

# 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.

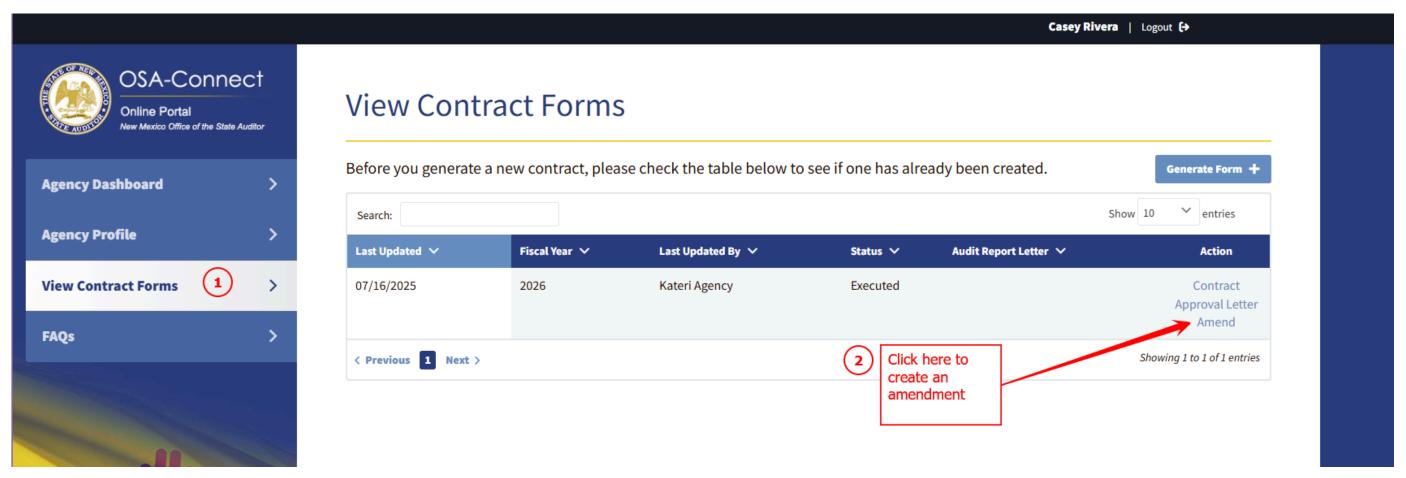
#### **Step 1: Locate the Contract**

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

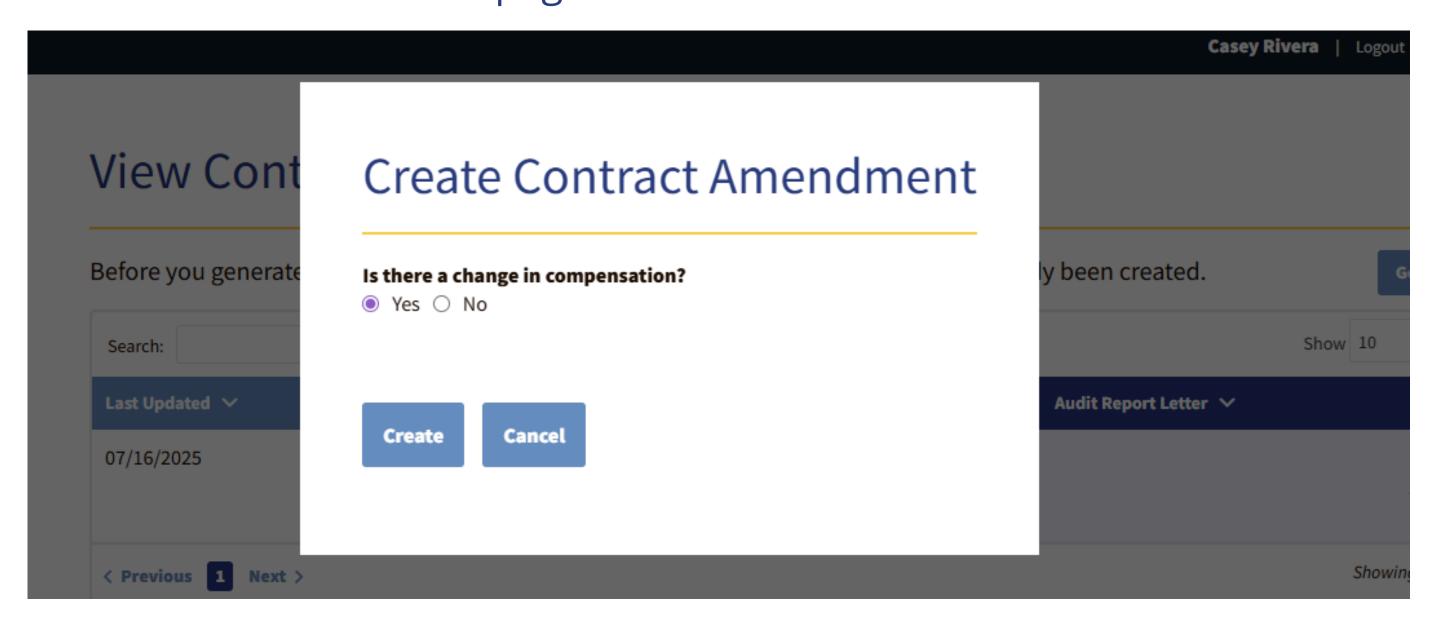


#### **Step 3: Confirm Compensation Changes**

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.

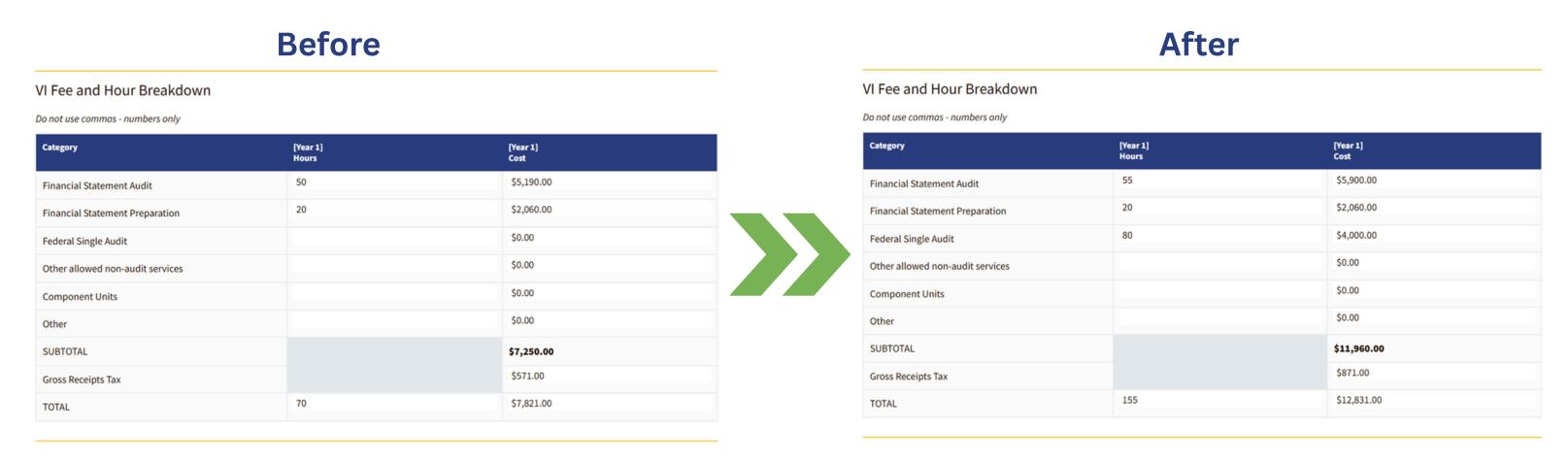
Then click **Create** to continue with the amendment or **Cancel** to go back the View Contract Forms page



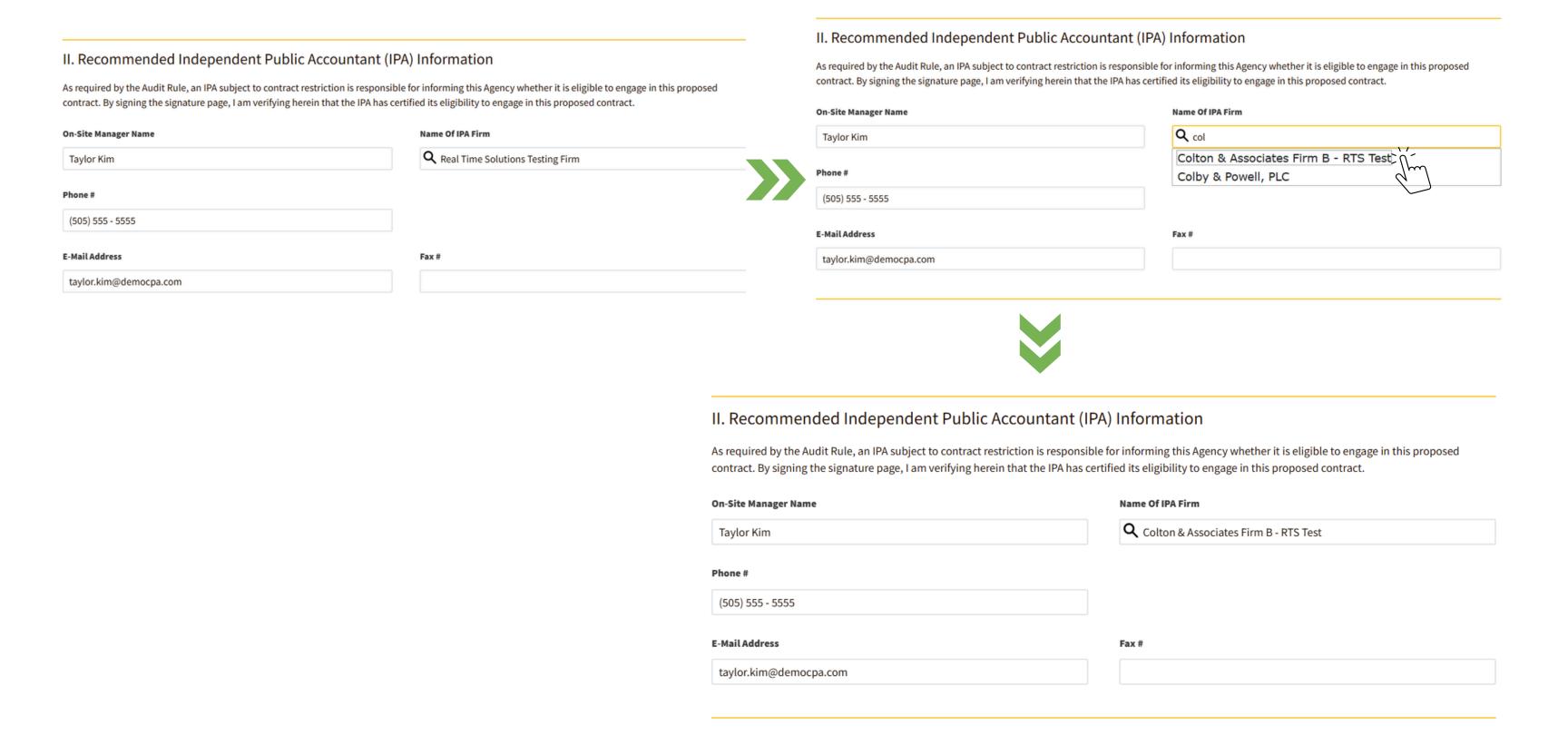
### Step 4: Make changes to the contract

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).

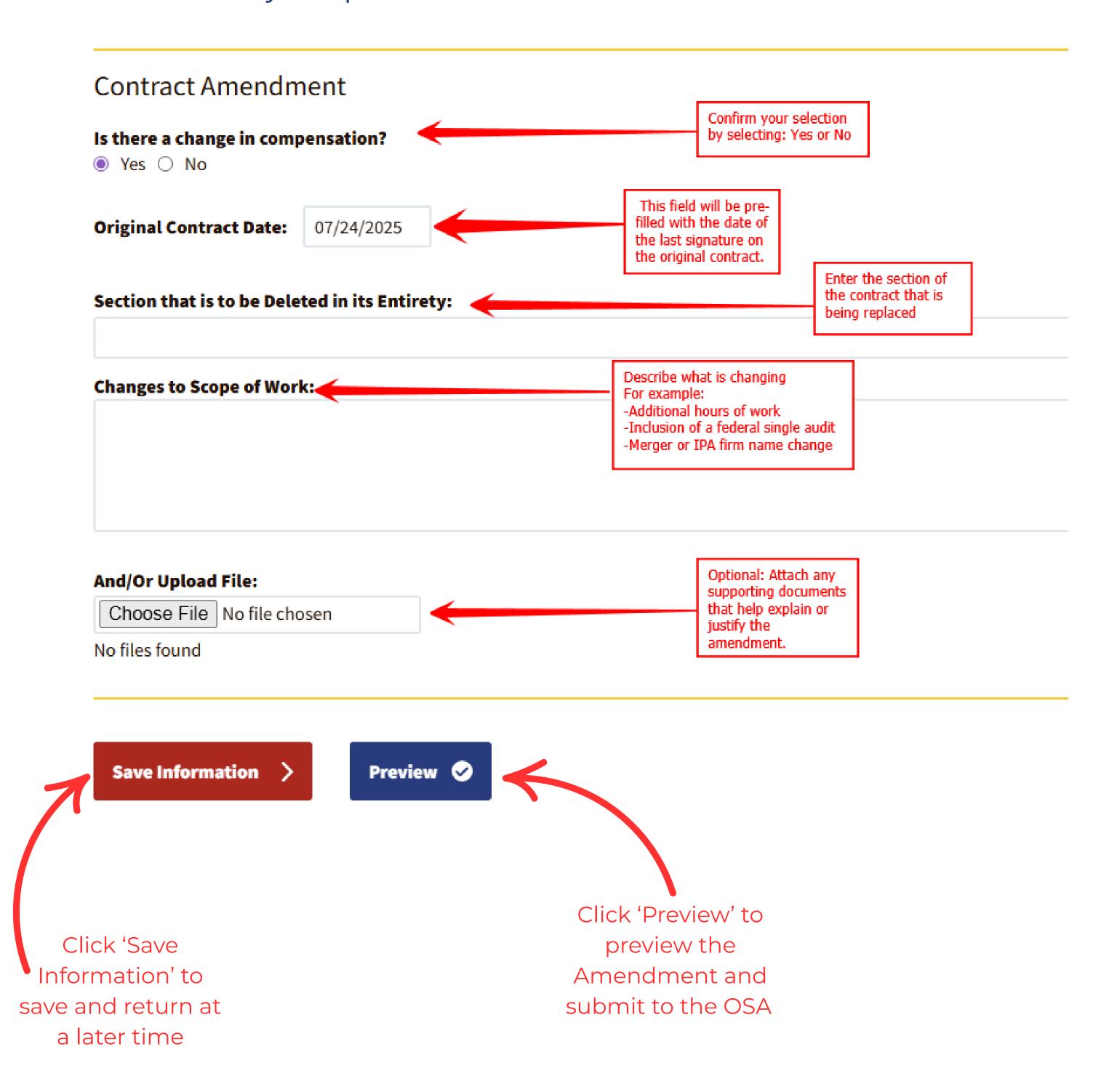


• Change in Firm Name: Go to the Recommended Independent Public Accountant (IPA) Information section. You can search for the new firm name in the 'Name of IPA' box, then select it from the dropdown. You can also update the firm's contact information here.



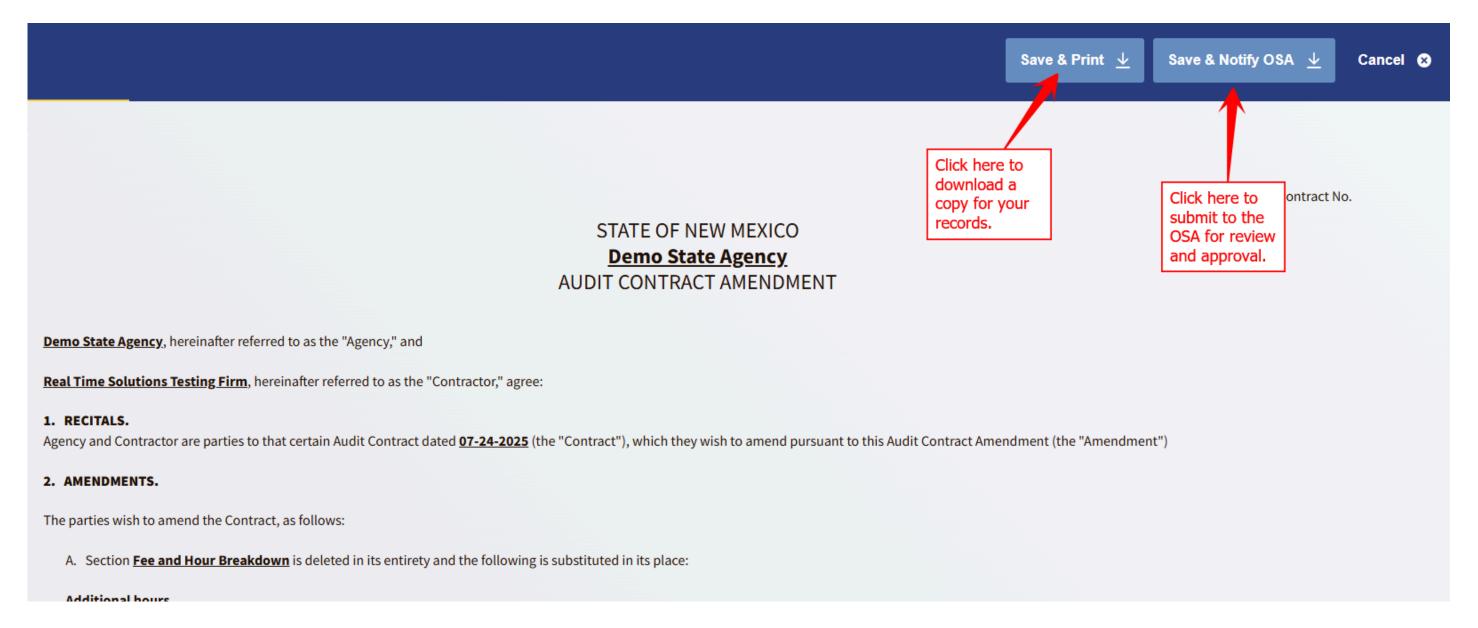
## **Step 5: Complete Contract Amendment Section**

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



#### **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.





You've successfully created and submitted an amendment. Need help? Contact <a href="mailto:agencyhelp@osa.nm.gov">agencyhelp@osa.nm.gov</a>
For technical support <a href="mailto:helpdesk@osa.nm.gov">helpdesk@osa.nm.gov</a>