

**Amanda Otis**  
State Purchasing Director  
Central Purchasing



**OKLAHOMA**  
Office of Management  
& Enterprise Services

**Katie DeMuth**  
Interim Director of OMES

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Re: Amendment Notification

Dear Supplier,

This letter shall serve as a notification for Contract No. \_\_\_\_\_ with the State of Oklahoma. To improve contracting with the State of Oklahoma, all Statewide Contracts are moving to an annual auto-renewal format, instead of the previous manual renewals. This change will be effective for the remainder of the contract agreement period. No annual renewal notices will be supplied by the State. This does not change any substantive terms and conditions of the executed Contract or any previously executed Amendments.

Should either party not want to renew the Contract, a written termination notice shall be sent at least 30 days prior to the end of the Contract term.

Oklahoma Statewide Contract No. \_\_\_\_\_, with a contract period commencing \_\_\_\_\_ and ending \_\_\_\_\_, providing for yearly renewals will automatically renew, starting with the next scheduled renewal.

If you have any questions, please contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign and return by \_\_\_\_\_.

Thank you!

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Vendor Signature