**Information Technology Professional Services (ITPS)**

Contract Amendment Template

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

Contract Amendment

**Purchaser:** <insert purchaser name>

**Contract Number:** <insert contract number>

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

**Contractor:** <insert contractor’s company name>

**Contractor’s DES ITPS Master Contract Number:** <insert Contractor’s DES ITPS master contract number>

**Date Issued:** <insert date>

**Date Effective:** Upon Purchaser Signature

By signing below the Purchaser and the Contractor acknowledge that this Amendment is issued under the provisions of the original order document (ITPS Second-Tier Contract or “Contract”). The services authorized are within the scope of services set forth in the original Contract. All rights and obligations of the parties shall be continue to be subject to and governed by the original Contract terms and conditions, this Amendment, and the signed Master Contract with DES including any subsequent modifications, which are hereby incorporated by reference.

**Purpose:**

<insert purpose of the Amendment>

All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

This Amendment, effective upon Purchaser signature, is executed by the persons signing below, who warrant, respectively, that they have the authority to execute it on behalf of the party indicated.

**IN WITNESS WHEREOF**, the parties have read and understand this Amendment, and by their signatures below, agree to each and every particular.

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