

### Modification Checklist

Item Number	Answers to the following questions should be in the affirmative:	Applicable and Present
1	The work contained in the modification is within the scope of work of the statement of work.	
2	The dollar value of the modification is within scope. The impact of a dollar change for purpose of scope determination should be evaluated on a case-by-case basis; however, a change of 25% in dollar value can be used as a guide.	
3	If the work and/or dollar values are determined to be out of scope, has a J&A been executed? (FAR 6.304)	
4	Funding being used for the modification is consistent with the work being done (correct fund type, year, purpose). If applicable, bonafide need considerations have been addressed. In addition, the funding document meets the requirements to address environmental considerations.	
5	The change in contract value that would result from the modification does not exceed any statutory levels approved for the project. This review prevents entering into an <i>Antideficiency Act</i> violation.	
6	An independent government technical assessment of the impact of the modification in terms of manpower and labor hours and other direct costs is accomplished by the functional and provided to the contracting officer for use in developing the pre-negotiation objective.	
7	The contracting officer has developed a prenegotiation objective?	
8	Legal review has been accomplished for all actions for which legal review is required?	
9	The modification indicates, by contract section, the changes made to the contract.	
10	Changes to Section B and the contract amount shown on the award form area have been	

	presented in a format that indicates the nature and impact of the dollar change by expressing that the dollar value changed from: ____ to ____ for a total change of _____. This format applies to other areas of the contract (Section H, Award Fee Plan, and so forth) where dollar values have been changed.	
11	If the dollar value of the modification increases a threshold to a level that requires the inclusion of a required clause(s) not previously in the contract, the required clause(s) are included in the modification.	
12	For bilateral modification actions, the contractor's signature was obtained prior to execution by the contracting officer. (FAR 43.103)	
13	For change order actions, a release statement substantially the same as that found at FAR 43.204(c)(2) was included in the modification. (FAR 43.204(c)(2))	
14	The SF 30 cites the proper authority for the modification action. (FAR 43.301(a)(1))	
15	Was a price fair and reasonable determinant made? (FAR 13.106-3; 15.4)	
16	Was a DD 350 or a DD 1057 (when applicable) completed and filed? (DFARS 204.6)	
17	Does the contract file include a price negotiation memorandum if the price changed?	
18	Was an MFR explaining the purpose accomplished?	
19	For bilateral modifications, was the Contractor's Statement of Release included? (FAR 43.204(c)(2))	
<b>Exercising an Option</b>		
20	Were the appropriate clauses and provisions included in the solicitations and contracts that provide for the exercise of options? (FAR 52.217-8 and 52.217-9)	
21	Does the original contract include FAR clause 52.217-9?	

22	Was the modification authority cited as FAR 52.217-9?	
23	Did the CO give the contractor a preliminary written notice to extend the term of the contract by the number of days specified in FAR clause 52.217-9?	
24	Before exercising an option, did the CO make the determinations IAW FAR 17.207 (c-f)?	
25	Is a dated and signed D&F in the file reflecting exercising or nonexercising of options by the CO?	
26	Was written coordination from the functional commander indicating the desire to exercise the option received by the CO?	
27	Contracts under a collective bargaining agreement—was the union notified prior to the option being exercised?	
28	Was the option exercised within the appropriate timeframe?	
29	Was the option to extend services clause exercised by the time specified by FAR clause 52.217-8?	
30	If the CO elects to extend services IAW “Option to Extend Services” clause was the total of all extensions 6 months or less?	
31	Was the option NTE? If so, was the effort covered by the option synopsis IAW FAR 5.201 and was a J&A for the effort approved	
<b>Preparing Option Package</b>		
32	Was a D & F prepared which addresses the following areas:	
33	Funds are available.	
34	Requirement fulfills an existing government need.	
35	Most advantageous method of fulfilling the government need, price and other factors considered.	
36	Option was synopsis at time of award unless exempted.	

37	A new solicitation fails to produce a better price or more advantageous offer.	
38	Informal analysis of prices or examination of the market indicated that the option price is better than prices available in the market or that the option is a more advantageous offer.	
39	Option price was part of the initial award.	
40	Relationship of the option price to the price for the initial contract period.	
41	Adequacy of competition at the time of initial award as compared to that at the time of the option period.	
42	Changes in the general economy that could affect cost of performance.	
43	Market research of other contracting activities or industry as to substantive changes in bid prices for similar service at their activities.	
44	Is an MFR in the contract file reflecting the market research performed?	
45	Potential savings in administrative costs by exercising the option as compared to the administrative cost for awarding a new contract.	
46	Time between award of contract and exercise of option is so short that it indicates the option price is the lowest price obtainable or the more advantageous price.	
47	Exercise (IAW terms of the option) requirements of FAR 17.2 and 6.	
48	Was a Determination of Contractor Responsibility included in the file?	
49	Was CCR checked to verify the status of the contractor and is a copy in the contract file?	
50	Was Excluded Parties Listing checked and is a copy with the contract file?	
51	Was a unilateral modification issued?	
52	Was the appropriate wage determination incorporated into the modification (if applicable)?	

53	If funds are not available, was the Availability of Funds clause inserted into the summary of changes? Note: Availability of Funds clauses cannot be unilaterally added to the options modification if they are not in the contract.	
54	Upon completion of award, was a DD Form 350 completed, signed and filed in the contract? Was a copy provided to the Plans and Programs Flight?	
55	Is the amount of the modification, when funded at the same time exercised, the same as Line B8 of the DD Form 350?	
56	When the modification is mailed is a copy of the return receipt card maintained once returned?	
57	Is an inventory conducted if GFP is included on the contract and required by the contract?	