

Contract Description and Number:

Contract Start Date:

Contract Expiration Date:

Estimated Annual Volume: \$0.00

Spend to Date: \$0.00

Background: The Institution established this multi-vendor contract to allow the institution(s) to purchase _____ *(add products and/or services)*.

Request: To amend to add language that _____

OR

To renew the existing agreement for the period: _____

Competitively Procured *(yes or no):*

of Invitations Sent:

of Bids Received:

Vendor Name and Location:

XYZ Company
123 15th Street
Anywhere, TN 12345

Main User Agencies: