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 agreement

| 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 agreement AND amount of each amendment below: |
| 2b. Describe the amendment: |

3. Amendment to change other terms and conditions of the agreement

| Describe the changes that are being made: |
INSTRUCTIONS: 1) FILL IN ALL BLANKS AND DELETE ALL INSTRUCTIONS. INSTRUCTIONS ARE IN BLOCK PRINT. 2) IF YOUR AGREEMENT HAS EXPIRED: CONTACT YOUR AGENCY’S CONTRACT COORDINATOR IMMEDIATELY. 3) SUBMIT TO OSP FOR FINAL SIGNATURE ALONG WITH THE AMENDMENT COVER SHEET.

Agreement Start Date: ___________________ Total Agreement Amount: $___________
Original Agreement Expiration Date: ___________ Original Agreement: $___________
Current Agreement Expiration Date: [IF APPLICABLE] Previous Amendment(s) Total: $___________
Requested Agreement Expiration Date: [IF APPLICABLE] This Amendment: $___________

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] (“Governmental Unit”).

Recitals

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

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

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

Agreement Amendment

In this Amendment, changes to pre-existing Agreement 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 Agreement” 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. “Agreement between the Parties” is amended to add:

Governmental Unit 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 total obligation of the State under this agreement will not exceed $350.00 $500.00.

[IN THE EVENT YOUR AMENDMENT CAUSES THE AGREEMENT TO EXCEED $50,000.00, YOU MUST ADD THE FOLLOWING CONTRACT LANGUAGE, UNLESS IT (OR THE IMMIGRATION STATUS FORM) WAS IN THE ORIGINAL AGREEMENT. IN ADDITION TO ADDING THE CLAUSE, NUMBER THE ADDED CLAUSE SO AS TO BE CONSISTENT WITH THE EXISTING AGREEMENT, REPLACING THE “#” AS FOUND BELOW.]

REVISION 6. The following clause is added to the contract:

# E-Verify Certification (In accordance with Minn. Stat. §16C.075)
For services valued in excess of $50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at: http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc.

Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect. [IF THE ORIGINAL AGREEMENT HAS EXPIRED, CONTACT YOUR AGENCY CONTRACT COORDINATOR AS MODIFIED LANGUAGE WILL BE NEEDED HERE. IF THE AGREEMENT 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. STATE ENCUMBRANCE VERIFICATION

   Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

   Signed: ________________________________
   Date: ________________________________
   SWIFT Contract No. ________________________________

2. GOVERNMENTAL UNIT

   By: ________________________________
   Title: ________________________________
   Date: ________________________________

3. STATE AGENCY

   Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

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

4. COMMISSIONER OF ADMINISTRATION

   As delegated to the Office of State Procurement

   By: ________________________________
   Date: ________________________________

Distribution:
Agency
Governmental Unit
State’s Authorized Representative - Photo Copy