

## MODIFICAITON REQUEST PROCESS

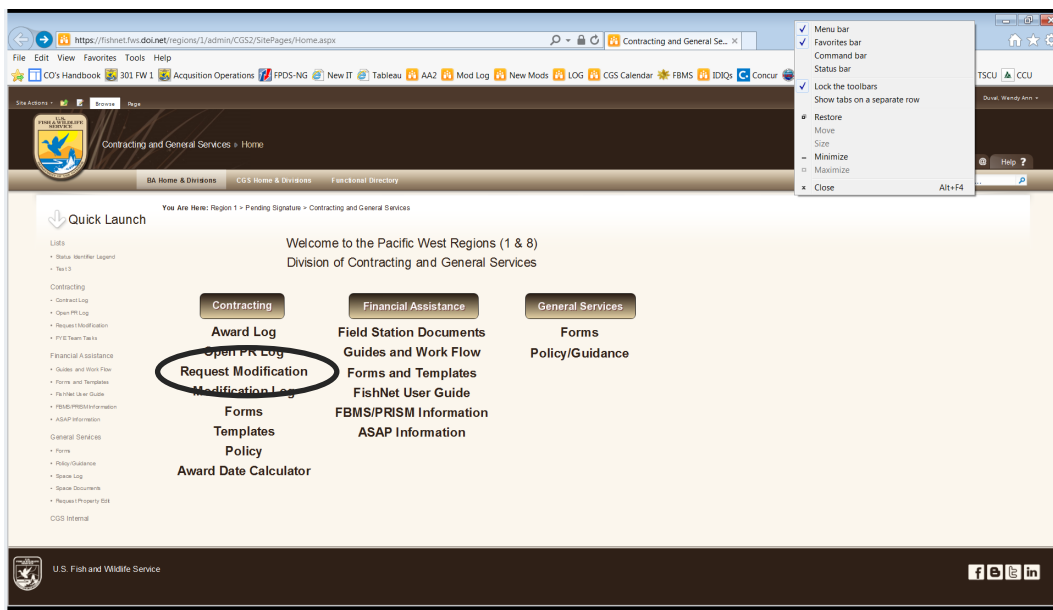
**All** contractual modifications will be requested by use of this SharePoint request form. E-mail modification requests will not be processed.

SharePoint:



<https://fishnet.fws.doi.net/regions/1/admin/CGS2/SitePages/Home.aspx>

### REQUESTING A MODIFICAITON:

Select “Request Modification”



Complete the following form:

<b>Current Status:</b>	Contract Specialist will update throughout. <b>DO NOT CHANGE THIS</b> Request Sent <span>▼</span>
<b>Award Number:*</b>	Input the 10 digit award number that will be modified. <input type="text"/>
<b>Requestor:*</b>	Search the global address lookup for your name <input type="text"/>  
<b>Contract Specialist:</b>	Select the individual who completed the award or last modification. <span>▼</span>
<b>Attachments:</b>	Attach the Statement of Work revisions, e-mail correspondence necessitating change and any additional document supporting the modification you have. <a href="#">Click here to attach a file</a>
<b>Mod Type:*</b>	If your requested modification type is not listed, select other and detail what changes need to be made in the Justification section below. <input checked="" type="checkbox"/> PoP/Delivery Date <input type="checkbox"/> Funding <input type="checkbox"/> Additional Items/Services <input type="checkbox"/> Deobligation <input type="checkbox"/> Exercise Option <input type="checkbox"/> Other
<b>Justification:*</b>	Input a clear justification for why the award needs to be modified along with any additional notes and details that the Contract Specialist may need to complete this modification. <div style="border: 1px solid #ccc; height: 100px;"></div>
<b>Dollar Amount:</b>	If this is a deobligation, input the amount you need deobligated using the negative (-) sign. For any increases, note that total here. <input type="text"/>
<b>Purchase Requisition:</b>	<input type="checkbox"/> Check box if PR is required. PR is necessary for all increases or all deobligations over \$25,000.
<input type="button" value="Submit"/>	

**Current Status:** DO NOT CHANGE THIS FIELD

**Award Number:** The Purchase Order, Task/Delivery Order, Contract Number. NOT THE PR NUMBER

**Contract Specialist:** Can be left blank, unless you know which CO awarded the action

**Attachments:** Include documents as outlined in the Modification package section below.

**Mod Type:** You must select at least one. Select all that apply.

**Justification:** All modifications MUST have a justification. For example:

- If we are extending the period of performance, why can't the work be completed within the PoP established in the contract?
- If we are deobligating funds, what part of the contract wasn't performed, resulting in the price reduction? Did we not get everything we ordered?
- If we are exercising the Option, ensure it is on time

**Dollar Amount:** Only complete this section if the funding on the award will change.



- If this is a deobligation, use a "minus" (-) sign in front of the dollar amount.
- If the deobligation is LESS than \$25K, a Purchase Request (PR) is not required

- If the deobligation is \$25K or over, a PR is required and you must either submit a PR, or initiate a PPR on the SharePoint site.
- If the modification adds funding, either submit a PR, or imitate a PPR on the SharePoint Site.

**Purchase Requisition:** Check this box if a PR is required. You must either submit a PR, or initiate a PPR on SharePoint. This form does NOT take place of a funded PR.

### **MODIFICATION PACKAGE**

What information is required when requesting a modification? That can vary depending on the reason for the mod. Below is a list of documents that may be required with each modification:

PR Package for <b>Modification</b> to an Existing Award			
M = Mandatory A = If Applicable	Document	Required Format	Template Or Sample If available
M	Summary of changes – detail any changes to the SOW or Specifications. List specific paragraphs that need to be changed	Word (editable)	
M	Memo detailing why the modification is necessary (May be included in the “Justification” section of the Mod Request)	Word (editable)	
M	Information for “In Scope Determination” (See Below)	Word (editable)	 Customer - Within Scope Determination t
M	Government Estimate (for the changed amount)	Any	
A	Drawings (with changes clearly identified)	Any	
A	Undelivered Order Disposition Form	Any	 UDO Disposition.pdf

### **IN SCOPE MODIFICATIONS**

COs must determine if your modification is “in scope” or “out of scope”

Some modifications are clearly in scope and no determination is necessary. However, any modification that changes the period of performance by more than 30 days or 25%, or changes the contract value by more than \$25K or 25% will require an in scope determination. These are cumulative values. For example, if you process a mod for a three week extension, then request another mod for an additional three week extension, that is a 6 week extension, and an in scope determination is required.

Any extension over 6 months (cumulative) of the original period of performance (other than to exercise a valid option) will require HCA approval. Please see DCN 050346 – entitled “Limitations on PoP” for

additional guidance. **Extending the PoP simply because there are funds still available on the contract does not constitute a valid reason for an extension and will no longer be done.**

## **OUT OF SCOPE MODIFICATIONS**

If the action is considered “out of scope” to modify it into your contract, a sole-source justification is required and will be submitted to the Office of the Solicitor IAW DOI-AAAP 0075 (Legal Review of Acquisition Actions).

## **SOLICITOR REVIEW**

Legal review is required for each proposed modification to an award where any of the following items apply:

1. The total amount of the action will raise the contract value above the legal review threshold
2. The individual modification increases the total amount (price or ceiling) or period of performance of the award (including all options) by 25% or greater; this requirement is not applicable in the following scenarios:
  - a. to modifications of awards where the modification will result in the total award amount remaining under the simplified acquisition threshold.
  - b. to modifications extending only the delivery date of supply contracts.
3. The modification to extend services beyond the original period of performance is in accordance with FAR 52.217-8 if the terms and price of the option were not explicitly evaluated at the time of contract award.
4. Any modification that is not within the scope of the award requires legal review, regardless of the dollar amount of the award.

Legal review is not required for any modifications in the following scenarios:

1. Administrative changes as defined in FAR 43.101.
2. To exercise options that were priced at award or for modifications that only obligate incremental funding up to a previously-established ceiling price.

The CO shall submit the following documentation as applicable to SOL, whenever possible in editable format, unless otherwise requested by the reviewing attorney.

- Acquisition and Assistance Legal Review Form;
- Modification;
- Awardees proposal;
- Technical and price memoranda;
- Documentation of scope determination; and
- All justifications for entering into the modification, including any justifications for limiting competition.

Attachment:



DCN 050346-  
Limitations on POP.pdf



DOI-AAAP-0075, V03  
Legal Review of Contr