**Board Item Template – Contract Modification Revised 9/3/2024**

**Please review and delete instructions and black red writing**

**INSERT CHIEF OFFICE NAME (IN ALL CAPS)**

**Summary of the State Board of Education Agenda Items**

**Insert Board Meeting Date**

**Insert Office Name (IN ALL CAPS)**

##. Action: What specific action to be taken? For example - Modify contract with {insert name of contractor} to provide consultative services to the Mississippi Department of Education relative to the Mississippi Alternate Assessment of Extended Curriculum Frameworks [Goal {insert goal number} – MBE Strategic Plan]

Awarded Vendor: {insert name of contractor}

{insert contractor city, state}

OR

(See Attached List) -for multiple contractors

Scope of Project: For example - The purpose of this modification is to increase funds to allow the contractor to continue providing consultative services to the Mississippi Department of Education relative to technical assistance and training associated with the Mississippi Alternate Assessment of Extended Curriculum Frameworks (MAAECF).

Personnel associated with this contract {are/are not} former Department employees or related to any Department employees. {If the contractor is a PERS retiree add this statement: The contractor is a PERS retiree.}

Scope of Contract:

* Term of Current Contract: Month, Date, Year – Month, Date, Year
* Term of Modified Contract: Month, Date, Year – Month, Date, Year The above line is to be included only if the end date of the contract is modified.
* Cost of Current Contract: $ XXXX
* Modification Increase: $ XXXX
* Total Cost of Modified Contract: $ XXXX
* Method of Award: Method used to award

Funding Source: Funds to be used

This item references Goal {insert goal number} of the *Mississippi Board of Education Strategic Plan.*

Recommendation:  Approval

Choose one

Back-up material attached or Back-up material:  None

SAMPLE

N**ame of solicitation – Sample for multiple contractors (Landscape this section)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONTRACTORS NAME** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **John Doe**  **Jackson, MS** | **$** |  |  |  |
| **Mary Doe**  **Jackson, MS** | **$** |  |  |  |
| **Total** | **$** |  |  |  |

**OR**

N**ame of solicitation – Sample for one contractor (Portrait this section)**

|  |  |
| --- | --- |
| **CONTRACTOR NAME** | **CONTRACT AMOUNT** |
| **Year 1** | **$** |
| **Year 2** | **$** |
| **Total** | **$** |