**MEMORANDUM**

To: State Purchasing Contracts Review Bureau

From: Agency General Counsel, [**Enter Name**]

Date: [**Enter Date**]

Re: Proposed Changes to [**Name the Agreement]** Terms and Conditions Between [**Agency Name]** and [**Contractor Name]**

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**AGENCY NAME** wishes to enter into a contract with **VENDOR NAME** to provide services for **SHORT DESCRIPTION OF SCOPE.**

Following review, consultation and guidance received from [**Agency Name]** legal counsel and [**Agency Name]** chief information officer, the Cabinet Secretary of the [**Agency Name]** and [**Agency Name]** senior staff understand and approve the proposed changes as specified in each of the “Deviated Terms” provisions that follow.

**AGENCY NAME** request deviation(s) from the standard contract template language as follows:

1. **[Enter the ARTICLE NAME]**
2. **Standard Contract Template Language: [Enter the DoIT IT Contract Template language here.]**
3. **Deviated Terms: [Enter the change to the DoIT IT Contract Template language here. Please underline new language and strike through deleted language.]**

1. [**Agency Name] Reason or Justification for the Change:** [**Enter the reason for the change.**]

**Conclude the Deviation Memo with the following:**

Agency Counsel has reviewed and approved the proposed deviations from the standard contract template and confirms that the changes do not create additional liability or risk to the State. Additionally, Agency Counsel confirms that Agency Leadership has provided their assurance that they understand and accept the deviations proposed in this memo.

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

 [**Insert Procuring Agency General Counsel Name**], General Counsel