

## State of Maine

### Delivery Order Modification Authorization Form for IT Managed Staffing Program

1. Delivery Order Information			
Project Title:		Posting Title:	
DO#:		Incumbent Name(s):	
Current DO Amount:		Revised DO Amount (if applicable):	
Current DO End Date:		Revised DO End Date (if applicable):	

2. Manager Information		
	Requesting Manager Information	Report-To Manager Information
Manager's Name:		
Manager's Phone:		
Manager's E-Mail:		

3. Modification Justification
Both sections (A. & B.) below must be completed for the modification to be considered for approval.
<b>A. Specific Problem or Need for Modification:</b> Provide a full description of the original project, requested modification, AND explain the necessity of the modification. Modifications are performed to make small changes to the scope of work, extend the termination date and/or change the cost of the agreement.  <b>REQUIRED:</b> If this modification includes contracting with former State of Maine employee(s), state so and provide the name for each former state employee, when they were last employed by the state, and their hourly rate.  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
<b>B. Adjustment in DO Amount:</b> If the modification includes the addition or reduction of funds, describe how the modification amount was determined (For example, adjustment in funds based upon <u>projected number of additional weeks</u> x <u>hours worked per week</u> x <u>hourly rate</u> ). If the modification does not include a change to the DO amount, state "N/A – this modification does not modify the DO amount".  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

Please submit this form to:

- The individual who will initiate the Delivery Order Modification.
- Knowledge Services staff (Brian Whitley: [brianw@knowledgeservices.com](mailto:brianw@knowledgeservices.com) & Doreen Delancy: [doreend@knowledgeservices.com](mailto:doreend@knowledgeservices.com))

The form will be attached to the Delivery Order when it is modified. The Delivery Order Modification will not be approved by the Div. of Purchases without the completed form.