**CHANGE ORDER**

**Contract # \_\_\_\_\_\_\_\_\_\_\_, iQMS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contract”)**

**By and between the**

**State of Oregon (“State”), Department of Administrative Services (“DAS”) on behalf of AGENCY**

**And**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contractor”)**

**(the “Parties”)**

**Date: xx/xx/2022 Change Order #X**

1. **Background**

This Change Order No. \_\_ (“Change Order”) is issued according to the provisions of the Change Order process detailed in Contract Section 7.2, *Change Control* (“Change Control”).

(Provide Additional Background as relevant)

1. **Effective Date of the Change Order**

This Change Order #X to the Contract is issued as of the last date of signatures of the Parties as evidenced below (“Effective Date”).

1. **Services under this Change Order**

Contractor may not perform Services pursuant to the Change Order, and State will make no payment pursuant to the Change Order, until the Change Order is fully executed and all required State of Oregon approvals are received.

(Describe Services under the Change Order)

1. **Contract provision, Task or Deliverable Changed; Scope of the Change; and Whether the Change affects critical path Deliverables or milestones**

(Provide response)

1. **Cost under this Change Order**

If applicable, State will pay for completed Services pursuant to the Change Order according to the acceptance and payment procedures set forth in the Contract.

(Depict applicable cost, or declare no cost)

1. **Cumulative Cost under All Change Orders** (including cost, if any, depicted in Section No. 5 of the Change Order)

(Depict cumulative cost, or declare none)

1. If applicable, and unless the Parties agree otherwise, Contractor shall provide updates as to the status of this Change Order at least monthly.
2. **Accepted By:**

The Parties have analyzed the subject change request in accordance with the authorized Change Control process to determine the effect that the implementation of the requested change will have on the Contract and related costs, if any. The Parties: (i) mutually approve the analyzed change request, as evidenced by the Parties’ signatures below; (ii) incorporate the resultant Change Order and its attachments, if any, into the Contract; and (iii) declare the Change Order effective as of the last date of signature.

The approved Change Order alters only that portion of the Contract and related costs, if any, to which it expressly relates; and it does not otherwise affect the terms and conditions of the Contract.

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contractor):**

By: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or delegate Delegate Name:

Title: Contractor Project Manager Delegate Title:

**B. As appropriate, State of Oregon, acting by and through its DAS** **or Authorized Purchasing Agency:**

By: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or delegate Delegate Name:

Title: Delegate Title:

Enterprise Information Services (EIS) Approval via email from Oversight Analyst \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If required, Department of Justice (DOJ) Approval via email from SAAG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.