University of Massachusetts- Contract for Services- Amendment Form

The University of Massachusetts Contract for Services Amendment form is a legal document and requires proper execution to avoid litigation. Please contact Procurement if you have any questions or concerns on how to complete the document. Incomplete or incorrect documents will be returned. A Contract For services Amendment form is required when making any changes to the original Contract. It must spell out the change required and be handled in the same manner as the original contract for services.

INSTRUCTIONS FOR COMPLETION

At the top of the Amendment form type in the Amendment number (1, 2 3, etc.), the current date, the number of the Purchase Order relating to the contract, and the account code from the purchase order.

Next complete the UMass department information- name and address, and the Contractor’s (vendor’s) name and address. These should be the same as what is on the contract for services form.

Contract Number & Description- this can be left blank unless you are using a contract. For example, if an increase is being made on a contract to The Resource Connection for temporary help, “MHEC-J03-0001 Temporary Help Services” would be entered here.

The CFS is amended as follows: Explain the change as briefly yet completely as possible using the “From...To...” format. For example-“Extend end date of contract from 12/31/2016 to 06/30/2017”, “Increase Not To Exceed amount from $12,000. To $18,000”, or “additional duties per Attachment A-new scope of services –consisting of 2 pages attached hereto and made a part hereof.” Remember that the Amendment changes the Contract for services form and the Buyways change order changes the purchase order. Verbiage on the Amendment should not reference the PO or specific lines on the PO to be changed, because the amendment is not changing the PO. The Buyways change order instructs what changes will be made to the purchase order.

Type in the Name & Title of the University person who will be signing the contract, and the Contractor’s (vendor’s) name and name & title of the person who will be signing for the vendor.

Send the Amendment to the vendor for signature, then once your department signs, the amendment can be attached to a Buyways change order requisition to be processed by Procurement.