



CONTRACT MODIFICATION

SUPPORT DOCUMENT INDEX

Project Name & Number: _____
 Contract Number: _____

Contract Modification Number

1. **Contract Modification**
 - SF-30 (PRISM Version)
 - WFLHD 10 (EEBACS Version if applicable)
 - SF-30A
 - Specifications, Plan Sheets, Details, Drawing, Etc.
2. **Pre-negotiation and Price Negotiation Memo (PPNM)**
 - Approval and/or concurrence emails
3. **PR – PRISM Procurement Request (Amended, if applicable)**
4. **IGE – Independent Government Estimate (include all versions referenced in PPNM)**
5. **Contractor’s Price Proposal**
6. **Cross-Functional Team(s) Input (Indicate name of person and date of coordination)**
 - Bridge _____
 - Claims/Legal _____
 - Design _____
 - Environment _____
 - Geotechnical _____
 - Hydraulics _____
 - Materials _____
 - Right-of-Way _____
 - Safety _____
 - Survey _____
 - Other _____
7. **Correspondence – Include pertinent copies (DO NOT include original correspondence with modification)**
 - Contractor
 - FHWA (memos, emails, partner and contractor correspondence)
 - Miscellaneous (partner, resource agency, etc.)
8. **Records – Relevant discussions or field reviews**
9. **Cost or Pricing Data (if required)**
10. **Partner Agency Concurrence -- if needed (including commitment of an funding they may provide)**
11. **Contract Modification Database Report**
12. **Independent Contract Modification QC Check**
 - Account numbers, PR amount adequacy, etc. Done **PRIOR** to sending to Vancouver

Submitted by _____

Sign and Date