AMENDMENT COVER SHEET
INCOME AMENDMENTS
(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 it is presented to the Department of Administration for approval. Please always include copies of the original certification form, the original contract, and any previous amendments as these are used for reference.
3. Make sure that you are using the updated amendment template where the State Agency signature block reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
4. Admin will retain this cover sheet for its files.

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Name of Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current contract term:</td>
<td>Project Identification:</td>
</tr>
</tbody>
</table>

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 section 16C.03, subdivision 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.

Complete Appropriate Box(es) for the amendment submitted.

1. ✔ Amendment to the end date of the contract
   Proposed New End Date: 
   Why is it necessary to amend the end date?

2. ✔ Amend Duties and Cost
   ✔ Amend Duties Only
   2a. If cost is amended, insert amount of original contract AND amount of each amendment below:

   2b. Describe the amendment:

3. ✔ Amendment to change other terms and conditions of the contract
   Describe the changes that are being made:
This amendment is by and between the State of Minnesota, through its Commissioner of [INSERT AGENCY NAME] ("State") and [CONTRACTOR'S FULL LEGAL NAME AND ADDRESS] ("Purchaser").

### Recitals

1. The State has a contract with the Contractor identified as [INSERT CONTRACT NUMBER OR OTHER IDENTIFYING INFORMATION (EXAMPLE, "Dated _______" OR "SWIFT Contract Number"] ("Original Contract") to provide [GIVE A BRIEF DESCRIPTION OF SERVICES PROVIDED UNDER THE ORIGINAL CONTRACT].

2. [EXPLAIN WHY THE AGREEMENT IS BEING AMENDED].

3. The State and the Contractor are willing to amend the Original Contract as stated below.

### Contract Amendment

In this Amendment, changes to pre-existing Contract language will use strike through for deletions and underlining for insertions.

[THE FOLLOWING IS A SAMPLE AMENDMENT. BE SURE TO CLEARLY INDICATE WHAT IS BEING ADDED/DELETED. AMENDMENTS ALTERING COST WITHOUT CHANGING THE DUTIES WILL REQUIRE EXPLANATION. ONE WAY TO DO THIS IS BY STRIKING OUT INFORMATION YOU WANT DELETED AND UNDERLINING THE INFORMATION YOU ADD. YOU WILL NEED TO MODIFY THIS FORM FOR YOUR NEEDS.]

**REVISION 1.** Clause 1. "Term of Contract" is amended as follows:

1.1 **Effective date:** June 1, 2006, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

1.2 **Expiration date:** December 31, 2007, March 15, 2008, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**REVISION 2.** Clause 2. "State's Duties" is amended to add:

The State shall perform the additional duties as detailed in Revised Exhibit B, which is attached and incorporated into this contract.

**REVISION 3.** Clause 3 "Payment" is amended as follows:

The Purchaser will pay the State for all services performed by the State under this contract as follows: $150.00 per hour for 24 hours.

The total obligation of the Purchaser for all services performed by the state under this contract is $300.00 $600.00.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect. [IF THE ORIGINAL CONTRACT HAS EXPIRED, CONTACT YOUR AGENCY CONTRACT COORDINATOR AS MODIFIED LANGUAGE WILL BE NEEDED HERE. IF THE CONTRACT IS EXPIRED SEE THE LAST PARAGRAPH OF SECTION 8 OF THE CONTRACT MANUAL AT: http://www.mmd.admin.state.mn.us/pdf/08amendment.pdf]
1. PURCHASER

By: __________________________________________
Title: _______________________________________
Date: _______________________________________

2. STATE AGENCY

By: _______________________________________
(with delegated authority)
Title: _______________________________________
Date: _______________________________________

3. COMMISSIONER OF ADMINISTRATION
   As delegated to the Office of State Procurement

By: _______________________________________
Title: _______________________________________
Date: _______________________________________

Distribution:
Agency
Purchaser
State’s Authorized Representative - Photo Copy