**STATE OF LOUISIANA**

Exhibit 24 (rev. 05.26.2020)

Example of Required document

Generic Contract Amendment

**PARISH OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMENDMENT NUMBER \_\_\_\_\_\_\_\_**

**\_\_\_\_\_**(*Name of Contract)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**File Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Solicitation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Be it known, that effective upon approval by the Director of State Procurement, as evidenced by the Director’s signature on this document, the (*Agency Name and address)* (hereinafter sometimes referred to as “State”) and (*Contractor’s name and legal address including zip code)* (hereinafter sometimes referred to as “Contractor”) do hereby enter into this Amendment Number \_\_\_ to the \_\_\_\_\_\_\_(*Name of Contract)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contract, File Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Solicitation Number \_\_\_\_\_\_\_\_\_\_\_ under the following terms and conditions through the undersigned and duly authorized representatives of each respective party.

 [*changes to contract*]

All other terms and conditions of the Contract shall remain the same. The original contract and all amendments constitute the entire Agreement between the State and the Contractor. Any other oral or written communications between the parties before or after its execution shall not alter its effects, unless the change or modification is in writing and signed by authorized representatives of the State and the Contractor. In the event of a conflict between the terms and conditions of the contract and this Amendment, the terms and conditions of this Amendment shall prevail.

THUS DONE AND SIGNED AT \_\_*(City & State)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, and, IN WITNESS WHEREOF, the parties have executed this Amendment Number \_\_\_\_\_.

WITNESSES’ SIGNATURES: CONTRACTOR’S SIGNATURE:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THUS DONE AND SIGNED AT \_\_\_\_\_(City & State)\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, and, IN WITNESS WHEREOF, the parties have executed this Amendment Number \_\_\_\_\_\_.

WITNESSES’ SIGNATURES: STATE AGENCY’S SIGNATURE:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved by:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director of State Procurement

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date