

## 50.103-3 Contract adjustment.

(a) *Contractor requests.* A contractor seeking a contract adjustment *shall* submit a request in duplicate to the *contracting officer* or an authorized representative. The request, normally a letter, *shall* state as a minimum-

- (1) The precise adjustment requested;
- (2) The essential facts, summarized chronologically in narrative form;
- (3) The contractor's conclusions based on these facts, showing, in terms of the considerations set forth in [50.103-1](#) and [50.103-2](#), when the contractor considers itself entitled to the adjustment; and
- (4) Whether or not-
  - (i) All obligations under the contracts involved have been discharged;
  - (ii) Final payment under the contracts involved has been made;
  - (iii) Any proceeds from the request will be subject to assignment or other transfer, and to whom; and
  - (iv) The contractor has sought the same, or a similar or related, adjustment from the Government Accountability Office or any other part of the Government, or anticipates doing so.

(b) *Contractor certification.* A contractor seeking a contract adjustment that exceeds the *simplified acquisition threshold shall*, at the time the request is submitted, submit a certification by a person authorized to certify the request on behalf of the contractor that-

- (1) The request is made in good faith; and
- (2) The supporting data are accurate and complete to the best of that person's knowledge and belief.

**Parent topic:** [50.103 Contract adjustments.](#)