

The New OSA-Connect Contract Amendment Instructions



State of New Mexico
Office of the State Auditor

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Quick Reference: What the status codes mean

<u>Status Code</u>	<u>Meaning</u>
“Amendment Complete”	A contract amendment was submitted
“Amendment Approved”	The draft contract amendment was approved
“In Progress”	The draft contract amendment was returned to you because further action was needed
“Amendment Executed”	The executed contract amendment was uploaded successfully

Getting Started

Welcome to the new version of OSA-Connect Contract Amendment Instructions.

Please see the OSA Audit Rule Section 2.2.2.8(N) for the contract amendment requirements. The Audit Rule can be found on our home page from the Auditing pull down as see below. Go to Financial Audits, then State Auditor Rule, then click on the link 2.2.2 NMAC Audit Rule.

Auditing ▾ Contracting ▾ Tiered System Reporting



The screenshot shows the State Auditor website interface. At the top, there is a navigation bar with 'Auditing ▾', 'Contracting ▾', and 'Tiered System Reporting'. Below this, a dropdown menu is open under 'Auditing', showing options: 'Audit Report Search', 'Financial Audits ▾', 'Special Audits and Investigations ▾', and 'For Audit Firms ▾'. A second dropdown menu is open under 'Financial Audits', listing: 'Approved Audit Firms', 'Step by Step Audit Contracting Process', 'What is an Audit', 'Audit Firms Information', 'State Auditor Rule', 'Statewide Training', 'Financial Assistance', and 'Released Audit Reports'. The main content area features a blue header with 'State Auditor' and a breadcrumb trail: 'Home > Auditing > Financial Audits'. Below the header, the title 'Audit Rule 2019' is displayed. A list of three documents is shown, each with a download icon (a blue arrow pointing down): '2.2.2 NMAC Audit Rule 2019 (May 28, 2019)', '2.2.2 NMAC 2019 Proposed Audit Rule Summary of Key Changes', and 'Audit Rule Training Presentation'.

Please remember contracts cannot be amended after they expire. Contracts are for one year from the last signature date which may be the oversight signature date. (OSA Audit Rule Section 2.2.2.8(N) Contract amendment requirements)

The new contract amendment process uses OSA-Connect.

1. Log in to OSA-Connect at www.osa-app.org.
2. Click on “View” to select the agency that you are interested in submitting a contract amendment for.
3. Find the contract that you wish to amend that has been approved.

The screenshot shows the OSA-Connect Online Portal for the New Mexico Office of the State Auditor. The left sidebar contains navigation links: Agency Dashboard, Agency Profile, View Contract Forms, and FAQs. The main content area is titled 'Agency Dashboard' and includes a search bar, a dropdown menu for 'Show 10 entries', and a table of agencies. A green arrow points to the dropdown menu. The table lists one agency: 'Office of the State Auditor' with a 'View Agency' button. The footer shows '< Previous 1 Next >' and 'Showing 1 to 1 of 1 entries'.

The contract must be approved first before the contract amendment process can start in OSA-Connect. An approved contract will have the status “Executed” as seen below.

4. If you do not see the “Executed” status, then they signed contract was not uploaded yet. To amend a contract, OSA-Connect must first have the executed contract uploaded.

5. Click on the “Amend” action.



View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/11/2020 5:10:34 PM	2020		Amendment In Progress	Edit
6/11/2020 4:43:43 PM	2020	Intern Two	Executed	Contract Approval Letter Amend



Note: The contract amendment process for a no change in compensation is in the next section.

Contract Amendment Process for a Change in Compensation

Increases in price must be justified by an increase in scope.

1. Select whether there has been a change in compensation.
2. Click on the “Create” red box.

Create Contract Amendment

Is there a change in compensation?

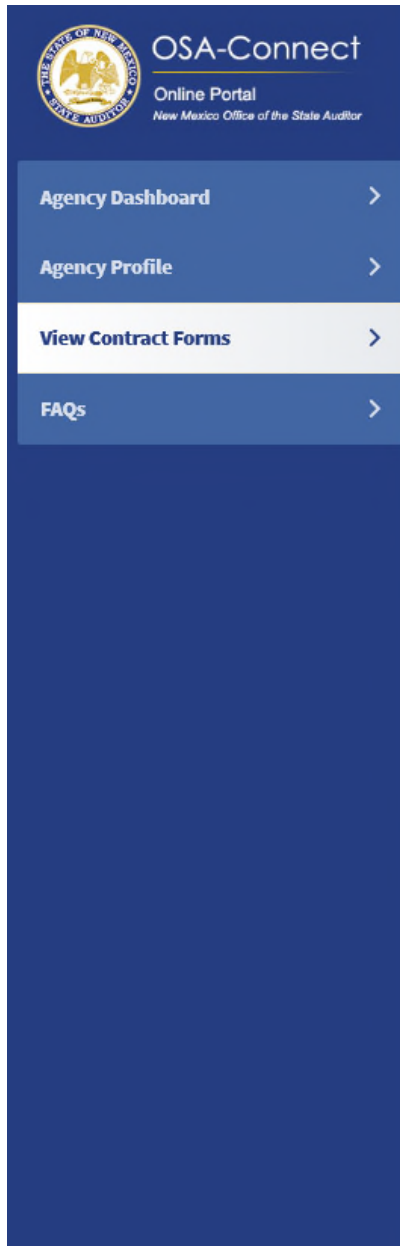
- Yes
- No

Create >

Cancel



This will take you to a new page titled “Contract Amendment Form for Audits.” The contact information for your agency will be populated already.



The navigation menu for OSA-Connect includes the following items:

- Agency Dashboard >
- Agency Profile >
- View Contract Forms >**
- FAQs >

Contract Amendment Form for Audits

Please enter all contract information below. If not applicable, please put N/A in the field.

I. Agency Contact Information

Agency Type

State Agencies

Name Of Agency

Office of the State Auditor

Address Of Agency

2540 Camino Edward Ortiz, Suite A

Phone # Of Agency

505-476-3800

Fax # Of Agency *Optional*

505-827-3512

City

Santa Fe

State

NM

Zip

87507

Web Site Address *Optional*

www.saonm.org

Agency Head Contact Information

Name Of Agency Head

FrankValdez

Title Of Agency Head

Agency Head

Email Address Of Agency Head

fvbetatest@gmail.com

Agency Contact Information

Name Of Agency Contact

Frank S Valdez

Title Of Agency Contact

Staff/Contracts Manager

Phone # Of Agency Contact

5054763800

Fax # Of Agency Contact *Optional*

3. Please make only changes related to the proposed contract amendment in each of the sections.

4. Ensure the rest of the selections in OSA-Connect stay the same as the approved contract. This includes questions that were not applicable. They should continue to stay not applicable in the proposed contract amendment.

5. Fill in the dollar amount and hour contract amendment changes in the Fee and Hour Breakdown Section.

Do not use commas- numbers only.

VI. Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	20	\$100.00
Financial Statement Preparation	20	\$100.00
Federal Single Audit	20	\$100.00
Other allowed non-audit services	20	\$100.00
Component Units		\$0.00
Other		\$0.00
Gross Receipts Tax		\$0.00
TOTAL	80	[\$] 450.00

If you are not adding a Single Audit, skip this example and proceed to the next step on page 12.

Example- Adding a Single Audit

An example of a contract amendment would be adding a Single Audit that was not in the original contract.

To add a Single Audit follow these steps.

Step 1- Change the audit selection to with a Single Audit.

IV.Single Audit Requirement

Please check the box below that applies to your agency (a Single Audit should have been included in the procurement if the agency expended \$750,000 or more of federal funds):

My agency procured an annual financial and compliance audit without a Single Audit.

My agency procured an annual financial and compliance audit with a Single Audit.

Notice the contract amendment is for Year 3, and the previous Year 1 and Year 2 hours and amounts still need to be entered since a multi-year proposal was awarded.

Step 2- Enter the year that the contract amendment pertains to. In this example, “Year 3” is entered.

Step 3- Enter the Single Audit hours and amounts boxed in red.

Some years may not have an entry because a Single Audit was not required for those years.

Step 4- Enter the updated GRT amounts even for Years 1 & 2 if they changed from what was reported in the past.

Do not use commas- numbers only.

This request applies to the chosen year of a multi-year proposal:

Year 1 Year 2 Year 3

VI. Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost	[Year 2] Hours	[Year 2] Cost
Financial Statement Audit	60	\$20,000.00	60	\$20,000.00
Financial Statement Preparation	10	\$2,000.00	10	\$2,000.00
Federal Single Audit		[\$]	30	\$6,000.00
Other allowed non-audit services		\$0.00		\$0.00
Component Units	20	\$6,000.00	20	\$6,000.00
Other		\$0.00		\$0.00
Gross Receipts Tax		\$700.00		\$800.00
TOTAL	90	[\$] 28,700.00	120	[\$] 34,800.00

[Year 3] Hours	[Year 3] Cost
60	\$20,000.00
10	\$2,000.00
30	\$6,000.00
	\$0.00
20	\$6,000.00
	\$0.00
	\$800.00
120	[\$]34,800.00

Next Steps in the Contract Amendment Process for a Change in Compensation

6. Be careful to select “**Yes**” if you previously marked “Yes” for a compensation change earlier in the process. Note an error will occur, and OSA-Connect will not advance if selection does not match what was selected earlier in the process.
7. Original contract date is the last signature date which may be the oversight signature date. Verify it is correct.
8. Enter the sections to be deleted, and the changes to the scope of work.
9. Click the “Browse” box to upload any files from your computer that need to be submitted with the contract amendment.

Contract Amendment

Is there a change in compensation?
 Yes
 No

Original Contract Date: 04/01/2020

Section that is to be Deleted in its Entirety:
3C.

Changes to Scope of Work:
Single Audit added.]

And/Or Upload File:
Browse...

Save Information ↓ **Preview & Submit** ↻

Saving and Printing a Contract Amendment

1. Click on “Save Information” in the red box at the bottom of the page.

Contract Amendment

Is there a change in compensation?

Yes

No

Original Contract Date:

Section that is to be Deleted in its Entirety:

Changes to Scope of Work:

And/Or Upload File:

Save Information ↓

Preview & Submit ↻



If the information was saved, you will see the message “Information saved successfully” in green writing at the top of the screen.

! Information saved successfully



Contract Amendment Form for Audits

Please enter all contract information below. If not applicable, please put N/A in the field.

I. Agency Contact Information

Agency Type

State Agencies

Name Of Agency

Address Of Agency

2. If you click “Preview & Print,” the application will download an HTML version of the contract that you can print or email to others.

Contract Amendment

Is there a change in compensation?

Yes
 No

Original Contract Date:

Section that is to be Deleted in its Entirety:

Changes to Scope of Work:

And/Or Upload File:



If that is all you want to do at the time, you can then select “Cancel” or back on your browser, log out, and come back later.

Submitting the Draft Contract Amendment to OSA

If the HTML contract amendment version below is correct, and you are ready to submit the draft contract amendment to OSA, follow these steps.

1. To submit the draft contract amendment, click on “Save & Notify OSA.”



Mode Save & Print ↓ Save & Notify OSA ↓

Contract No.

**STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT**

Office of the State Auditor, hereinafter referred to as the "Agency," and

Novogradac & Company LLP, hereinafter referred to as the "Contractor," agree:

1. RECITALS.

Agency and Contractor are parties to that certain Audit Contract dated 04/01/2020 (the "Contract"), which they wish to amend pursuant to this Audit Contract Amendment (the "Amendment")

2. AMENDMENTS.

The parties wish to amend the Contract, as follows:

A. Section 3C is deleted in its entirety and the following is substituted in its place:

Single Audit added.

B. Sections 3A and 3C are deleted in their entirety and the following is substituted in their place:

A. The total amount payable by the Agency to the Contractor under this Contract shall not exceed **\$34,800.00**, including applicable gross receipts tax.

C. Total Compensation will consist of the following:

SERVICES	AMOUNTS
(1) Financial statement audit	\$20,000.00
(2) Federal single audit	\$6,000.00
(3) Financial statement preparation	\$2,000.00
(4) Other nonaudit services, such as depreciation schedule updates	\$0.00
(5) Other (i.e., foundations or other component units, specifically identified) 2 Component Units	\$6,000.00

Gross Receipts Tax = \$800.00

Total Compensation = \$34,800.00 including applicable gross receipts tax

A confirmation message will appear at the top of the screen if it was submitted as seen below. An email will also be sent to you letting you know the contract amendment was successfully submitted.

 Information saved and email sent successfully

STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT

Office of the State Auditor, hereinafter referred to as the "Agency," and

Arthur Consulting, hereinafter referred to as the "Contractor," agree:

The contract amendment was not successfully submitted if:

- You do not see the green confirmation message at the top of the screen.
- You see the OSA-Connect screen with the blue box still prompting you to Preview & Submit as seen below.

Please go back and check for any area that is incomplete or has an error message.

Contract Amendment

Is there a change in compensation?


Yes
 No

Original Contract Date:

Section that is to be Deleted in its Entirety:

Changes to Scope of Work:

And/Or Upload File:



Another way to check if the contract amendment was successfully submitted.

Go to “View Contract Forms” on the left had side of the page.

Check to see if the status is “Amendment Complete.”

An “Amendment Complete” status means it was successfully submitted.

The screenshot shows the OSA-Connect Online Portal interface. On the left, a navigation menu includes 'Agency Dashboard', 'Agency Profile', and 'View Contract Forms', with a green arrow pointing to the last item. The main content area is titled 'View Contract Forms' and contains a 'Generate Form +' button and a table. The table has columns for 'Last Updated', 'Fiscal Year', 'Last Updated By', 'Status', and 'Action'. A row in the table shows a date of 1/29/2020 9:27:00 AM, fiscal year 2020, and user Test Test, with the status 'Amendment Complete' highlighted by an orange box and a 'View' link. A green arrow points to the 'View' link.

The draft contract amendment that was submitted can be viewed by clicking on “View” as before, pictured below.

Contract No. 9875123

STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT

Office of the State Auditor, hereinafter referred to as the "Agency," and

Arthur Consulting, hereinafter referred to as the "Contractor," agree:

1. RECITALS.
Agency and Contractor are parties to that certain Audit Contract dated 12/31/2019 (the "Contract"), which they wish to amend pursuant to this Audit Contract Amendment (the "Amendment")

2. AMENDMENTS.

The parties wish to amend the Contract, as follows:

A. Section is deleted in its entirety and the following is substituted in its place:

However, the contract amendment has not been approved by OSA at this point, and you will need to wait until it is approved.

Contract Amendment Was Approved

There is a new OSA-Connect contract amendment approval process.

Once the draft contract amendment is approved, you will receive an email indicating your draft contract amendment was approved. The email will be from “donotreply@osa.state.nm.us.”

The approval letter will be attached for your records.

A portion of the OSA Contract Amendment Approval letter is given as an example below.

BRIAN S. COLÓN, ESQ.
STATE AUDITOR



NATALIE CORDOVA, CPA
DEPUTY STATE AUDITOR

June 16, 2020

Scott Richards
State Auditor
Office of the State Auditor
Frank.Valdez@osa.state.nm.us

Dear Scott Richards,

Pursuant to NMSA 1978, Sections 12-6-3 and -14, and any applicable provisions of the Audit Rule, the Office of the State Auditor (OSA) hereby approves the request and contract for Novogradac & Company LLP (the “IPA”) to conduct the Fiscal Year 2020 annual audit or agreed-upon procedures engagement for Office of the State Auditor (the “Agency”). This approval is contingent upon the following:

In OSA-Connect, go to “View Contract Forms” on the left side. The status will change to “Amendment Approved” indicating the draft contract amendment was approved.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/16/2020 4:40:47 PM	2020	Intern Two	Amendment Approved	View Upload Approval Letter

OSA-Connect also has a new feature to access key documents such as the draft unsigned contract amendment or approval letter under the Action column.

To access the approval letter, simply click “Approval Letter” pictured below to view, print, or save it.

To access the draft unsigned contract amendment, simply click “View” pictured below to view, print, or save it to your own computer.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/16/2020 4:40:47 PM	2020	Intern Two	Amendment Approved	View Upload Approval Letter

Draft Contract Amendment Denied

If there were errors or omissions, an email would indicate a draft contract amendment was denied. Please see the process below to make needed changes.

New process to Make Changes and Resubmit the Draft Contract Amendments

In the new OSA-Connect, you will be able to go back into the draft contract amendment and make any needed changes and resubmit it instead of creating a new contract amendment to correct something.

1. To start the process, go to “View Contract Forms” on the left-hand side.
The status has now changed to “In Progress” signifying that the draft contract amendment was returned to you because further action was needed.

2. Click on “Edit” to view what is needed in the new OSA-Connect.

View Contract Forms >
FAQs >
FAQs >

Name Of Agency Head
FrankValdez

Title Of Agency Head
Agency Head

Email Address Of Agency Head
fvbetatest@gmail.com

Agency Contact Information

This section has been denied.
Reason: Email Address of Agency Contact has not been added.

Name Of Agency Contact
Frank S Valdez

Title Of Agency Contact
Staff/Contracts Manager

1/3/2020 12:40:32 PM	2020	test test	Submitted	view
1/3/2020 10:10:36 AM	2019	Frank S Valdez	In Progress	Edit

A message at the top in red will provide an explanation.
Note there could be multiple sections needing changes.

3. Please check each section for messages explaining what needs to be corrected.

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Agency Dashboard >
Agency Profile >
View Contract Forms >
FAQs >

Contract Data Form for Audits

This contract has been denied. Each section can contain additional information.
Reason: Please update the indicated section and resubmit.
Please enter all contract information below. If not applicable, please put N/A in the field.

I. Agency Contact Information

Agency Type

State Agencies

4. So, look through the Contract Data Form for Audits, and find the section that was denied. The section will have a message in red explaining why the draft was denied and what is needed as seen in this example.
5. Click on “Save Information” to save changes made to the draft contract amendment. If the changes were saved, a green text at the top of the page will read “Information Saved Successfully.”

Information saved successfully

Other allowed non-audit services		\$0.00
Component Units		\$0.00
Other		\$0.00
Gross Receipts Tax		\$50.00
TOTAL	60	[\$] 350.00

Additional Information

Agency Contract Reference Number *Optional*
9875123

Number Of Copies To Be Delivered By The Contractor To The Agency
1

Other Provisions *Optional*
N/A

Save Information **Preview & Submit**

Saving, Printing, and Submitting the Draft Contract Amendment

1. Then follow the same process as in the original submission in OSA-Connect by clicking “Preview & Submit.”

The screenshot displays the OSA-Connect online portal interface. On the left is a navigation menu with the following items: Agency Dashboard, Agency Profile, View Contract Forms, and FAQs. The main content area features a green notification banner at the top stating "Information saved successfully". Below this is a table of charges:

Other allowed non-audit services		\$0.00
Component Units		\$0.00
Other		\$0.00
Gross Receipts Tax		\$50.00
TOTAL	60	[\$] 350.00

Below the table is the "Additional Information" section, which includes the following form fields:

- Agency Contract Reference Number** (Optional): 9875123
- Number Of Copies To Be Delivered By The Contractor To The Agency**: 1
- Other Provisions** (Optional): N/A

At the bottom of the form are two buttons: "Save Information" and "Preview & Submit". A green arrow points to the "Preview & Submit" button.

If you have entered all the required information, the application will generate an HTML version of your draft contract amendment as seen in the example below.

Contract No. 9875123

STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT

Office of the State Auditor, hereinafter referred to as the "Agency," and

Arthur Consulting, hereinafter referred to as the "Contractor," agree:

1. RECITALS.

Agency and Contractor are parties to that certain Audit Contract dated 12/31/2019 (the "Contract"), which they wish to amend pursuant to this Audit Contract Amendment (the "Amendment")

2. AMENDMENTS.

The parties wish to amend the Contract, as follows:

- A. Section is deleted in its entirety and the following is substituted in its place:

2. If you click "Save & Print," the application will download an HTML version of the draft contract amendment that you can print or email to others in your agency or your IPA. If that is all you want to do at this time, you can then select "Cancel" or back on your browser and log out.

3. When you are ready to submit the draft contract amendment to OSA, click on “Save & Notify OSA.”

A confirmation message will appear at the top of the screen.



Mode Save & Print Save & Notify OSA

Contract No.

STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT

Office of the State Auditor, hereinafter referred to as the "Agency," and

Novogradac & Company LLP, hereinafter referred to as the "Contractor," agree:

1. RECITALS.

Agency and Contractor are parties to that certain Audit Contract dated 04/01/2020 (the "Contract"), which they wish to amend pursuant to this Audit Contract Amendment (the "Amendment")

2. AMENDMENTS.

The parties wish to amend the Contract, as follows:

A. Section 3C is deleted in its entirety and the following is substituted in its place:

Single Audit added.

B. Sections 3A and 3C are deleted in their entirety and the following is substituted in their place:

A. The total amount payable by the Agency to the Contractor under this Contract shall not exceed \$34,800.00, including applicable gross receipts tax.

C. Total Compensation will consist of the following:

SERVICES	AMOUNTS
(1) Financial statement audit	\$20,000.00
(2) Federal single audit	\$6,000.00
(3) Financial statement preparation	\$2,000.00
(4) Other nonaudit services, such as depreciation schedule updates	\$0.00
(5) Other (i.e., foundations or other component units, specifically identified) 2 Component Units	\$6,000.00

Gross Receipts Tax = \$800.00

Total Compensation = \$34,800.00 including applicable gross receipts tax

The process of the agency making changes, resubmission, and OSA review continues until all issues are resolved.

Please see the approval section above for all the details on the contract amendment approval.

New Process for Submission of the Signed Contract Amendment

After OSA has approved the contract amendment, the following next steps in the process can take place.

1. Have the contract signed by all parties and if applicable by oversight agencies as described below.

- State-chartered charter schools subject to oversight by the public education department will need to have the contract approved.
- An agency subject to oversight by the higher education department will need to have the contract approved.

- For all state agencies whose contracts are approved through the GSD Contracts Review Bureau (CRB).
 - Please obtain the GSD Contracts Review Bureau (CRB) approval and signature on the contract amendment.
 - Have the IPA's combined reporting system (CRS) number verified by the taxation and revenue department (TRD), filled out, and signed in the space provided in the contract amendment.

2. In OSA-Connect, go to “View Contract Forms” on the left-hand side.

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Agency Dashboard >
Agency Profile >
View Contract Forms >
FAQs >

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created. Generate Form +

Search: Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/16/2020 4:40:47 PM	2020	Intern Two	Amendment Approved	View Upload Approval Letter

After scanning into your computer, the executed contract amendment (signed amendment) is uploaded into OSA-Connect directly.

Signed contract amendments are no longer submitted to OSA via email to reports@osa.state.nm.us.

3. Click “Upload” to start the process, boxed in orange.


The screen below will come up to assist you in uploading the executed contract amendment (signed contract) into OSA-Connect for submission to OSA.

4. Click on “Choose File” and locate the executed contract amendment in your computer and click on the executed contract amendment in your computer to select it.
5. Enter in the latest date signed. Note, this date could be the GSD Contracts Review Bureau signature date if you work for a state agency. The date information is required.

Upload Contract

Browse to the location of your signed and executed Contract that you want associated with this item.

Office of t...2).html.pdf

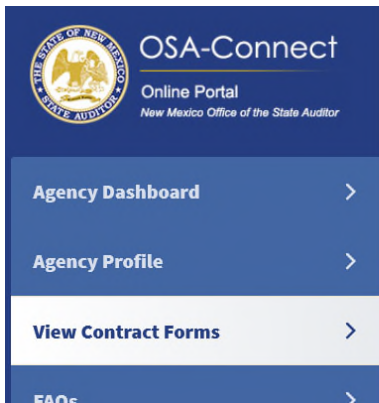
 Date of Last Signature:

12/31/2019



6. Click on the red “Upload” button to upload the executed (signed contract) into OSA-Connect to submit it to OSA.

OSA-Connect will take you to this screen in “View Contracts Forms.” Notice the status has changed to “Amendment Executed” to signify the executed contract amendment was uploaded successfully.



View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/16/2020 4:40:47 PM	2020	Intern Two	Amendment Executed	Amendment Approval Letter Amend



Do you need to replace an uploaded contract?

Please see the section “Replacing a Previously Uploaded Contract Amendment” at the end of these instructions.

Please Keep in Mind:

- Hard copy contract amendments are not to be sent to OSA but uploaded in OSA-Connect.
- OSA does not sign the contract amendment.
- Your letter from OSA will be the only documentation of approval of your contract amendment.

Contract Amendment Process for No Change in Compensation

1. Click on “View” to select the agency that you are interested in submitting a contract amendment for.

The screenshot displays the OSA-Connect Online Portal. The header includes the New Mexico State Auditor's logo and the text "OSA-Connect Online Portal New Mexico Office of the State Auditor". The left sidebar contains a navigation menu with the following items: "Agency Dashboard" (highlighted), "Agency Profile", "View Contract Forms", and "FAQs". The main content area is titled "Agency Dashboard" and features the instruction "Select from the list of agencies below you are assigned to." Below this is a search bar and a "Show 10 entries" dropdown. A table lists agencies with columns for "Agency Name" and "View Agency". The first entry is "Office of the State Auditor" with a "View" button. A green arrow points to this button. At the bottom of the table, there are "Previous" and "Next" navigation links and the text "Showing 1 to 1 of 1 entries". The bottom of the page features a stylized sun symbol on a yellow and blue background.

The contract must be approved first before a contract amendment process can start in OSA-Connect. An approved contract will have the status “Executed” as seen below. If do not see the “Executed” status, then the signed contract was not uploaded yet. To amend a contract, OSA-Connect must first have the executed (signed) contract uploaded.

Please remember contracts cannot be amended after they expire. Contracts are for one year from the last signature date which may be the oversight signature date. (OSA Audit Rule Section 2.2.2.8(N) Contract amendment requirements)

2. Find the contract that you wish to amend that has been approved. An approved contract will have the status “Executed.”
3. Click on the “Amend” action.



OSA-Connect
Online Portal
New Mexico Office of the State Auditor

- Agency Dashboard >
- Agency Profile >
- View Contract Forms >**
- FAQs >

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

[Generate Form +](#)

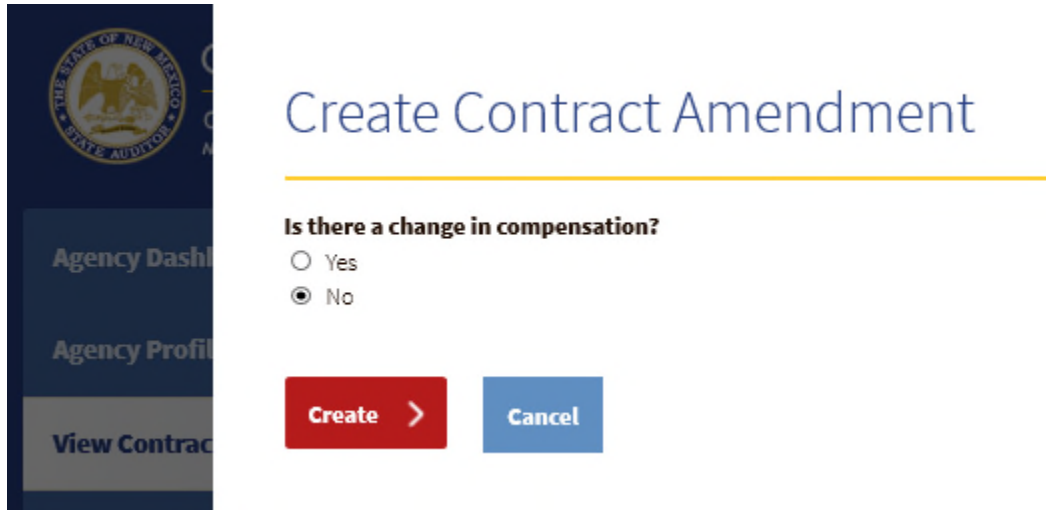
Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/11/2020 5:10:34 PM	2020		Amendment In Progress	Edit
6/11/2020 4:43:43 PM	2020	Intern Two	Executed	Contract Approval Letter Amend



4. Select 'No' for no change in compensation.



THE STATE OF NEW MEXICO
STATE AUDITOR

Create Contract Amendment

Is there a change in compensation?

Yes

No

Create > **Cancel**


Agency Dashl

Agency Profil

View Contrac

6. Click on the "Create" red box.

This will take you to a new page titled “Contract Amendment Form for Audits.” The contact information for your agency will be populated already. Please review and make any necessary changes.



OSA-Connect
Online Portal
New Mexico Office of the State Auditor

- Agency Dashboard >
- Agency Profile >
- View Contract Forms >**
- FAQs >

Contract Amendment Form for Audits

Please enter all contract information below. If not applicable, please put N/A in the field.

I. Agency Contact Information

Agency Type

State Agencies

Name Of Agency

Office of the State Auditor

Address Of Agency

2540 Camino Edward Ortiz, Suite A

Phone # Of Agency

505-476-3800

Fax # Of Agency *Optional*

505-827-3512

City

Santa Fe

State

NM

Zip

87507

Web Site Address *Optional*

www.saonm.org

Agency Head Contact Information

Name Of Agency Head

FrankValdez

Title Of Agency Head

Agency Head

Email Address Of Agency Head

fvbetatest@gmail.com

Agency Contact Information

Name Of Agency Contact

Frank S Valdez

Title Of Agency Contact

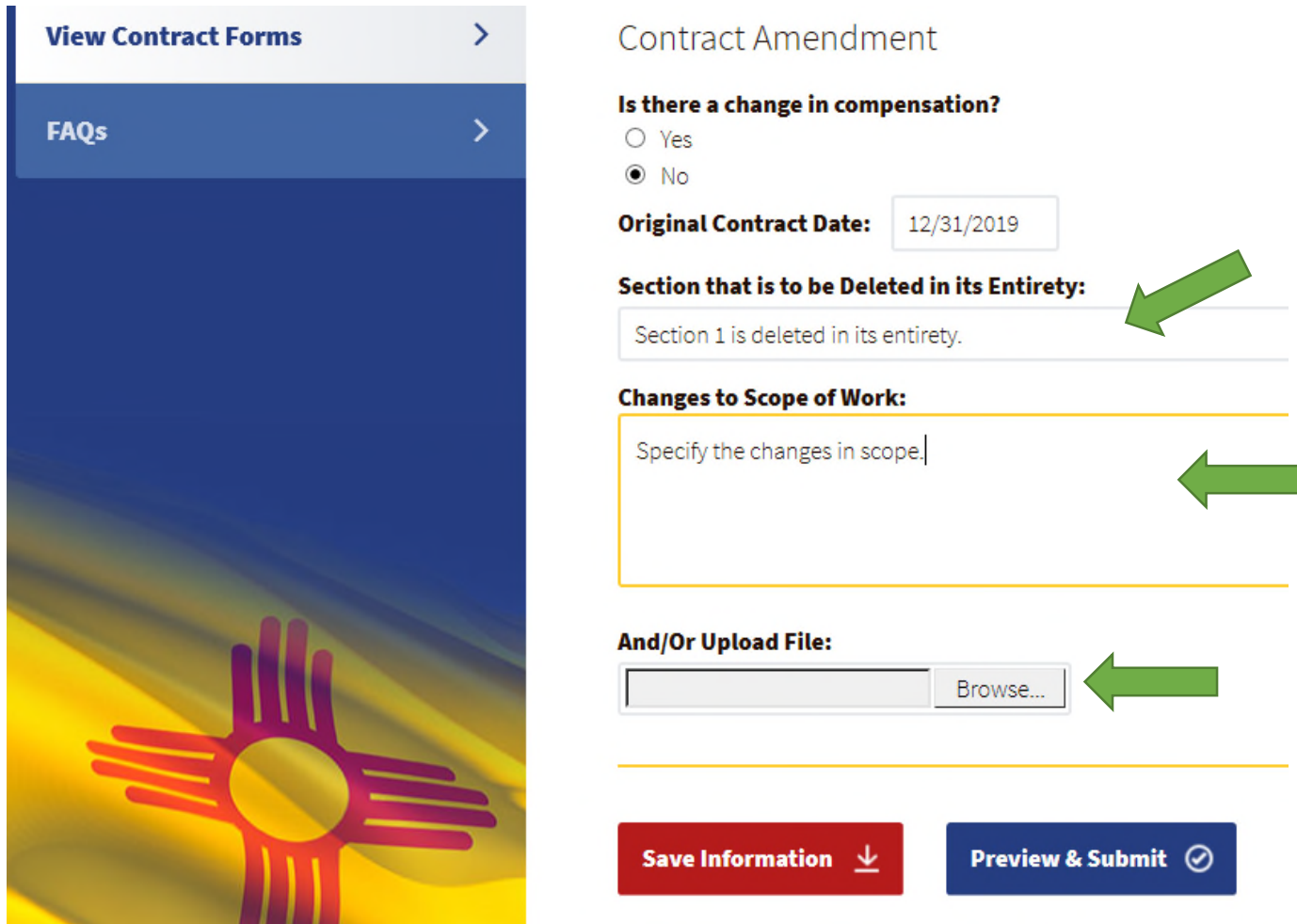
Staff/Contracts Manager

Phone # Of Agency Contact

5054763800

Fax # Of Agency Contact *Optional*

- 7. Enter the section to be deleted in the original contract.
- 8. Enter the changes to the scope.



The screenshot shows a web interface for a 'Contract Amendment'. On the left is a navigation menu with 'View Contract Forms' and 'FAQs'. The main form area is titled 'Contract Amendment' and contains the following sections:

- Is there a change in compensation?** with radio buttons for 'Yes' and 'No' (selected).
- Original Contract Date:** a text box containing '12/31/2019'.
- Section that is to be Deleted in its Entirety:** a text box containing 'Section 1 is deleted in its entirety.' with a green arrow pointing to it.
- Changes to Scope of Work:** a large text box containing 'Specify the changes in scope.' with a green arrow pointing to it.
- And/Or Upload File:** a file input field with a 'Browse...' button and a green arrow pointing to it.

At the bottom of the form are two buttons: a red 'Save Information' button with a downward arrow icon, and a blue 'Preview & Submit' button with a checkmark icon.

- 9. Click the “Browse” box to upload any files from your computer that need to be submitted with the contract amendment.

Follow the same saving and printing process as explained earlier.

Submitting the Draft Contract Amendment to OSA

After reviewing the HTML contract amendment version below for correctness, you are ready to submit the draft contract amendment to OSA.

1. To submit the draft contract, click on "Save & Notify OSA"



Preview Mode Save & Print ↓ Save & Notify OSA ↓

Contract No. 9875123

**STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT**

Office of the State Auditor, hereinafter referred to as the "Agency," and

Arthur Consulting, hereinafter referred to as the "Contractor," agree:

1. RECITALS.

Agency and Contractor are parties to that certain Audit Contract dated 12/31/2019 (the "Contract"), which they wish to amend pursuant to this Audit Contract Amendment (the "Amendment")

2. AMENDMENTS.

The parties wish to amend the Contract, as follows:

A. Section Example- Section 1 is deleted in its entirety, is deleted in its entirety and the following is substituted in its place:

Example-Specify the changes in scope.

A confirmation message will appear at the top of the screen if it was submitted as seen below. An email will also be sent to you letting you know the contract amendment was successfully submitted.

! Information saved and email sent successfully

**STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT**

Office of the State Auditor, hereinafter referred to as the "Agency," and

Arthur Consulting, hereinafter referred to as the "Contractor," agree:

The contract amendment was not successfully submitted if:

- You do not see the green confirmation message at the top of the screen.
- You see the OSA-Connect screen with the blue box still prompting you to Preview & Submit as seen below.

Please go back and check for any area that is incomplete or has an error message.



Contract Amendment

Is there a change in compensation?

- Yes
- No

Original Contract Date:

Section that is to be Deleted in its Entirety:

Changes to Scope of Work:

And/Or Upload File:



Save Information

Preview & Submit

Another way to check if the contract amendment was successfully submitted.

Go to “View Contract Forms” on the left had side of the page.

Check to see if the status is “Amendment Complete.”

An “Amendment Complete” status means it was successfully submitted.

The screenshot shows the OSA-Connect Online Portal interface. On the left sidebar, the 'View Contract Forms' menu item is highlighted with a green arrow. The main content area is titled 'View Contract Forms' and includes a 'Generate Form +' button. Below this is a search bar and a table with the following data:

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
1/29/2020 9:27:00 AM	2020	Test Test	Amendment Complete	View

The draft contract amendment that was submitted can be viewed by clicking on “View” under the Action column as before.

Contract No. 9875123

STATE OF NEW MEXICO
Office of the State Auditor
AUDIT CONTRACT AMENDMENT

Office of the State Auditor, hereinafter referred to as the "Agency," and

Arthur Consulting, hereinafter referred to as the "Contractor," agree:

1. RECITALS.

Agency and Contractor are parties to that certain Audit Contract dated 12/31/2019 (the "Contract"), which they wish to amend pursuant to this Audit Contract Amendment (the "Amendment")

2. AMENDMENTS.

The parties wish to amend the Contract, as follows:

- A. Section is deleted in its entirety and the following is substituted in its place:

However, the contract amendment has not been approved by OSA at this point, and you will need to wait until it is approved.

How to complete the remaining steps for the ***Contract Amendment Process for No Change in Compensation*** is summarized below.

List of the Remaining Steps

- OSA Approval or denial
 - If OSA approval given, continue to the next step
 - OSA approval letter emailed and available in OSA-Connect
 - OSA denial-
 - Due to- original contract expired
 - Create a new contract (contract amendment not used if contract expired)
 - Due to- there were errors or omissions
 - Make any changes or include any omissions
 - Resubmit in OSA-Connect
 - Wait for OSA approval
 - Due to- lack of adequate information
 - the IPA and agency may submit a corrected version for reconsideration.

Next Steps if Draft Contract Approved

- Upon OSA approval- have the contract signed by all parties
- If your agency is subject to the following oversight agencies, obtain signature approval
 - State-chartered charter schools
 - subject to oversight by the public education department
 - Higher education department

- Those state agencies whose contracts are approved through the GSD Contracts Review Bureau (CRB). Does not apply to all state agencies.
 - Have the IPA's combined reporting system (CRS) number verified by the taxation and revenue department (TRD), filled out, and signed in the space provided in the contract amendment.
- Submission of the executed (signed) contract- by uploading in OSA-Connect
 - If first
 - received OSA approval and
 - signed by all parties

In Summary

The OSA Approval Process and OSA Submission Contract Execution Process are the same as explained earlier in section ***Contract Amendments with Price Changes***. Please refer to these separate sections for the detailed steps.

Please Keep in Mind:

- Hard copy contract amendments are not to be sent to OSA but uploaded in OSA-Connect.
- OSA does not sign the contract amendment.
- Your letter from OSA will be the only documentation of approval of your contract amendment.

Draft Contract Amendment Denied

If there were errors or omissions, an email would indicate a draft contract amendment was denied. The process to make changes and resubmit the draft contract amendment is the same as presented earlier in these instructions. It is found in the ***Draft Contract Amendment Denied Section*** of the *Contract Amendment Process for a Change in Compensation*.

Replacing a Previously Uploaded Contract Amendment

Do you need to replace an uploaded contract?

You might need to replace the contract for a number of reasons such as:

- Accidentally uploaded
 - The draft unsigned contract
 - Only signed by one party
 - Oversight signature omitted (for entities needing the additional approval by an oversight agency)
- Some other reason

Follow these steps.

- Replacing a previously uploaded contract can only be done by OSA.

You will need to contact and email the updated signed (executed) contract amendment to Ralen Randel at Ralen.Randel@osa.state.nm.us or 505-476-3802 or Bernadet Martinez at 505-476-3800.

After the contract amendment is replaced the status will remain “Amendment Executed” to signify the executed contract amendment was uploaded successfully.

Go to “View Contracts Forms” on the left-hand side to view the status.

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Agency Dashboard >
Agency Profile >
View Contract Forms >
FAQs >

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created. Generate Form +

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Action
6/16/2020 4:40:47 PM	2020	Intern Two	Amendment Executed	Amendment Approval Letter Amend

To access the signed (executed) contract amendment, simply click “Amendment” to view, print, or save it to your own computer.

At this time, the approval letter can also be viewed, printed, or saved to your own computer by clicking on “Approval Letter” under the Action Column, indicated by the blue direction arrow.

Fiscal Year v	Last Updated By v	Status v	Action
2020	Frank Valdez	In Progress	Edit
2020	Intern Two	Amendment Executed	Amendment Approval Letter Amend