## AMENDMENT COVER SHEET

**MN.IT MASTER CONTRACT WORK ORDER AMENDMENTS**  
(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)

### Instructions:
1. Submit **THREE** copies of this Cover Sheet along with the draft amendment to MN.IT Services (MN.IT) for signature. **Please always include copies of the original work order certification form, the original work order, and any previous amendments as these are needed for reference.**
2. Make sure that the signature line of your amendment template reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
3. MN.IT will coordinate the signature process with the Department of Administration.
4. MN.IT and Admin each maintain a signed copy of this Cover Sheet and will return the third signed copy to the agency to be kept with the contract file.

### Complete Appropriate Box(es) for the amendment submitted.

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

### 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:**

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Approved: _____________________________  Date: ___________

MN.IT Services

Approved: _____________________________  Date: ___________

Office of State Procurement