

	<b>PROGRAM PROCEDURE P-PPB: CONTRACT MODIFICATIONS</b>
	<b>DATE: 7/1/2016</b>
	<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>

The following procedures applies to all agreements between Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) and its contractors and sub-recipients.

A written request to modify a contract or any exhibit must be submitted to NOW. The request must provide specific details in narrative form to support the modification request. NOW must be notified in writing if any contractor/sub-recipient plans to modify a subcontract agreement which could affect the scope of work and/or budget of the contractor/sub-recipient's agreement with NOW.

Requests which affect the scope of work must include a brief narrative explaining the reasons for modifying the scope of work and a revised scope of work with changes highlighted or underlined.

Line item variances in the budget are allowable and specific to contract language. When requesting a modification to the budget, requests must include a brief narrative for each affected line item with the amount by which that line item will increase or decrease, making note of any line items which will be deleted or added.

Where appropriate, NOW may initiate a modification to increase or decrease the amount of funding available within the constraints of procurement.

Sub-recipients/contractors are limited to initiating five (5) contract modifications per program year with no modification requests allowed during the fourth quarter. NOW reserves the right to request a contract modification at its discretion. Modifications initiated by NOW are in addition to the limit of five indicated above.