

MEMORANDUM FOR CONTRACTING OFFICER

SUBJECT: Within Scope Information for Contract No. <NUMBER> - <PROJECT TITLE>

1. Description of Changed Work

- a. Identification of Change: *How was the change identified? Changes are commonly identified during design, performance of the contract or during site inspections.*
- b. Description of Change: *Provide a description of the proposed change. Include the absolute value of the change (i.e. the sum of all additions and deletions).*
- c. Necessity for Change: *Why is the change needed? What is the impact if not addressed?*

2. Scope of Initial Procurement

*What is the overall, general scope of the initial procurement? This information is typically stated as general information within the performance work statement / statement of work.*

*What was the original procurement environment? Was the procurement sole-sourced or set-aside? How many proposals were received? What was the award amount?*

3. Within Scope Determination

*Provide details, supported by the information above, why you think the modification should be considered in scope. To be within scope, the change should have been fairly and reasonably within the contemplation of the parties at the time the contract was made. The determination of whether changes lie beyond the contract's general scope typically entails comparing the total work performed by the contractor with the work called for by the original contract. If the function of the work as changed is generally the same as the work originally called for, the changes fall within the contract's general scope.*