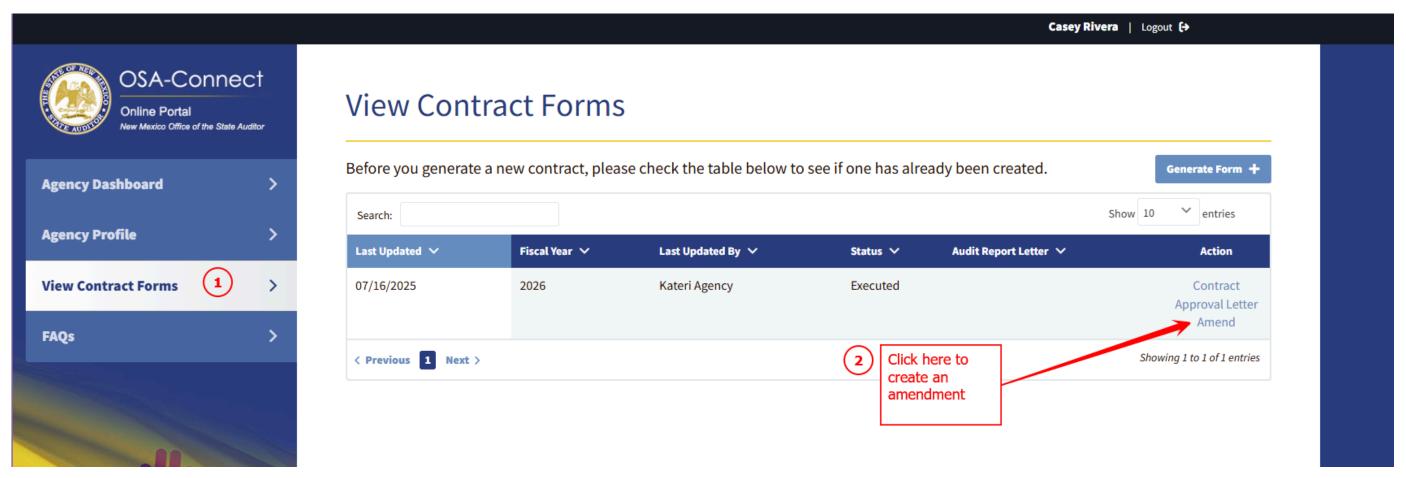
Step 1: Locate the Contract

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

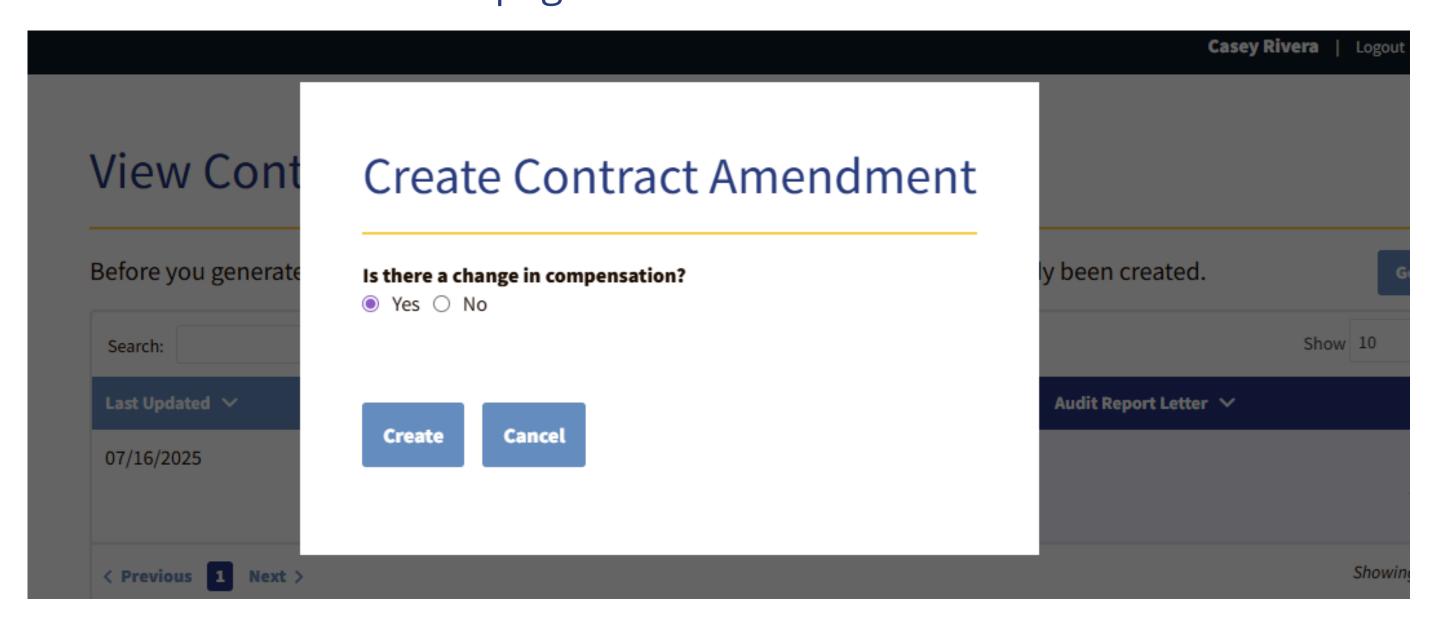


Step 3: Confirm Compensation Changes

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 Fee and Hour Breakdown Table

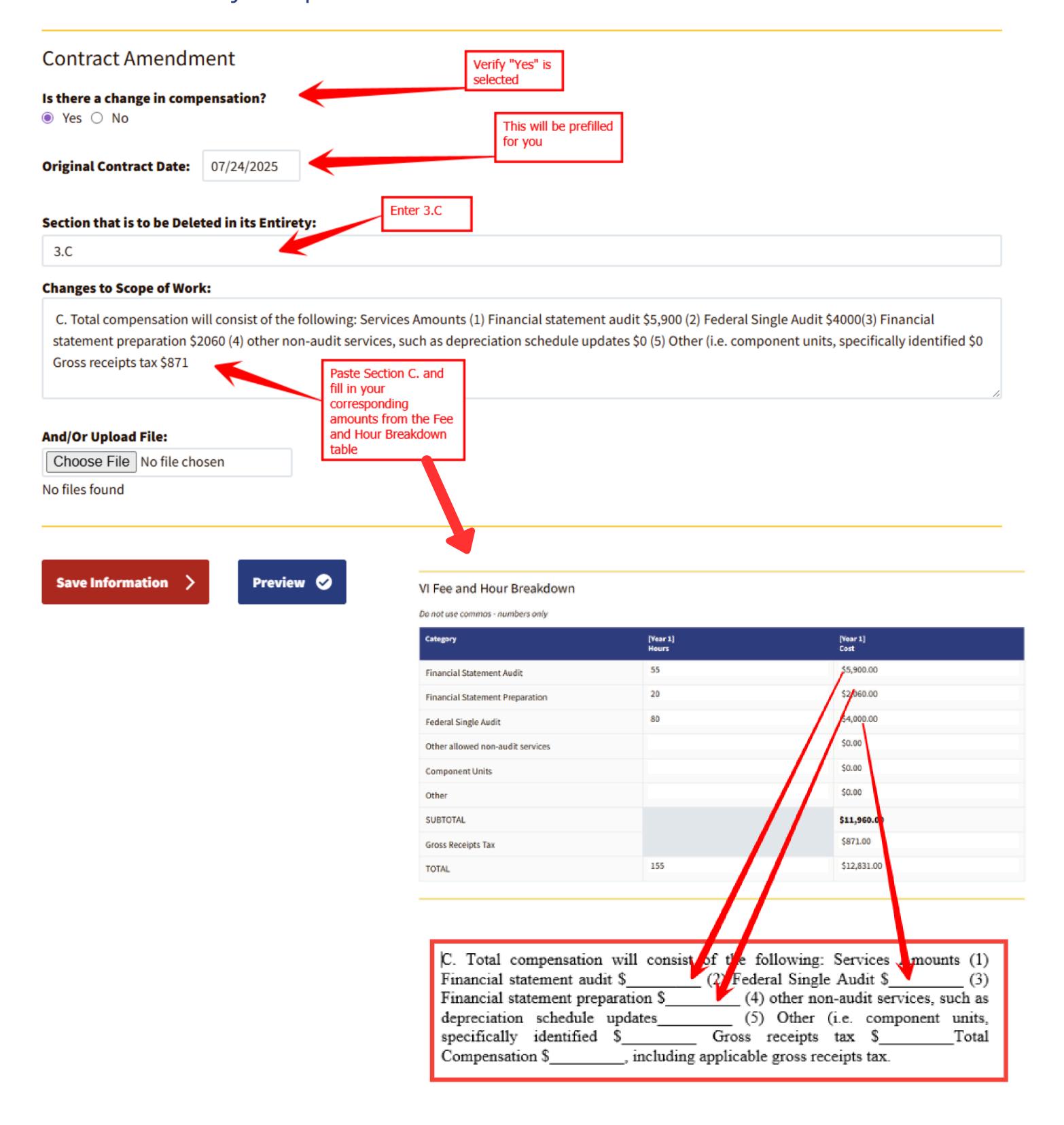
The next page will display the contract form where you can make your changes.

• 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				After		
			VI Fee and Hour Breakdown			
			Do not use commas - numbers only			
ategory	[Year 1] Hours	[Year 1] Cost	Category	[Year 1] Hours	[Year 1] Cost	
nancial Statement Audit	50	\$5,190.00	Financial Statement Audit	55	\$5,900.00	
nancial Statement Preparation	20	\$2,060.00	Financial Statement Preparation	20	\$2,060.00	
ederal Single Audit		\$0.00	Federal Single Audit	80	\$4,000.0	
ther allowed non-audit services		\$0.00	Other allowed non-audit services		\$0.00	
omponent Units		\$0.00	Component Units		\$0.00	
ther		\$0.00	Other		\$0.00	
UBTOTAL		\$7,250.00	SUBTOTAL		\$11,960.	
ross Receipts Tax		\$571.00	Gross Receipts Tax		\$871.00	
OTAL	70	\$7,821.00	TOTAL	155	\$12,831.0	

Step 5: Complete Contract Amendment Section

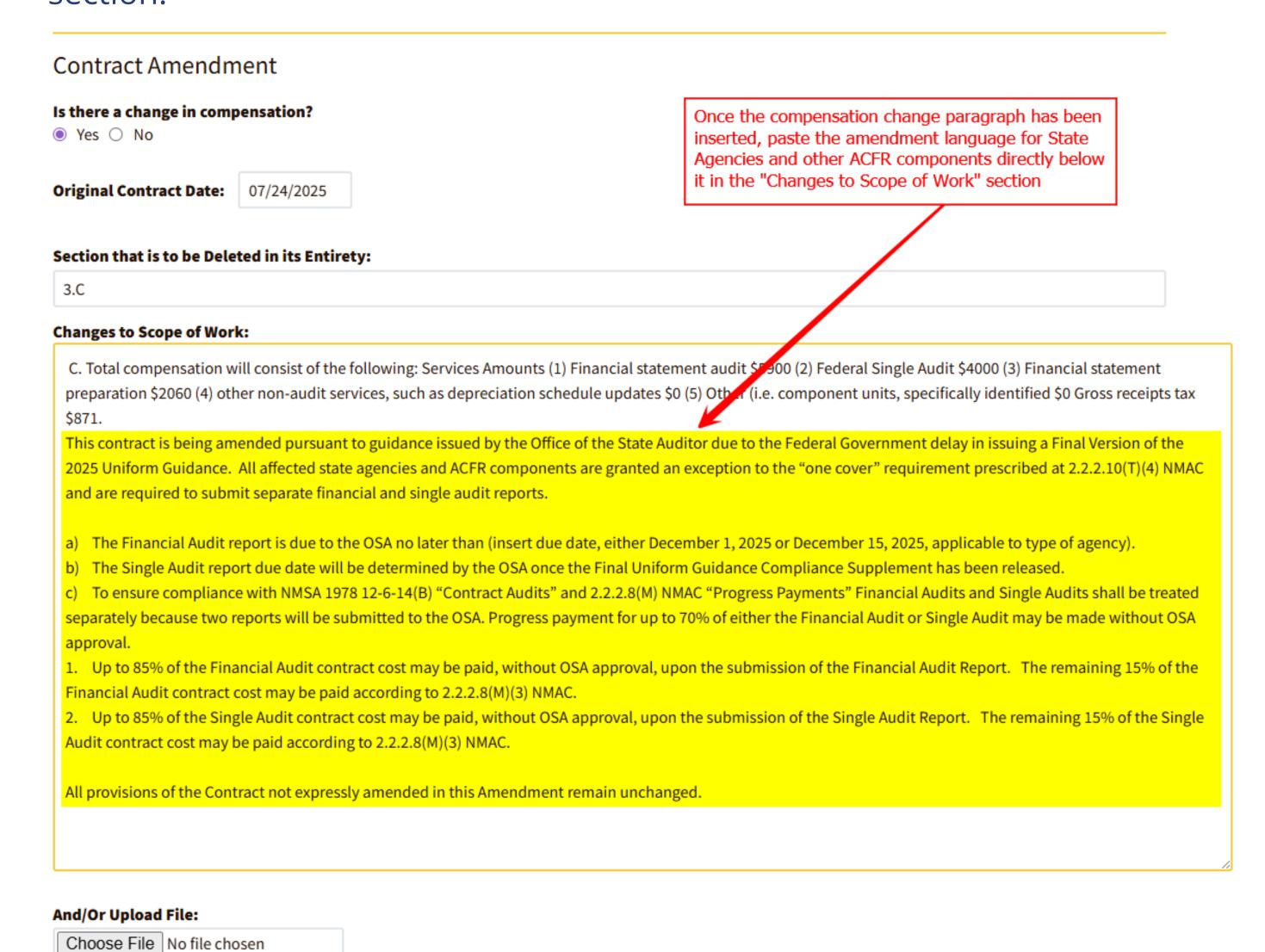
In this section, you'll provide the details of the amendment:

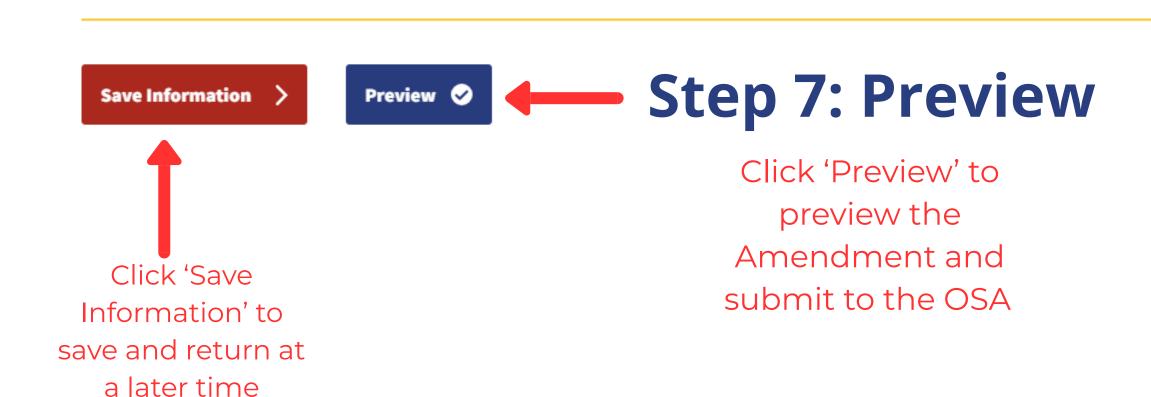


- If you are a <u>State Agency or other ACFR Components</u> that require a federal Single Audit, follow the instructions in Step 6a.
- If you are a <u>non-ACFR agency</u> that requires a federal Single Audit and are choosing to submit Single Audit reports under a separate cover, follow the instructions in Step 6b.

Step 6a: Add contract language for State Agencies and other ACFR Components with single audits

Once the compensation change paragraph has been inserted, add the amendment language for **State Agencies and other ACFR Components** with single audits directly below it in the "Changes to Scope of Work" section.

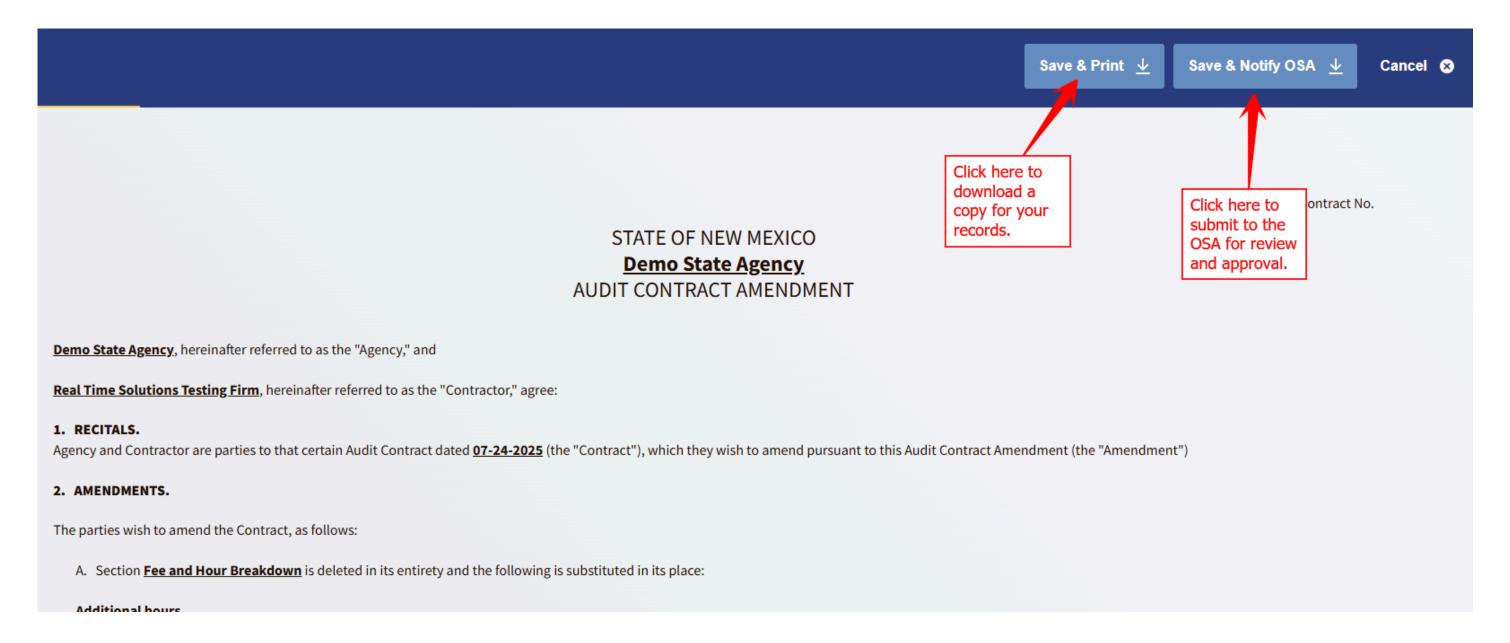




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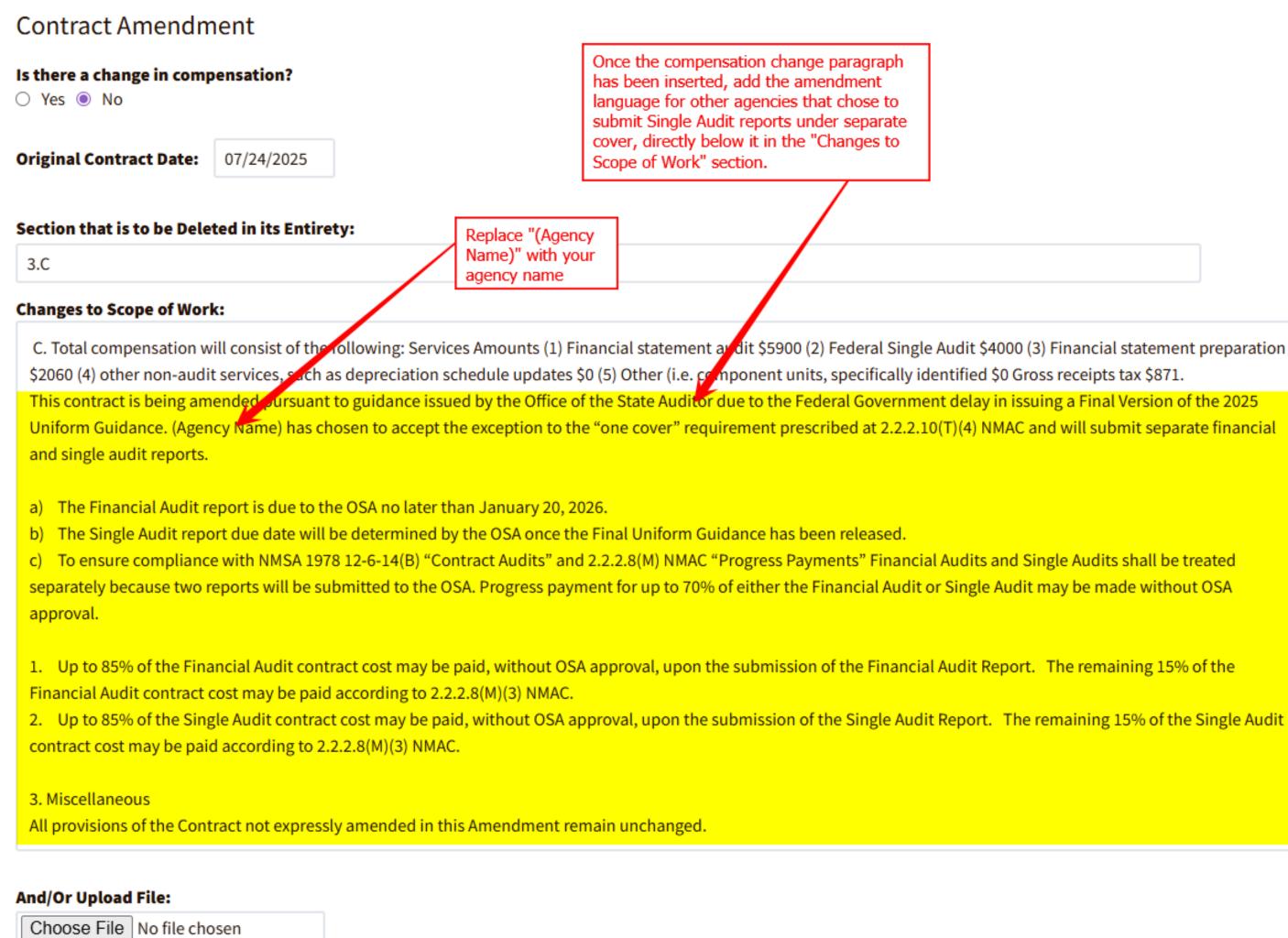
Step 8: Submit

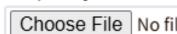
On the preview page, review the amendment to verify that all entered information is correct. Then click **Save & Notify OSA** to submit the contract for review and approval.



Step 6b: Add contract language for other agencies that choose to submit Single Audit reports under separate cover

Once the compensation change paragraph has been inserted, add the amendment language for State Agencies and other ACFR Components with single audits directly below it in the "Changes to Scope of Work" section.



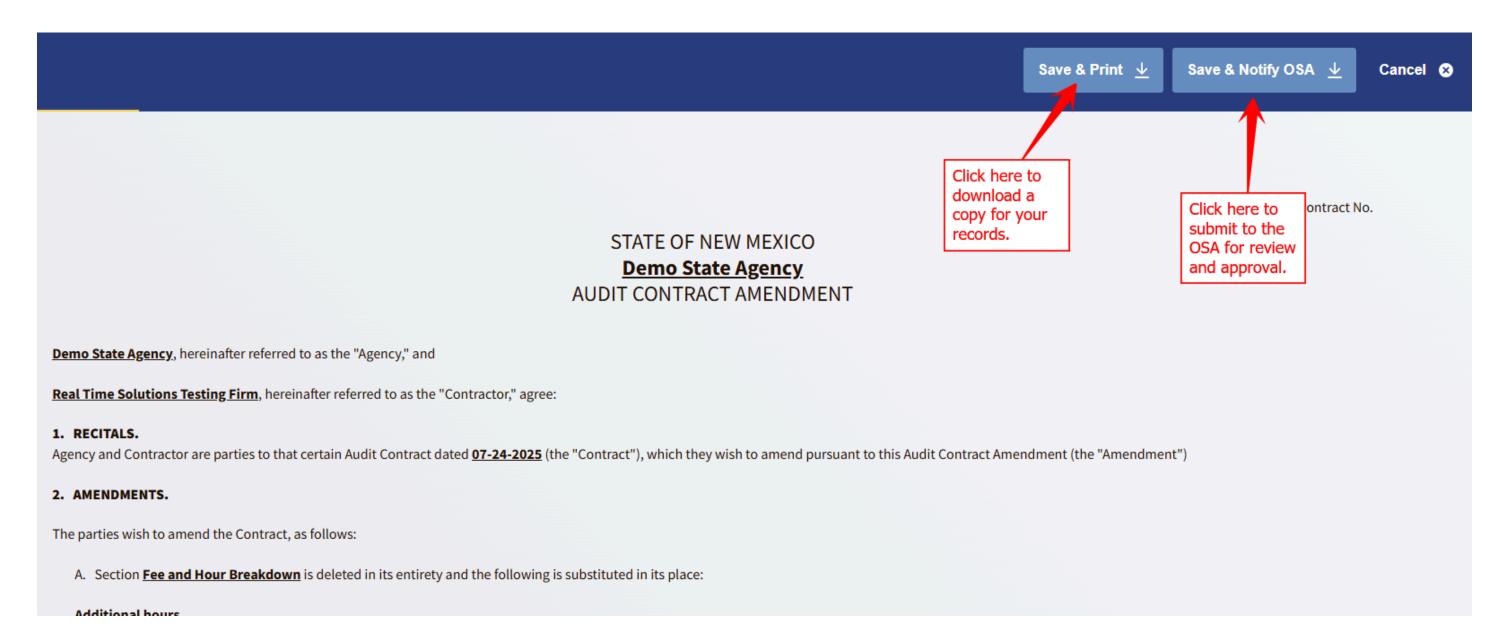


No files found



Step 8: 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 agencyhelp@osa.nm.gov
For technical support helpdesk@osa.nm.gov