

APPENDIX C

CONTRACT MODIFICATION FORM AND PROCEDURES **(revised 10/10/2019)**

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 OGS Contract Administrator, after submission and approval of the Contract Modification Form.

- (1) **TYPES OF CONTRACT MODIFICATIONS:** In order to expedite processing of a contract modification, where proposed changes involve more than one category below, each change should be submitted to OGS as a separate request.
- a) **UPDATES:** “Updates” are changes that do not require a change to the established Centralized Contract terms and conditions. Updates may include:
- 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 Centralized Contract;
 - adding product or service that do not fall under the previously established price structure or discounts under the Contract;
 - re-bundled products; and
 - 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.
- b) **AMENDMENTS:** “Amendments” are changes that are not specifically covered by the terms and conditions of the 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 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.
- (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

- (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
 - Products being removed
- (4) **SUPPORTING DOCUMENTATION:** Each modification request must include the current contract pricing discount relevant to the Products included in the update.
- (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.

CONTRACT MODIFICATION FORM FOR AWARD 23141

INSTRUCTIONS:

1. This form is to be used for all Contract modifications. The form is to be completed in full, signed and submitted to OGS for final approval. Any submission that is not complete and signed will be rejected.
2. Contractor is required to submit the Product and price level information for the update electronically via e-mail in an Excel spreadsheet (and in hardcopy if requested by OGS) to the OGS Contract Manager for this Contract.
3. If more than one type of modification is being requested (i.e. update and amendment), each type must be submitted as a separate request.

The Contract modification request must be accompanied by the relevant current contract documentation (e.g. Attachment 1 – *NYS Pricing* for price list updates, Attachment 3 – *Contractor/Reseller/Subcontractor Information* for Reseller/Subcontractor updates, etc.).

CONTRACT MODIFICATION FORM	
OGS CONTRACT NO.: _____	DATE OF SUBMISSION: _____
CONTRACT DESCRIPTION: _____	
CONTRACT PERIOD: From: _____ To: _____	CONTRACTOR CONTACT: NAME: _____ PHONE NO: _____ E-MAIL: _____
NOTE: Submission of this FORM does not constitute acceptance by the State of New York until approved by the appropriate New York State representative(s).	

COMPLETE STATEMENTS 1 THROUGH 5 BELOW:

1. This request is an: _____ Update _____ Amendment See Contract Modification Procedure for an explanation of these terms.	2. The intent of this submittal is to: _____ Add new products or services _____ Delete products or services _____ Change in pricing level _____ Add Resellers/Subcontractors _____ Delete Resellers/Subcontractors _____ Add new Manufacturer _____ Other Update _____ Other Amendment
3. All discounts and (where applicable markups) are: _____ GSA _____ Most Favored Nation* _____ Other (Provide Explanation) _____ *Prices offered are the lowest offered to any similarly situated entity.	4. Attached documentation includes: _____ Current approved GSA (labeled "For information only") _____ Current relevant Price List (labeled "For information only") _____ Revised NYS Net Price List(s) in same format required for this Contract _____ Current copy of Manufacturer's/Distributor's Published Pricing Pages with List Price/MSRP _____ Current copy of Manufacturer's Certificate (if adding equipment from a new Manufacturer) _____ Revised NYS Net Pricing Pages _____ Current copy of Reseller/Subcontractor List _____ Revised Reseller/Subcontractor List

5. Describe the nature and purpose of the modification. If applicable, please explain how pricing has been structured to Authorized Users, 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.

If OGS requests a hard copy of this Contract Modification document, the following CORPORATE ACKNOWLEDGEMENT statement must be signed by an individual authorized to sign on behalf of Contractor for the modification being requested. The authorizing authority's signature must be notarized.

Signature of Authorized Contractor Representative

CORPORATE ACKNOWLEDGMENT

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/she/they reside(s) in _____; that he/she/they is (are)
_____ (the President or other officer or director or attorney in
fact duly appointed) of _____, the corporation
described in and which executed the above instrument; and that he/she/they signed his/her/their
name(s) thereto by authority of the board of directors of said corporation.

Notary Public

OGS APPROVAL:

Approved _____ Approved as amended _____ Disapproved _____

Name: _____

Title: _____ Date _____