new Total Contract Value of $#” or “The cost per user is increased by #% to $#.”

3. Except as expressly modified in this Amendment, all other terms and conditions of the Contract remain in full force and effect.

4. This Amendment is effective on [provide effective date] [or upon the date of the last signature]. [For DOP issued contracts add:] In no event will this Amendment be effective until executed by DOP.

Agency Acronym Contractor

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Agency signator, and title Contractor signator, and title

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOP signator, and title

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_