

Checklist for Contract/Task Order Modifications

U.S. Department of Housing
and Urban Development
Office of the Chief Procurement Officer

1. Contract Number	Task Order Number (if applicable)
2. Contractor	3. Type of Modification <input type="checkbox"/> Option <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Administrative <input type="checkbox"/> Other
4. Impact of Proposed Modification to Contract Completion Date (if applicable) <div style="text-align: right;">months</div>	5. Are the Changes Within the Scope of the Existing Contract/Task Order? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Instructions to the Contracting Officer	

Required Attachments

- | | |
|--|---|
| A. Revisions to the Statement of Work (please provide changes only, if any; cite each section of existing Statement of Work and how changed) | D. If the modification is for work outside the scope of the contract, a Justification for Other Than Full and Open Competition (form HUD-24012) is required |
| B. Independent Government Cost Estimate, including breakdown of estimate by cost categories | E. Required Approvals From Other Offices (see Handbook 2210.3, Chapter 4) |
| C. Funds Reservation (form HUD-718), if necessary | |