







How to create an Amendment

First, use the table below to determine if your update qualifies for an amendment or requires a new contract. If you are still unsure, you can always email agencyhelp@osa.nm.gov for guidance.

Situation	Action	Reason
Change in compensation (e.g., additional hours, added scope like a federal single audit)	 Amendment	The cost or level of effort is changing, but the work remains within the original contract framework.
Change in firm name	 Amendment	Administrative update; no change to scope or deliverables.
Previous contract has expired	 New Contract	A new agreement is needed to cover a new term.
Agency tier level has changed	 New Contract	The classification has changed, requiring a new agreement.

Step 1: Locate the Contract

Go to the “View Contract Forms” page and find the contract you want to amend.

✓ The contract must have a status of **Executed** — only executed contracts can be amended.

⚠ If the contract is in any other status, the Amend option will not be available.

Step 2: Click Amend in the Action column

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

Agency Dashboard >
Agency Profile >
View Contract Forms 1 >
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	Last Updated By	Status	Audit Report Letter	Action
07/16/2025	2026	Kateri Agency	Executed		Contract Approval Letter Amend

< Previous 1 Next >

2 Click here to create an amendment

Showing 1 to 1 of 1 entries

Step 3: Confirm Compensation Changes

A pop-up will appear asking: “Is there a change in compensation?”

- Select Yes if the cost or level of effort is changing - for example, if you're adding a federal single audit or increasing hours.
- Select No if your amendment is for a different reason, such as extending the contract or updating the firm name.

Then click **Create** to continue with the amendment or **Cancel** to go back the View Contract Forms page

Casey Rivera | Logout

View Contract Forms

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< Previous 1 Next >

Showing 1 to 1 of 1 entries

Create Contract Amendment

Is there a change in compensation?

☒ Yes ☐ No

[Create](#) [Cancel](#)

Step 4: Make changes to the contract

The next page will display the contract form where you can make your changes.

- Change in Compensation: Use the Fee and Hour Breakdown section to update revised hours, cost, or scope (e.g., adding a federal single audit).

Before

VI Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	50	\$5,190.00
Financial Statement Preparation	20	\$2,060.00
Federal Single Audit		\$0.00
Other allowed non-audit services		\$0.00
Component Units		\$0.00
Other		\$0.00
SUBTOTAL		\$7,250.00
Gross Receipts Tax		\$571.00
TOTAL	70	\$7,821.00



After

VI Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	55	\$5,900.00
Financial Statement Preparation	20	\$2,060.00
Federal Single Audit	80	\$4,000.00
Other allowed non-audit services		\$0.00
Component Units		\$0.00
Other		\$0.00
SUBTOTAL		\$11,960.00
Gross Receipts Tax		\$871.00
TOTAL	155	\$12,831.00

- Change in Firm Name: Go to the Recommended Independent Public Accountant (IPA) Information section. You can search for the new firm name in the 'Name of IPA' box, then select it from the dropdown. You can also update the firm's contact information here.

II. Recommended Independent Public Accountant (IPA) Information

As required by the Audit Rule, an IPA subject to contract restriction is responsible for informing this Agency whether it is eligible to engage in this proposed contract. By signing the signature page, I am verifying herein that the IPA has certified its eligibility to engage in this proposed contract.

On-Site Manager Name

Taylor Kim

Name Of IPA Firm

Real Time Solutions Testing Firm

Phone #

(505) 555 - 5555

E-Mail Address

taylor.kim@democpa.com

Fax #



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On-Site Manager Name

Taylor Kim

Name Of IPA Firm

col
Colton & Associates Firm B - RTS Test
Colby & Powell, PLC

Phone #

(505) 555 - 5555

E-Mail Address

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Step 5: Complete Contract Amendment Section

In this section, you'll provide the details of the amendment:

Contract Amendment

Is there a change in compensation?

☒ Yes ☐ No

Confirm your selection by selecting: Yes or No

Original Contract Date:

07/24/2025

This field will be pre-filled with the date of the last signature on the original contract.

Section that is to be Deleted in its Entirety:

Enter the section of the contract that is being replaced

Changes to Scope of Work:

Describe what is changing
For example:
-Additional hours of work
-Inclusion of a federal single audit
-Merger or IPA firm name change

And/Or Upload File:

Choose File No file chosen

No files found

Optional: Attach any supporting documents that help explain or justify the amendment.

Save Information >

Preview ✓

Click 'Save Information' to save and return at a later time

Click 'Preview' to preview the Amendment and submit to the OSA

Step 6: Preview and Submit

On the preview page, review the amendment to verify that all entered information is correct. Then click **Save & Notify OSA** to submit the contract for review and approval.

The screenshot shows a preview of an audit contract amendment. At the top right, there is a dark blue header bar containing three buttons: 'Save & Print' with a download icon, 'Save & Notify OSA' with a download icon, and 'Cancel' with a close icon. Two red arrows point from text boxes to the 'Save & Print' and 'Save & Notify OSA' buttons. The text box for 'Save & Print' says 'Click here to download a copy for your records.' The text box for 'Save & Notify OSA' says 'Click here to submit to the OSA for review and approval.'

STATE OF NEW MEXICO
Demo State Agency
AUDIT CONTRACT AMENDMENT

Demo State Agency, hereinafter referred to as the "Agency," and
Real Time Solutions Testing Firm, hereinafter referred to as the "Contractor," agree:

1. RECITALS.
Agency and Contractor are parties to that certain Audit Contract dated 07-24-2025 (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 Fee and Hour Breakdown is deleted in its entirety and the following is substituted in its place:

Additional hours

Contract No.



You're Done!

You've successfully created and submitted an amendment.

Need help? Contact agencyhelp@osa.nm.gov

For technical support helpdesk@osa.nm.gov