**State of New Mexico**

**[Insert Procuring Agency Name]**

Information Technology Agreement

Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amendment No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS AMENDMENT is made and entered into by and between the State of New Mexico, **[Insert Procuring Agency Name]**, hereinafter referred to as the "Procuring Agency," and **[Insert Contractor Name]**, hereinafter referred to as the "Contractor.”

The purpose of this Amendment is to: [Insert a summary of what this Amendment is changing. For example:

* Increase the amount in Article 3 – Compensation, Paragraph B by $20,000 changing the original amount from $40,000 to $60,000.
* Extend the Article 5 term date from June 30, 2021 to December 31, 2021.
* Add Deliverable 4 to Exhibit A – Scope of Work with a total compensation of $20,000.]

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

1. **Terms and Conditions.** [If a change to the terms and conditions or articles of the Agreement is required, use the following section to insert the language as amended.]
2. **Exhibit A – Scope of Work.** [If a change to Exhibit A - Scope of Work is required, use the following section to insert the language as amended.]
3. **Appendices.** [If a change to appendices is required, use the following section to insert the language as amended.]

**All other Articles and Deliverables of the original contract [if there are prior amendments add “and all subsequent Amendments”] remain the same.**

IN WITNESS WHEREOF, the Parties hereby execute this Agreement, which will take effect on the last signature date of the required approval authorities below. Each of the signatories, below, may execute this Agreement by hard copy original, facsimile, digital or electronic signature, any of which will be deemed to be a true and original signature hereunder.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Procuring Agency Cabinet Secretary Name], Cabinet Secretary

[Insert Agency Name]

//$agency-cab-sec

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Contractor Name, Title]

[Company Name]

//$contractor

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Procuring Agency CIO Name], Chief Information Officer

[Insert Procuring Agency Name]

//$agency-cio

Approved for legal sufficiency:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Procuring Agency General Counsel Name], General Counsel

[Insert Procuring Agency Name]

//$agency-gc

Approved for financial sufficiency:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Procuring Agency Chief Financial Officer Name], Chief Financial Officer

[Insert Procuring Agency Name]

//$agency-cfo

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and/or compensating taxes:

BTIN ID Number: Enter this number before uploading to DocuSign

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxation & Revenue Department

//$trd

*Taxation and Revenue is only verifying the registration and will not confirm or deny taxability statements contained in this contract.*