

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-18

Effective Date: September 1, 2017

Version: 1.0

POLICY TITLE: CONTRACT MODIFICATIONS

OVERVIEW: The Department of Child Services (DCS) reserves the right, in its contracts, to make unilateral changes in the services, prices, and/or rates within the scope of the contract. Such contract changes will be affected by a modification letter issued by DCS, delivered to the contractor, and made available for public inspection.

I. DEFINITIONS

Modification letter: A letter signed and issued by the Director of DCS (or designee), which details the changes in the work (services, prices, and/or rates) within the scope of a contract and is made available for public inspection.

II. REFERENCES

- A. [IC 5-22-20-1: Policies or rules for inclusion of clauses or contract provisions](#)
- B. [IC 5-22-20-2: Adjustments in price; computation](#)
- C. [Executive Order 05-07](#)

III. STATEMENTS OF PURPOSE

- A. Due to the broad scope of services DCS contracts for, DCS requires the flexibility to make changes in the work within the scope of its contracts in order to best meet the time sensitive needs of the children and families it serves.
- B. A contract entered into by DCS, which is subject to state contracting requirements, may include a provision giving DCS the unilateral right to order, in writing, changes in the work within the scope of the contract. This includes adjustments in services, prices, and/or rates.
- C. A modification letter detailing changes in the work within the scope of the contract will be issued by DCS and made available for public inspection in compliance with [Executive Order 05-07](#).

IV. PROCEDURE

- A. A modification letter will detail the changes in the work within the scope of the contract and will be signed by the Director of DCS (or designee).
- B. The modification letter will be delivered to the contracting party pursuant to the notice terms set forth in the contract.
- C. A modification letter issued by DCS will be made available for public inspection in compliance with [Executive Order 05-07](#).

V. FORMS AND OTHER DOCUMENTS

N/A

APPROVED: September 1, 2017

Mary Beth Bonaventura, Director
Department of Child Services
A signed copy is on file.

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