

# DATA ITEM DESCRIPTION

**Title:** CONTRACT CHANGE PROPOSALS (CCPs)

**Number:** DI-ADMN-81401B

**Approved Date:** 20080814

**AMSC Number:** F9019

**Limitation:** N/A

**DTIC Applicable:** No

**GIDEP Applicable:** No

**Office of Primary Responsibility:** 11 (ASC/ENS)

**Applicable Forms:** N/A

**Use/Relationship:** The CCP DID will be used to provide the data necessary to propose, control, and approve nonbaseline changes to contracts. A CCP must not be used for making changes to specifications, drawings, or other baseline documentation. In the event changes to both baseline and nonbaseline documents are made, all changes should be included in an Engineering Change Proposal (ECP).

- a. This Data Item Description (DID) may be used on any type contract for which a vehicle for control and processing of contract changes is needed.
- b. This DID contains the format, content, and intended use information for the data deliverable resulting from the work task described in the solicitation
- c. DI-ADMN-81401B supersedes DI-ADMN-81401A

## **Requirements:**

1. Requirements. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as cited in the contract at the time of solicitation.
2. Format. The Contract Change Proposal shall be in the contractor's format.
3. Content. The CCP shall contain the following:
  - 3.1. Control number and date of preparation. A CCP number shall be assigned. The date of preparation shall also be included.
  - 3.2. Title. A descriptive title shall be assigned.
  - 3.3. Items affected. Identifies the part or parts of the contract which are affected by the proposed changes (e.g. contract data requirements list, statement of work paragraph, plan, or contract section).

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3.4. Statement of justification and alternatives. Identifies reason for change. Presents viable alternatives which may exist. Includes impact statement to address effect of not making the change.

3.5. Description of proposed change. Provides a detailed description of the proposed change.

3.6. Schedule. Identifies working schedule for implementation of the CCP, including target date for implementation via contract modification. If conditions exist which make implementation urgent, a brief explanation should be included.

3.7. Estimated cost. Presents estimated cost (or estimated savings) expected as a result of implementing the change.

**4. End of DI-ADMN-81401B.**