

**Mississippi State Department of Health
Human Resources Contract Modification Request**

I. Current Contract Information *(Please provide information exactly as it appears in the current contract.)*

- A. Contract Worker or Company Name: _____
- B. Authorized Signer Name: _____ Email Address: _____
- C. MAGIC/SPAHRS Contract #: _____ Q-Pulse #: _____
- D. Current Contract Term: Start Date: _____ End Date: _____
- E. Modification Effective Date: _____ F. Current Contract Total: _____

II. Modification Justification *(Fully explain the change in circumstances necessitating the modification.)*

III. Modification *(Complete only the below items which are applicable.)*

- A. Contract ending date extended from _____ to _____
- B. Total amount of Contract increased/decreased from \$ _____ to \$ _____
- i. Personnel service increased/decreased from \$ _____ to \$ _____
 - ii. Rate of pay increased/decreased from \$ _____ to \$ _____
 - iii. Travel/subsistence increased/decreased from \$ _____ to \$ _____
 - iv. Expenses/Other costs increased/decreased from \$ _____ to \$ _____
 - v. Cost of additional services or projects \$ _____
- C. Additional Financial Information: _____

- D. Changes to the Scope of Services, Terms, or Contact Information:

Submitted By: _____

Email: _____

Office/Program: _____

Phone: _____

**Human Resources Contract Modification Request
Instructions
Form 1207**

Revision: Initial April 23, 2020

Purpose: To provide a means to document changes or modifications to previously signed, approved agreements with Independent Contractors and Contract Workers.

Instructions: Please complete all applicable fields as indicated. Save the pdf and name the file the Contractor's Name, space, F1207. (Example: The pdf file of the request form for a contract with ABC Widgets would be saved as ABC Widgets F1207.pdf.)

Office Mechanics and Filing: All completed forms are to be submitted as a revision to the original Q-Pulse document and must be submitted thirty (30) days prior to modification effective date for processing.

Retention: Executed modifications will be maintained as part of the electronic contract file. Processed contracts and any modifications will be filed electronically in the Office of Human Resources for the current fiscal year plus two (2) additional years. After this period, contracts will be stored at the Department of Archives for three (3) additional years.