

Request for Approval of a Modification Checklist

I. Modification Submission Package (items must be provided with the agenda by the DBM submission cut-off date):

1. A copy of the modification signed by the contractor and approved by an AAG.
2. Completed ADPICS Change Order with correct approval paths (*including BPW approval, Department D05, if applicable), to include all Crosswalk information.
3. Copy of the Comptroller's Control Number for the Maryland Tax Clearance ID.
4. 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.

Also, as applicable:

5. The justification for any retroactive request, signed by the Agency Head. (This will be provided as backup to the BPW item.) (All retroactive actions require BPW approval.)
6. If the final end date of the contract is extended by the modification, provide a letter of justification for the extension request signed by the Secretary/Agency Head; and if the service 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.
8. If the original contract contains an MBE participation goal, provide a compliance 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).
9. If the original contract contains a VSBE participation goal, provide a compliance document showing the goal and as of the submission of the request for approval of the renewal:
 - a. The total payments made to the contractor(s),
 - b. The total payments made to the VSBE subcontractor(s), and
 - c. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).

II. Agenda Item for Contract Modification*:

Send electronic version of Agenda in MS Word via e-mail to your agency's assigned DBM Procurement Analyst and a copy to:

Jamie Tomaszewski (jamie.tomaszewski@maryland.gov), and
Jennifer McMahon (jennifer.mcmahon@maryland.gov).

The subject line of the email must state: **Agency ID and Contract Name and/or ID**. The format and order of the Agenda Item must follow BPW Advisory 2006-1. All information must be accurate and complete.

See "DBM BPW Agenda Item Formats and Instructions" and "DBM BPW Agenda Item Templates".

Note: Although this guideline provides information to be submitted for items requiring BPW approval, except for the items with asterisks, the same information should be submitted for items within DBM's approval authority (non-BPW items).