

SAMPLE PAAR FOR NEW SERVICE CONTRACTS

1 DBM	Item and Category Method # Bids Original Contract Amount Fund Source BPW Award Date and Agenda Item					
	N00B8200484		N	0	\$48,339.00	GF- 66.00%
	S					FF- 34.00%
	Using Agency		Contractor Name, City, State			Original Contract Number
	DEPARTMENT OF HUMAN RESOURCES		BAY SHORE SERVICES, INC. SALISBURY MD			
	Description/Remarks(Include reasons for contract modifications, If applicable, and indicate if extension or renewal option)					
	TO PROVIDE RESIDENTIAL FOSTER CARE SERVICE FOR 3 CHILDREN IN URGENT NEED OF CRITICAL SERVICES AND THE EXISTING FACILITIES UNDER CONTRACT ARE UNABLE TO MEET THE DEMAND. TERM: 4/3/2008-6/30/2008					
	Complete Below - Contract Modifications Only					
	Mod No. and Value of Mod.		% Increase this Mod. to Original Contract	Cumulative % Increase All Mods to Original Contract		
	Mod Date:				Cum Total Contract Amount	

Instructions:

All lettering in red is filled out by the agency. Under the item #, place the agency's acronym.

ADPICS number - cell B2; "S" for service - cell B3
Procurement method - cell C2; # bids/offers - cell D2; contract amount - cell E2; fund source - cells F2 and F3 (if needed).

Using Agency's specific office - do not change the column width or row height; they will automatically adjust when you type in cell B5.

Vendor name - cell E5

Vendor's City - cell E6; State - cell F6

Description - USE the 3 lines ONLY!

This is everything needed for a new contract item.

2 DBM	Item and Category Method # Bids Original Contract Amount Fund Source BPW Award Date and Agenda Item					
	T00B8200029		CSB	3	\$89,991.00	GF- 100.00%
	S					
	Using Agency		Contractor Name, City, State			Original Contract Number
	DEPT OF BUSINESS & ECONOMIC DEVELOPMENT		FORMATECH, INC. BRUNSWICK OH			
	Description/Remarks(Include reasons for contract modifications, If applicable, and indicate if extension or renewal option)					
	INSTALLATION OF A TRADE SHOW BOOTH IN CONJUNCTION WITH THE 2008 INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) CONVENTION IN LAS VEGAS MAY 19TH - 21ST TO ENCOURAGE SHOPPING CENTER DEVELOPMENT IN MD. (INCLUDES PRODUCTION, CONSTRUCTION, RENTAL FEES, SET-UP & BREAKDOWN.)					
	Complete Below - Contract Modifications Only					
	Mod No. and Value of Mod.		% Increase this Mod. to Original Contract	Cumulative % Increase All Mods to Original Contract		
	Mod Date:				Cum Total Contract Amount	