

Arizona State Set-Aside

Contract Amendment Form

By submitting this form, you acknowledge that it is your intent to request a change to your entity's contract with the State as detailed below. This form should be submitted to the Committee Chair 45 days prior to the next quarterly meeting, or as soon as reasonably practicable.

Request Date	
Certified Nonprofit Agency	
Point of Contact and Contact Info	
State Contract Label	
State Contract Number	
Current State Contract Expiration Date	
Maximum State Contract Extension Expiration Date	
Proposed State Contract Expiration Date (if applicable)	
Description of Amendment Request	
Cost Impact (if applicable)	\$ _____ to State and other Government Agencies
Is your contract Mandatory?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this a price increase request?	Yes <input type="checkbox"/> No <input type="checkbox"/> - If yes supporting documentation detailing nature of price adjustment is required. Applicable manufacturer/supplier notices, benchmarks, and revised contract pricing sheets should be submitted for review.
Have You Contacted the Customer Agency(ies)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supporting Documentation:	Attached <input type="checkbox"/> Not Attached <input type="checkbox"/>

ARIZONA

DEPARTMENT OF ADMINISTRATION

ADOA Review:	
Is there a need for the Product or Service:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Impact on current state contracts:	Yes <input type="checkbox"/> No <input type="checkbox"/> Explain:
Mandatory:	Yes <input type="checkbox"/> No <input type="checkbox"/> Explain:
Recommend for Committee Action:	Yes <input type="checkbox"/> No <input type="checkbox"/> Explain:
Submit completed form to:	Please visit the Arizona Set Aside Website to determine where your completed / signed document should be sent. https://spo.az.gov/procurement-services/set-aside