

CONTRACT MODIFICATION COVER SHEET

DHMH, Office of Procurement and Support Services (OPASS), Room 416, 201 W. Preston Street, Balto., MD 21201 (410) 767-5816 FAX (410) 333-5958

CHECK ITEMS OR FILL IN THE BLANKS, AS APPROPRIATE

STANDARD SERVICE		HUMAN SERVICE		OPASS #	
ADPICS BPO #				FMIS Appropriation Code	
SUBMITTING UNIT				FMIS Department Code	
ADDRESS:					
UNIT CONTRACT MONITOR				PHONE/FAX	
CONTRACTOR				SSN OR FEIN	
ADDRESS:					
VENDOR CONTACT MONITOR				PHONE/FAX	
AMOUNT OF THIS OPTION	\$	*PCA		*AGY OBJECT	
FISCAL YR BREAKDOWN	FY \$	FY \$	FY \$	FY \$	FY \$
Funding Source	General - %	Federal - %	Special Funds - %	Reimbursable- %	Non Bud - %
Start Date			End Date		
Options:	Beg		End	Amount	
	Beg		End	Amount	
Purpose of this Modification:					
Projected Impact if Start Date (above) is not met:					

PROCUREMENT PACKAGE SPECIFICATIONS

Submit Procurement Page to OPASS at the address provided above. The Procurement Package must be complete and organized according to the specifications provided herewith.

CHECK IF PRESENT/COMPLETED

Completed Cover Sheet		BPW Action Agenda (If Applicable)	
Three Signed Modification Documents		Comptroller Number (If Applicable)	
Electronic Version forwarded Upon Request			
Fund Cert			
ADPICS MBE Subcontractor Screens have been established & updated for the current BPO (If applicable)			
PRG Approval Form			

*If multiple fund source, use Multiple Funding (PCA/AGY OBJ) Detail Form

**A DHMH-3982 for all competitive sealed bid contracts, or a DHMH-4133 or a DHMH-3882 for either sole source contracts or competitive sealed proposals. If no contract is used, sufficient data for completion of a DHMH Purchase Order is required.

I attest to the accuracy and completeness of this Procurement Package:

Type/Print Name of Procurement Coordinator-PHONE	Signature of Procurement Coordinator/Date
Type/Print Name of Procurement Coordinator's Supervisor	Supervisor's email

Attach a separate sheet for additional information as necessary. A letter acknowledging receipt of this package will be sent to the DHMH Procurement Coordinator.