*Contact: Name Phone*

*Email*

**x-IT-MOD. AGENCY**

*Division/Program*

***Contract ID:*** Contract Name/Contract number

ADPICS BPO No.:

***Contract Approved*:** (Enter original BPW approval information, i.e. date and item number.)

DoIT Item x-IT (mm/dd/20yy)

***Contractor*:** (Enter contractor name, city and state)

***Contract Description*:** (Enter short narrative describing contract)

***Modification Description*:** (Enter short narrative describing the mod)

***Original Contract Term*:** (Enter inclusive dates to include the number and length of renewal options; i.e. 7/1/2015 – 6/30/2016 (with two 1-yr renewal options)

***Modification Term*:** (Enter inclusive dates of the mod, i.e. 7/1/2016 – 6/30/2018. Modification start and end dates must agree with the mod document and ADPICS)

***Original Contract Amount*:** (Enter base amount of the original contract)

***Modification Amount*:** (Enter the dollar amount of the modification followed by the duration of the mod, such as (1 Year).

# *Prior Modifications/Options*: (Enter “None” or a discrete amount if there was any prior modification(s) and/or option(s) and “see Attachment” or “see Attachment X” (if there is more than 1 Attachment). When there was any prior modification(s) or option(s), create an attachment with prior modification/option renewal history. For each prior mod or option include: the amount, a brief description, and the period covered, including BPW item numbers and approval dates, if applicable.)

***Revised Total Contract Amount*:** (Enter the dollar total which is the sum of the amounts of the original contract, plus all prior modifications/options, plus this modification.)

***Percent +/- (This Modification)*:** (Enter percentage (to one decimal point) derived from the dollar amount of this modification divided by the original base amount of the contract.)

***Overall Percent +/-*:** (Enter percentage (to one decimal point) derived from the dollar amount of all prior modifications plus this modification (no option amounts included) divided by the original base amount of the contract.)

***Original Procurement Method*: (**Competitive Sealed Proposals, Competitive Sealed Bidding, Sole Source, etc.)

**x-IT-MOD. AGENCY** *(cont’d)*

***MBE Participation*:** Enter MBE participation %

***MBE Compliance*:** Enter MBE Compliance %

***Agency Remarks*:** (Enter the purpose of the modification and the circumstances/reasons to support the modification approval request. Include why it is not practical to competitively procure the services which will be provided under the modification.)

***Fund Source*: (**Enter fund source (i.e. General, Federal, Reimbursable, Special – [state the source])

***Approp. Code*:** (Enter applicable agency appropriation code; verify with DBM OBA analyst)

***Resident Business*:** (Yes or No)

**BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:**

**APPROVED DISAPPROVED DEFERRED WITHDRAWN**

**WITH DISCUSSION WITHOUT DISCUSSION**