



TECHNICAL AND GENERAL SERVICES TGS-1A AMENDMENT INSTRUCTIONS

1. **Contract Number:** Enter the TGS contract number. This number MUST match the original contract number.
 - a) TGS contract numbers can NEVER be duplicated. Every new contract MUST have a unique contract number.
 - b) Use the following link to enter the completed TGS-1A (contract amendment form) into the TGS Portal: https://www.ark.org/dfa/tgs_contract_reporting/index.php.
2. **Amendment Number:** Enter the amendment number. Amendments start at one (1) and continue sequentially.
3. **Agency Number and Name:**
 - a) Enter the agency's 4-digit number
 - b) Enter the agency's name
 - c) If your agency is a service bureau, check the box
4. **Vendor Name:** Enter the Vendor's name. If you are doing a vendor name change, enter the vendor name in the following format:

New Vendor Name (old vendor name as listed on the original contract)

This name format must be used on all future amendments.
5. **Service Bureau:** If your agency is a service bureau, check the box.
6. **Tracking Numbers:** Spaces 6(a) and 6(b) are for an agency's convenience, which helps create the history of a contract by tracking any contract number changes (i.e. PO and/or OA). You may enter a previous contract number that was changed for any reason (i.e. End of Year closeout, Change of Vendor Number and/or Tax ID, which resulted in a new contract number).
7. **New Contract Expiration Date:** If extending the life of a contract, enter the new expiration date here in the **mm/dd/yyyy** format. If not extending the contract, put or leave blank. Expiration dates cannot exceed the maximum extension date as listed in Section 12 of the original contract.
8. **Purpose of Amendment:** Enter the purpose for submitting the amendment. Information should be brief and to the point. If adding funds, a reason for adding funds must be included ("Adding additional funds for annual renewal/extension year; ...for increased fuel costs, exercising a renewal option, etc."). Please be concise and brief so this makes sense for the review process.
9. **Amended Dollar Amount and the use of the Previous Dollar Amount:** Enter the total from the previous amendment or from the original contract, if this is amendment 1.
10. **New Total:** Sum the rows of *Services*, *Commodities*, and *Total*.
11. **Dollar Amount Paid to Date:** Enter the total funds spent towards payment on this contract (11a) as of the date written (11b). Date should be mm/dd/yyyy format. **Reminder - The Dollar Amount Paid to Date will**

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NEVER be more than the Previous Total because you cannot spend more than was reviewed by the Arkansas Legislative Council (ALC) Review.

- 12. Updated Total Projected Cost:** The updated Total Projected Cost is the initial contract amount plus the amount of any previous amendments or possible future extensions or renewals.
- 13. New and/or Revised Attachments:** Enter any new or revised attachments that you have with this amendment such as disclosures that may include an updated Equal Employment Opportunity policies, updated Illegal Immigrant Certifications, updated Contract and Grant Disclosure and Certification Form, Objectives and Scope-of-work or service change, Source and Fund Changes, Performance Standard Changes, etc.
- 14. Vendor Signature:** Vendor must **sign** the TGS contract in ink as well as complete the **date**, title and address. TGS contracts cannot be processed without the signature.
- 15. Agency Signature:** The agency director or other person with authority must **sign** as well as complete the **date**, title and address. TGS contracts cannot be processed without the signature.
-  **DFA Signature Line:** These signature and date lines are for the Office of State Procurement use ONLY! Do not use these lines or allow information to overflow onto these lines.
- 16. Contract Number:** Enter the contract number. This number must match the contract number entered on the front of the amendment.
- 17. Amendment Number:** Enter the amendment number. This number must match the amendment number entered on the front of the amendment.
- 18. Agency Contacts:** Enter agency contact information according to his/her role. This information may differ from the information entered into the online TGS system.
- 19. Source of Funds:** Complete the table showing the type(s) of fund sources used and the details of these sources. These funds must always equal 100% in the Total Amount. This total amount must also match the New Total of services and commodities amount from the first page. When calculating percentage totals, you may use two decimal points from a whole number. (Ex. 67.30% + 32.70%= 100%)

STATE OF ARKANSAS
AMENDMENT TO TECHNICAL AND GENERAL SERVICES CONTRACT

CONTRACT #: 16

AMENDMENT #: 17

7. AGENCY CONTACTS FOR QUESTION(S) REGARDING THIS CONTRACT:

Contact #1 – Agency Representative submitting/tracking this contract

| | |
|---------------|---------|
| 18 | |
| (Name) | (Title) |
| | |
| (Telephone #) | (Email) |

Contact #2 – Agency Representative with knowledge of this project (for general questions and responses)

| | |
|---------------|---------|
| 18 | |
| (Name) | (Title) |
| | |
| (Telephone #) | (Email) |

Contact #3 – Agency Representative Director or Critical Contact (for time sensitive questions and responses)

| | |
|---------------|---------|
| 18 | |
| (Name) | (Title) |
| | |
| (Telephone #) | (Email) |

8. SOURCE OF FUNDS: **19**

Complete appropriate box(es) below to total 100% of the funding in this contract to date.

| Fund Source | Identify Source of Funds | Fund | Fund Center | Amount of Funding | % of Total Contract Cost |
|---------------|--------------------------|------|-------------|-------------------|--------------------------|
| ▼ | | | | \$ | |
| ▼ | | | | \$ | |
| ▼ | | | | \$ | |
| ▼ | | | | \$ | |
| ▼ | | | | \$ | |
| TOTALS | | | | \$ | 100% |

* **MUST BE SPECIFIC** (i.e. fees, tuition, agricultural sales, bond proceeds, donations, etc.)

** "State Funds" is defined as and deemed State General Revenue Dollars. If other state funds are being used such as tobacco funds, general improvement funds, etc., these should be noted. Special revenue funds from taxes or fees generated for the agencies should be shown as "Other" and the actual source of the funds should be clarified in the "Identify Source of Funds."

*** Funding and percentages shall reflect the total of the contract including all amendments to date.