



# NNDOJ REVIEW CHECKLIST: CONTRACT MODIFICATION

NNDOJ INTERNAL USE NNDOJ Intake Date: _____ NNDOJ Tracking #: _____
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Modification No.: \_\_\_\_\_

Selected Consultant: \_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Authorized Agent Name* *Authorized Agent Title*

Procuring Department: \_\_\_\_\_

Procuring Employee: \_\_\_\_\_  
*Name* *Title*

## Section 1: 164-Reviewer Documentation

- 1.1: 164 Review Signature Form, with reviewer signatures *(Exec. Order No. 06-2023 & Guidelines § 107)*
- 1.2: OOC Memo to Reviewers/Sign-Off Sheet, if any *(2 N.N.C. § 164; 12 N.N.C. § 360; Guidelines § 110)*
- 1.3: OMB Review Documentation, if any *(2 N.N.C. § 164; 12 N.N.C. § 360(E); Guidelines § 110)*
- 1.4: Navajo Business Opportunity Act Clearance *(5 N.N.C. § 207(A); Procurement Rules & Regs. § IV(F) (“NNPRR”))*
- 1.5: this Contract Review Checklist, completed

## Section 2: Procurement Clearances *(12 N.N.C § 1505; Memo BRD-24-0028)*

- 2.1: Office of the Controller Dated:\_\_\_\_\_  Compliant  Not Compliant  
→ Issued no more than thirty (30) days prior to the date of submission to NNDOJ
- 2.2: Office of the Navajo Tax Commission Dated:\_\_\_\_\_  Compliant  Not Compliant  
→ Issued during the fiscal year quarter for the date of legal review submission to NNDOJ

## Section 3: Contract *(12 N.N.C. § 360; NNPRR § IV(G),(I))*

- 3.1: Proposed Contract Modification, including attachments/exhibits
- 3.2: Prior Contract Modifications, including attachments/exhibits, if applicable
- 3.3: Original Contract, including exhibits
- 3.4: OOC Letter providing Contract Number, if establishes contract Begin Date
- 3.5: Notice to Proceed, if construction contract

## Section 4: Updated Forms & Certifications (Updated Forms Required)

- 4.1: Certification Regarding Debarment & Suspension *(12 N.N.C § 366)*
- 4.2: Certification Regarding Non-collusion *(12 N.N.C. § 303(B); 2 N.N.C. §§ 3741-58)*
- 4.3: IRS form W-9 *(Rev. March 2024)*
- 4.4: Certificate of Good Standing *(5 N.N.C. §§ 3175, 3630, 3892)* Dated:\_\_\_\_\_
- 4.5: Certificate of Insurance, current for Modification *(NNPRR § XIX(A))* Expiration Date:\_\_\_\_\_
- 4.6: Risk Management Program Review Letter, if Mod changes scope of work *(NNPRR § XIX(A))*

## Section 5: Funding Documents

(Not Required if Modification is No-Cost; Time Extension)

- 5.1: Budget Verification Sheets and Forms *(NNPRR § IV(H))*
- 5.2: Job Status Inquiry Prints *(12 N.N.C. §§ 304(B), 370)*