



CONTRACT MODIFICATION

SUPPORT DOCUMENT INDEX AND QC CHECK

Project Number: _____

Contract Modification Number

Contract Number: _____

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1. **Contract Modification**
 - SF-30 (PRISM Version)
 - WFLHD 10 (EEBACS Version if available)
 - Calculations (total matches SF30 and mathematically checks out)
 - SF-30A
 - Section/Subsection numbers (if there are specification changes)
 - Specifications, Plan Sheets, Details, Drawing, Etc.
 - On Every Page:
 - Page numbers and accurate CM numbers (PXXXXXX)
 - If existing Pay Item: Pay Item Number, Line Item Number, Units, Unit Price match EEBACS
 - If added Pay Item: Pay Item Number and Units match FP-14 Pay Item List
2. **Pre-negotiation and Price Negotiation Memo (PPNM)**
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)
 - _____
 - _____
 - _____
 - _____
7. **Correspondence** - Include pertinent copies (order chronologically)
 - Contractor
 - FHWA (memos, emails, etc.)
 - Miscellaneous (partner, resource agency, etc.)
8. **Records** – Relevant discussion or field reviews (diaries, CDRs, phone calls, etc.)
9. **Partner Agency Concurrence** – If needed (including commitment of any funding they may provide)
10. **Contract Modification Database Report**
11. **Support Document Index and QC Check**

Submitted by _____

(Signature)