HBITS Agency How to Guide 2:

How to Modify a Task Order (Pre-eHBITS)

Executive Agency

1. Agency completes **Form 5: Task Order Modification Request For**m and submits to HBITS Team at hbits.stateagencies@ogs.ny.gov. Reply will be sent confirming receipt.
2. OGS HBITS Team reviews Task Order Modification Request for completion and responds to the Agency. Subject to final approval by OGS HBITS Team.

Non-Executive Agency

1. Agency completes **Form 5**: **Task Order Modification Request Form** and submits to HBITS Team at HBITS.NonExecutiveAgencies@ogs.ny.gov. Reply will be sent confirming receipt.
2. OGS HBITS Team reviews Task Order Modification Request for completion and responds to the Agency. Subject to final approval by the Non-Executive Agency.

Contractor

1. Contractor completes **Form 5**: **Task Order Modification Request Form** and submits to HBITS Team at HBITS.Contractors@ogs.ny.gov. Reply will be sent confirming receipt.
2. OGS HBITS Team reviews Task Order Modification Request for completion and responds to the Contractor. Subject to final approval by OGS HBITS Team.