



Contract Modification / Amendment Request Form

INSTRUCTIONS: using Agencies requesting that the Office of the Chief Procurement Officer (“OCPO”) complete a contract modification / amendment request must complete this form. **Please upload a completed copy of this form with any additional supporting documentation into Prodagio.**

PART I: USING AGENCY GENERAL INFORMATION

Using Agency:	
Contact Name / Phone:	
Requestor / Date:	
Contract # / Requisition #:	
Vendor Name:	

PART II: MODIFICATION / AMENDMENT REQUEST SUMMARY INFORMATION

Please select all applicable check boxes pertaining to the modification being requested. Enter an increase or decrease amount if an amount is being changed. Enter a renewal or an extension date period if a date is being change. Input a brief summary description of the change in scope if a scope change.

Increase Decrease Enter Amount:

Renewal Extension Enter Dates:

Check if scope change and
enter brief description of the
change requested:

(attach scope and/or revised pricing proposal)

Are additional supporting documents being uploaded? Yes No

Comments (if applicable):

Reminder: this form must be uploaded into Prodagio when complete