

Appendix D: Contract Modification Procedure

CONTRACT UPDATE FORM	
OGS CONTRACTNO.: _____	DATE OF SUBMISSION: _____
CONTRACT PERIOD: _____ GROUP NO. & DESCRIPTION: 79100 – Electronic Database Access	VENDOR CONTACT: NAME: PHONE NO: FAX NO.: E-MAIL:
NOTE: Submission of this FORM does not constitute acceptance by the State of New York until approved by the appropriate New York State representative(s).	

INSTRUCTIONS:

- This form is to be used for all contract updates. The form is to be completed and submitted to the OGS Procurement Services for final approval. Vendors shall complete, sign, and notarize where indicated, and attach this form to a cover letter written on standard company letterhead. Any submission that is not complete or signed will be rejected.**
- Contractor may be required to submit the Product and price information for the update in an Excel spreadsheet format via e-mail to the OGS Contract Manager.
- To expedite the processing of updates that qualify as Auto Adds, do not combine Auto Adds with Regular or Special Adds. ***If more than one type of update is being submitted, they should be submitted as totally separate requests.***
- The list must be dated and the format should be consistent with the format of the price list(s) included in the Pricing Appendix of the Contract.
- The contract update must be accompanied by either the GSA Price List and revised NYS Net Price List incorporating all changes or the US Commercial Price List and revised NYS Net Price List incorporating all changes, whichever is applicable.

COMPLETE STATEMENTS 1 THROUGH 8 BELOW:

1. This request is an: <input type="checkbox"/> Auto Add <input type="checkbox"/> Regular Add <input type="checkbox"/> Special Add See contract for an explanation of these terms.	2. The intent of this submittal is to: <input type="checkbox"/> Add new products <input type="checkbox"/> Delete products <input type="checkbox"/> Increase pricing <input type="checkbox"/> Reduce pricing <input type="checkbox"/> Amend VAR list
3. All terms and conditions of the contract shall apply to this request. <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	4. All discounts as agreed to in the contract shall apply. <input type="checkbox"/> Agree <input type="checkbox"/> Disagree
5. All discounts are: <input type="checkbox"/> GSA <input type="checkbox"/> Most Favored Nation* *Prices offered are the lowest offered to any similarly situated entity.	6. Attached documentation includes: <input type="checkbox"/> Current approved GSA (labeled "For information only") <input type="checkbox"/> Current commercial price list (labeled "For information only") <input type="checkbox"/> Revised NYS Net Price List

