Modifications Checklist

Revised January 2023

**Updated attachments required on the header:**

* Signature page signed by ALL Parties (if required)

(Note) If Finance Legal needs to review/provide signature approvals due to agency not having in-house Counsel, send assembled draft to Office of Procurement Services via email to obtain fully signed contract

* Signed and notarized Required Annual Affidavit (Required for 501(c)3 & PSC’s) (if previous version has expired)
* Assembled Contract (Review document for errors such as current terms and conditions are used, dates are correct, vendor matches vendor name in eMARS document. If you are changing any language within the contract please be sure to use ~~Strike Through~~ and add the new language all of which should be in RED font.) Do NOT delete the original language just ~~Strike Through~~ it.

**Document Comments:**

* Add a comment that Finance Legal needs to review due to agency not having in-house Counsel (if applicable)
* Add a document comment if agency is crossing the biennium to align with federal fiscal year

**eMARS Document:**

**Header:**

* Reason for Modification is completed in the format below.

Modification (#)

Date

Original Contract Amount - $$$

Amount of Increase/Decrease - $$$

New Contract Amount - $$$

Briefly explain why the contract is being modified and if changes are made in the Agency T&C’s show where they are being made.

**Terms and Conditions: Three Lines**

* Updated Sequence #1 Free Form Agency Terms and Conditions must use MOA or MOA/SC Template (At the top of your Terms and Conditions please add your modification information in RED. If you are changing any language within the contract please be sure to use ~~Strike Through~~ and add the new language all of which should be in RED font.) Do NOT delete the original language just ~~Strike Through~~ it.

**Proof of Necessity:**

* **General Information**: Type of Award – Select **Amendment** (for modifications including Administrative Modifications)
* **Description of work to be Performed**: Add MODIFICATION, ADMINISTRATIVE MODIFICATION or REPLACEMENT to the beginning in all CAPS \*\*DO NOT ADD ANYTHING ELSE OR MAKE ANY OTHER CHANGES\*\*
* **Source of Funds**: Update amounts if they are changing due to the Modification.
* **Contract Cost Information**:
* **Detailed Description of Projected Cost**: In a modification, update the amounts to match.
* **Contact Information**: Update this information if needed. GCRC will contact this person if contract is pulled for further review. Typically should be the procurement contact who can route to the appropriate agency staff.

**Assembled Document:**

Before submitting for approval, review document carefully for:

* Current MOA Template and Finance Terms and Conditions are used
* Effective dates match throughout the eMARS document and contract
* Scope of Work is completed
* Dollar amount matches the eMARS Document
* Signature Page