

**AMENDMENT COVER SHEET  
STANDARD AMENDMENTS  
(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)**

**Instructions:**

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when sending to the Department of Administration for approval. **Please always include copies of the original certification form, the original contract, and any previous amendments as these are used for reference.**
3. Make sure that you are using the updated amendment template where the State Agency signature block reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
4. Admin will retain this cover sheet for its files.

<b>Agency:</b> Minnesota Department of Health	<b>Name of Contractor:</b> MZA&CO
<b>Current contract term:</b> September 30, 2020	<b>Project Identification:</b> 179157

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C. 03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

Complete Appropriate Box(es) for the amendment submitted.

<b>1. <input checked="" type="checkbox"/> Amendment to the end date of the contract</b>
<b>Proposed New End Date: December 30, 2020</b>
<b>Why is it necessary to amend the end date?</b> This agreement is being amended to add additional time for contractor to continue providing needed communications support and planning services associated with the COVID-19 pandemic.

<b>2. <input type="checkbox"/> Amend Duties and Cost <input type="checkbox"/> Amend Duties Only</b>
<b>2a. If cost is amended, insert amount of original contract AND amount of each amendment below:</b>
<b>2b. Describe the amendment:</b>

<b>3. <input type="checkbox"/> Amendment to change other terms and conditions of the contract</b>
<b>Describe the changes that are being made:</b>

Contract Start Date:	<u>June 8, 2020</u>	Total Contract Amount:	<u>\$100,000.00</u>
Original Contract Expiration Date:	<u>September 30, 2020</u>	Original Contract:	<u>\$100,000.00</u>
Current Contract Expiration Date:	<u>September 30, 2020</u>	Previous Amendment(s) Total:	<u>\$0</u>
Requested Contract Expiration Date:	<u>December 30, 2020</u>	This Amendment:	<u>\$0</u>

This amendment is by and between the State of Minnesota, through its Commissioner of the **Minnesota Department of Health** ("State") and **MZA&CO**, whose designated business address is 525 Park Street, Suite 210, St. Paul, MN 55103 ("Contractor").

### Recitals

1. The State has a contract with the Contractor identified as 179157 ("Original Contract") to provide communications planning and support services, including, but not limited to marketing, public relations, and responses to the media for the State of Minnesota's COVID-19 testing work, the MN Department of Health, and the requests from the Governor's Office..
2. This agreement is being amended to add additional time for contractor to continue providing needed communications support and planning services associated with the COVID-19 pandemic.
3. The State and the Contractor are willing to amend the Original Contract as stated below.

### Contract Amendment

In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

#### REVISION 1. Clause 1. "Term of Contract" is amended as follows:

- 1.1 Effective date: **June 8, 2020**, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. The Contractor must not begin work under this Contract until this Contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2 Expiration date: ~~September 30~~ **December 30, 2020**, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The contract may be extended through a duly executed amendment.
- 1.3 Survival of terms: The following clauses survive the expiration or cancellation of this Contract: Indemnification; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure. Any other Contract term that states it shall survive, shall survive.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: Seth Rasmussen Digitally signed by Seth Rasmussen  
Date: 2020.09.28 09:50:55 -05'00'

Date: 09/28/2020

SWIFT Contract No. 179157

**2. CONTRACTOR**

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

By: Brian Mellung

Title: Partner/Co-Founder

Date: 10/1/2020

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

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

Date: \_\_\_\_\_

**3. STATE AGENCY**

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: Maria Rodriguez

Title: Interim Accounting Supervisor

Date: 10/1/2020

**4. COMMISSIONER OF ADMINISTRATION**

As delegated to the Office of State Procurement

By: Sara Freedland

Date: 10/1/2020

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Distribution:  
Agency  
Contractor  
State's Authorized Representative - Photo Copy