

## Appendix C – Contract Modification Procedure

The following guidelines are subject to change at the discretion of OGS. A Contract Amendment requires a formally executed document by mutual agreement of the Parties, to be provided by the OGS Contract Administrator, after submission and approval of the Contract Modification Form.

### 1.1 TYPES OF CONTRACT MODIFICATIONS

In order to expedite processing of a contract modification, where proposed changes involve more than one category below and each change should be submitted to OGS as a separate request.

#### 1.1.1 UPDATES

“Updates” are changes that do not require a change to the established OGS Centralized Contract terms and conditions. Updates may include:

- OGS Centralized Contract changes and updates made in accordance with the previously approved pricing formula (e.g. discount from list price)
- Adding new products or services within the established, previously approved pricing structure
- Lowering pricing of products or services already on Contract
- Deleting products or services available through the OGS Centralized Contract
- Adding product or service that do not fall under the previously established price structure or discounts under the Contract
- Re-bundled products
- Other updates not listed above that are deemed to be in the best interest of the State and do not result in a change to the established Centralized Contract terms and conditions.

Updates must be submitted to OGS for review, and must be accompanied by a justification of reasonableness of price if the change results in a change in pricing methodology. OGS will notify Contractor in writing if approved.

#### 1.1.2 AMENDMENTS

“Amendments” are changes that are not specifically covered by the terms and conditions of the OGS Centralized Contract but inclusion is found to be in the best interest of the State.

Requests for product changes and other requests that would require changes to the terms and conditions of the OGS Centralized Contract would fall into the Amendments category. Contractor must provide a written justification of reasonableness of the price levels offered in the applicable Program Agreement and a statement explaining why it is in the best interest of the State to approve the requested amendment. Amendments typically require negotiation between OGS and the Contractor. OGS will work directly with the Contractor to obtain the required documentation for each requested amendment and notify Contractor in writing if approved.

### 1.2 CONTRACTOR'S SUBMISSION OF CONTRACT MODIFICATIONS

In connection with any Contract modification, OGS reserves the right to:

- Request additional information
- Reject Contract modifications
- Remove Products from Contract modification requests
- Request additional discounts for new or existing Products

### 1.3 PRICE LEVEL JUSTIFICATION – FORMAT

Contractor is required to submit the Product and price level information for the update in an Excel spreadsheet format electronically via e-mail (and in hard copy if requested by OGS) to the OGS Contract Administrator. The list must be dated. The Product and price level information should include and identify (e.g., by use of separate worksheets or by using italics, bold and/or color fonts):

- Price level increases
- Price level decreases
- Products being added

### 1.4 SUPPORTING DOCUMENTATION:

Each modification request must include the current contract pricing discount relevant to the Products included in the update or amendment.

### 1.5 SUBMITTAL OF MODIFICATION REQUESTS

A Contract modification request must be accompanied by a completed Contract Modification Form. Contractor should briefly describe the nature and purpose of the update (e.g., update requested in order to reflect a recently approved GSA schedule, to restructure the price level to its customers generally, and/or for new Products which fall into a new group or category that did not exist at the time of approval of the Contract by OGS). The Contract Modification Form must contain original signatures by an individual authorized to sign on behalf of Contractor and must be notarized.

## Contract Modification Form

<b>OGS Centralized Contract No.</b>	<b>Contract Description</b>	<b>Contract Period</b> From                  To	<b>Date of Submission</b>
<b>Vendor Name</b>		<b>Vendor Phone Number</b>	<b>Vendor E-Mail</b>

**NOTE:** Submission of this forms does not constitute acceptance by the State of New York until approved by the appropriate New York State representative(s).

**INSTRUCTIONS:**

1. This form is to be used for all Contract modifications. Any submission that is not complete and signed will be rejected.
2. The form is to be completed in full, signed and submitted to OGS for final approval at:

STATE OF NEW YORK  
OFFICE OF GENERAL SERVICES  
Procurement Services  
Corning Tower – 38th Floor  
Empire State Plaza  
Albany, New York 12242

3. Contractor is required to submit the Product and price level information for the update electronically via e-mail in either an Excel spreadsheet (and in hardcopy if requested by OGS) to the OGS Contract Administrator for this Contract.
4. Price level increase requests must be submitted in accordance with the OGS Centralized Contract terms and conditions.
5. If more than one type of modification is being requested, each type should be submitted as a separate request.
6. The Contract modification request must be accompanied by the relevant current contract pricing discount information.

<p><b>Request Type:</b>  <input type="checkbox"/> Update    <input type="checkbox"/> Amendment   <i>See Contract Modification Procedure for an Explanation of these terms</i></p>	<p><b>Intent of this submittal is to request:</b>  <input type="checkbox"/> Addition of new Product(s) or service(s)  <input type="checkbox"/> Deletion of Product(s) or service(s)  <input type="checkbox"/> Change in pricing level  <input type="checkbox"/> Other Update  <input type="checkbox"/> Other Amendment</p>
<p><b>All discounts are:</b>  <input type="checkbox"/> GSA  <input type="checkbox"/> Other - Please Explain:   <b>THIS BOX MUST BE COMPLETED</b></p>	<p><b>Attached Documentation Includes:</b>  <input type="checkbox"/> Current Approved GSA Price List (labeled "For Information Only")  <input type="checkbox"/> Current Relevant Price List (labeled "For Information Only")  <input type="checkbox"/> Revised NYS Price List in Same Format as found in the Pricing Appendix for this Contract  <input type="checkbox"/> Current Copy of the "National Consumer Price Index for All Urban Consumers (CPI-U) Northeast Region" (for price increases only)</p>
<p>Describe the nature and purpose of the modification. If applicable, please explain how pricing has been structured to customers, and/or identify and describe new Products which fall into a new group or category that did not exist at the time of approval of the Contract by OGS.</p>	

### Contract Modification Form (Continued)

The following **ACKNOWLEDGEMENT** statement must be signed by an individual authorized to sign on behalf of Contractor for the modification being requested in this Contract Modification document. The authorizing authority's signature must be notarized.

\_\_\_\_\_  
Signature of Authorized Vendor Representative

#### ACKNOWLEDGEMENT

**STATE OF }:**

**ss.:**

**COUNTY OF }**

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_, before me personally came: \_\_\_\_\_, to me known, who, being by me duly sworn, did depose and say that \_he maintains a business in \_\_\_\_\_; that \_he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation/ partnership/ Limited Liability Company described in the above instrument; that, \_he is authorized to execute the foregoing instrument on behalf of the corporation/ partnership/ Limited Liability Company for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said corporation/ partnership/ Limited Liability Company as the act and deed of said corporation/ partnership/ Limited Liability Company.

\_\_\_\_\_  
**Notary Public**

#### OGS APPROVAL

Approved     Approved as Amended     Disapproved

Name: \_\_\_\_\_

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