

SERVICES CONTRACT MODIFICATION

ITEM: (Entered by DBM) **Agency Contact:** John Doe
410.xxx.xxx
E-mail address

DEPARTMENT/PROGRAM: Department Name
Program Name

CONTRACT ID: Contract number
Narrative contract name
ADPICS CO NO.

CONTRACT APPROVED: (Enter original BPW approval information,
i.e. date and item number.)

CONTRACTOR: (Enter Contractor name, city and state)

CONTRACT DESCRIPTION: (Enter short narrative describing contract)

MODIFICATION DESCRIPTION: (Enter short narrative describing the mod)

TERM OF ORIGINAL CONTRACT: (Enter inclusive dates to include
number/length of renewal options, i.e. 7/1/2007 – 6/30/2009 (W/1 one-year renewal option).
Original Contract start and end dates must agree with the original Contract, original BPW
Agenda Item, if any, and the original ADPICS BPO.)

TERM OF MODIFICATION: (Enter inclusive dates of the mod, i.e.
9/1/2007 – 3/30/2008. Modification start and end dates must agree with the mod document and
ADPICS.)

AMOUNT OF ORIGINAL CONTRACT: (Enter base period amount of the original
contract. The award amount for the base period entered here must agree with the original
Contract, the original BPW Agenda Item, if any, and the original ADPICS BPO.)

AMOUNT OF MODIFICATION: (Enter the dollar amount of the modification
followed by the duration of the modification, such as “(1 Year)”. The modification amount must
agree with the Contract mod document and the ADPICS CO.)

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.)

ITEM: (Entered by DBM)

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: (Enter the method, i.e. Competitive Sealed Proposals or Competitive Sealed Bidding or Sole Source, etc.)

MBE PARTICIPATION: (Enter MBE participation % from original Contract. The participation % must agree with the original BPW Agenda Item, if any, and the original ADPICS BPO.)

REQUESTING 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, special, federal, etc. and applicable percentage for each source. If special funding is utilized, include the nature of special funds in parenthesis.)

APPROP. CODE: (Enter applicable agency appropriation code)

RESIDENT BUSINESS: (Enter Yes or No)

MD TAX CLEARANCE: (Enter Comptroller's Control Number)

Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	