



## Subcontract Template Amendment Document

This amendment template is recommended for North Carolina Pre-kindergarten (NC Pre-K) Contractors to amend the subcontract for North Carolina Pre-kindergarten services. Contractors may use this template supplied by the Division of Child Development and Early Education and **should have the template reviewed by its legal counsel to ensure it meets its agency's requirements.**

After the Lead Agency has executed an original contract with the Contractor to provide Pre-kindergarten services it may be necessary to amend the contract during the course of the year. Examples of why a contract might need to be amended are a change in slot numbers, a monthly slot rate change or the increase or decrease of start-up funds. The Lead Agency should follow its procurement procedures.

The following document provides an example of three common reasons to amend a contract. **Delete** the items that are not being amended and if applicable, add items that are being amended. Notice that the template references the Section of the original contract that is being amended.

Complete all sections identified with a parentheses and in blue letters. Delete all blue instructional sentences.

Complete the following items:

1. Header – Enter the County of the Lead Agency.
2. Amendment # - Amendments are numbered consecutively beginning with 1. If an amendment is not executed the next amendment would use that number such as Amendment # 1 and 2 are executed, then Amendment #3 is processed but never executed (it is voided), the next amendment that is required would be numbered #3.
3. Contract Number – Enter the appropriate contract number as defined by the Lead Agency.
4. 1<sup>st</sup> paragraph – Enter the beginning date of the executed contract. Enter the Name of the Lead Agency. Enter the name of the Contractor.
5. Amended Sections – Read information in blue. Determine why the contract needs to be amended. Delete the references to Sections that will not be amended. Complete the appropriate areas.

STATE OF NORTH CAROLINA  
COUNTY OF (\_\_\_\_\_)

AMENDMENT # (\_\_\_\_)  
CONTRACT # (\_\_\_\_\_)

This agreement amends the contract bearing the effective date of (\_\_\_\_\_), 2011 between the **(Name of the Lead Agency)**, (the "Lead Agency") and the **(Legal Name of Contractor)**, (the "Site") (referred to collectively as the "Parties").

As provided for under the terms of this contract, the Lead Agency and the Site agree to amend the following provisions:

(The following are examples of the most common Sections that might be amended during the year. The Lead Agency should delete the Sections that are not being amended or add the Sections that need to be amended.)

**Reference Section 3 "Effective Period"**: The termination date of (\_\_\_\_\_), 201\_ is amended and changed to (\_\_\_\_\_), 201\_.

**OR**

**Reference Section 4 "Site Duties"**: Attachment B details the revised activities that will be performed in accordance with the terms of this amended contract.

**OR**

**Reference Section 5 "Lead Agency's Duties"**: The not to exceed amount is being (choose one and delete the other) **increased** or **decreased** by \$(\_\_\_\_\_) from \$(\_\_\_\_\_) to \$(\_\_\_\_\_). This amount consist of \$ (\_\_\_\_) State Funds and \$(\_\_\_\_\_) of Other (Lottery) funds.

All other terms and conditions, as set forth in the original document shall remain in effect for the duration of this agreement.

**In Witness Whereof**: The Site and the Lead Agency have executed this Contract in duplicate originals, with one original being retained by each party. The undersigned represent and warrant that they are authorized to bind their principles to the terms of this agreement.

**(Fill in Site's Name)**

**(Fill in Lead Agency Name)**

BY: \_\_\_\_\_  
(Name)  
(Title)

BY: \_\_\_\_\_  
(Name)  
(Title)

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

The signature page must include at least one paragraph of contract language.