

Authoring Documents Amendments

Document Type	Description	Naming Convention
Budget Detail	Your Program contact will complete a budget template and upload on your behalf.	DYCD ID#- Budget
Contract Attachment	Your Program contact will upload the appropriate amendment template on your behalf.	DYCD ID#- Contract Attachment
Scope of Work	Upload approved work scope to the Vendor Document section of PASSport.	DYCD ID#- Scope of Work
Tax Affirmation	DYCD will provide the Affirmation page for you to review, sign and upload to PASSPort in the Vendor Document section.	DYCD ID# Tax Affirmation
Doing Business Data Form (LL 34)	This form will not be included in the contract document. However, its required that you complete the LL34 tab in order to submit your document request.	N/A

Reminders:

Ensure there are no duplicates. Incorrect or incomplete documents should be deleted from the contract record.
Additional documents will be requested by DYCD's procurement team to complete a required Responsibility Determination.