**[Contract Number]**

**[Contract Name]**

**Between [Insert Agency Name]**

**and**

**[Vendor Name]**

**Amendment #[#]**

THIS AMENDMENT #[#] (“Amendment #[#]”) is an amendment to Contract [Contract Number](“Contract”) between [Vendor Name] and [Insert Agency Name] effective [Initial Date of Contract]. The terms, words, and phrases used on this Amendment #[#] shall have the same meaning as set forth under the Contract, unless expressly stated otherwise. If there is a direct conflict between a term of this Amendment #[#] and the terms of the Contract with respect to the subject matter of this Amendment #[#], the terms of this Amendment #[#] shall prevail.

WHEREAS, [Insert Agency Name] desires [insert reason for amendment];

WHEREAS, [Vendor Name] desires to provide [Contract Name] to entities authorized to utilize [Insert Agency Name]’ contract award in the terms set below;

WHEREAS**,** [Insert Agency Name] and [Vendor Name] represent and warrant that each party has full right, power and authority to enter into and perform under this Contract;

FOR AND IN CONSIDERATION OF the premises and mutual agreements herein, [Insert Agency Name] and [Vendor Name] agree as the Contract may be amended as follows:

[insert change]

No clause in this Amendment #[#] shall be considered a waiver of any portion of the Contract as previously executed between [Vendor Name] and [Insert Agency Name].

This Amendment #[#] was drafted with the joint participation of the undersigned parties and shall be construed neither against nor in favor of either, but rather in accordance with the fair meaning thereof.

IN WITNESS THEREOF, the Parties hereto have executed this Amendment #[#] as of the date of execution by both parties below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Insert Agency Name] | |  | Contractor: |  |
| By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |