

## Purchasing Policy 25

**Date:** March 1, 2016

**To:** State Agencies  
OSP Staff  
Authority for Local Purchase (ALP) Certified Buyers

**From:** Luke Jannett, Acquisitions Manager

**Subject:** Amending Contracts

Minn. Stat. § 16C.05, subd. 2(c) states:

*“Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C.03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.”*

By using your delegated authority to sign contracts and by signing an amendment or assignment agreement, you are certifying that:

- the amendment or assignment agreement complies with Minn. Stat. § 16C.05, subd. 2(c);
- the Human Rights Certificate of Compliance is up-to-date;
- insurance requirements are up-to-date and in compliance with the terms of the Contract;
- the amendment or assignment agreement is in compliance with all laws, rules, policies, and procedures.