



# NNDOJ REVIEW CHECKLIST: CONTRACT MODIFICATION

NNDOJ INTERNAL USE	
NNDOJ Intake Date:	_____
NNDOJ Tracking #:	_____

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 within 30 days of the date indicated on the Document Review form or current as of NNDOJ review
- 2.2 Office of the Navajo Tax Commission Dated:\_\_\_\_\_  Compliant  Not Compliant  
→ Issued during the same fiscal year quarter as the date indicated on the Document Review form or current as of NNDOJ review—e.g., if submitting in quarter 2, must be issued in Jan., Feb., or Mar.

## 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 *(NEW 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 modification 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/Job Status Inquiry Prints *(12 N.N.C. §§ 304(B), 370; NNPRR § IV(H))*
- 5.2: Funding Source Documentation *(See 12 N.N.C. §§ 304(B), 370)*