

Contract Changes

If provisions in the RFP allow for contract amendments within the scope of the contract, the agency may request a change by providing a written explanation/justification. The agency letter must include the following, if applicable:

- 1) statement that the change was unforeseen and within the scope of the original contract
- 2) explain scope of change and proposed price for unforeseen change
- 3) reasons for accepting the contractor's quote for the change
- 4) advise if the change is based on cost proposed in the original contract
- 5) recommendation on fair pricing and acceptability to their agency

The SPO will review and provide a recommendation. No changes, enhancements, or modifications to any contract resulting from an RFP shall be made without the prior approval of OSP.

Changes to the contract include any change in a) compensation (There must be an identifiable method relative to the proposal price to consider the change. Review: R.S. 39:1661, R&R 531.D); b) beginning/ending date of contract; c) scope of work; and/or, d) contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of the amendment to the contract. See Exhibit 24 for sample generic contract amendment.