# AMENDMENT COVER SHEET

**(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)**

**Instructions:**

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when sending to the Department of Administration for approval. **Please always include copies of the original certification form, solicitation document, single source justification, the original contract, and any previous amendments as these are used for reference.**
3. Admin will retain this cover sheet for its files.

**Agency**: **Name of Contractor**:

**Current Contract Term**: **Project Identification**:

*Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subd. 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.*

**What changes are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.**

1. [ ]  **Amendment to the Expiration Date of the contract**
	1. Proposed New Expiration Date:
	2. Why is it necessary to amend the Expiration Date?
2. [ ]  **Amend Duties and Cost** [ ]  **Amend Duties Only**
	1. Describe the amendment:
	2. If cost is amended, insert the amount of the original contract AND amount of each amendment below:
3. [ ]  **Amendment to change other terms and conditions of the contract:**
	1. Describe the changes that are being made: