

Department of Information Technology (DoIT)
Request for Approval of a Modification
Checklist

I. Modification Submission Package (items must be provided with the agenda by the DoIT submission cut-off date if BPW approval required):

1. A copy of the modification signed by the contractor and approved by an AAG.
2. Completed ADPICS Change Order (8710) with correct approval paths (*including BPW approval, Department D05, if applicable), to include all Crosswalk information.
3. A statement explaining why the modification is within the contract scope of work and why it is the most appropriate means to get the work done in lieu of a new procurement. For CATS+ Task Orders, complete a [Change Order Form Template](#) for this item and #4 below.
4. Provide a Price Justification document - a written justification that explains why the pricing is fair and reasonable. This may include rate comparisons with recent, similar awards; comparisons with intergovernmental contracts, application of the Consumer Price Index inflation rate, etc.

Also, as applicable:

5. If the Modification is to a Secondary Competition award (TO/PO), BPW approval may be required. Please refer to the [DoIT & BPW Approval Authority Chart](#) and BPW Advisory 1995-1. Agenda templates available [here](#). **New!**
6. If the final end date of the contract is extended by the modification, and information technology (IT) activity is still needed, submit a plan for re-procuring with a timeline.
7. If a name change, assignment or novation has occurred, provide a copy of the name change modification or the novation agreement/modification that transfers the contract to a successor.
7. If the original contract contains an MBE participation goal, provide a document showing the goal and as of the submission of the request for approval of the modification:
 - a. The total payments made to the contractor(s),
 - b. The total payments made to the MBE subcontractor(s), and
 - c. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).
 - d. If the MBE Goal is not being met, provide the prime contractor's plan to remedy MBE goal compliance. **New!**
8. If Retroactive, provide the justification for any retroactive request, signed by the Agency Head (Forgiveness letter) and addressed to the Board of Public Works. **New!**