**Information Technology Professional Services (ITPS)**

Solicitation Amendment Template



**Washington State Department of <insert purchaser name>**

Solicitation Amendment

**Purchaser Name:** <insert purchaser name>

**Solicitation Number:** <insert solicitation number>

**Amendment Number:** <insert amendment number>

**Date Issued:** <insert project’s name>

**Purpose:**

<insert purpose of the Amendment>

All other terms, conditions, and specifications remain unchanged.

**Bidder Acknowledgement:**

Bidder shall complete the following and return this Amendment with Proposal. Failures to provide the information requested below and submit this Amendment with Proposal will result in rejection of Proposal.

|  |  |
| --- | --- |
|  | |
| *Bidder’s Company Name* | |
|  | |
| *Bidder’s Authorized Signature* | *Date* |
|  | |
| *Print or Type Name* | *Title* |

OR

This Amendment need NOT be submitted with Bidder’s Proposal.

**Purchaser Acknowledgement:**

|  |  |
| --- | --- |
|  | |
| *Purchaser Signature* | *Date* |
|  | |
| *Print or Type Name* | *Title* |