

FAP 111-11-00

MODIFICATION OF SOLICITATIONS AND CONTRACTS

1. A Modification shall be used to make corrections or changes to a Solicitation or contract. A Modification shall not be used to:
 - a. initiate a major change outside the original scope of the contract; or
 - b. effect a new buy that normally would be placed by competitive bid.
2. An increase in quantity in excess of ten (10) percent shall not be permitted unless authorized in the Solicitation. Unit prices shall not be increased unless prescribed in the contract. A Modification shall not be used to increase the dollar amount of a contract to an amount exceeding an agency's small purchase authority limit.
3. The Office of Material and Procurement Services shall initiate a Modification to an All State Agency Master Agreement or Catalog Master Agreement, issued by the Office of Material and Procurement Services. For other contracts issued by the Office of Material and Procurement Services, an agency may request a Modification and forward supporting documentation to the Office of Material and Procurement Services for approval and issuance. An agency shall provide sufficient information to support the basis for modification and provide a requested effective date for the Modification.
4. A Modification shall be used to extend or amend a Personal Service Contract.
5. An agency may initiate a Modification to a Non-Professional Services Master Agreement or Award/Contract for \$20,000 or less and forward it to the Office of Material and Procurement Services for approval. The "Reason for Change" shall fully support the basis for the modification and cite an appropriate contract provision. Supporting documentary evidence that validates the change shall be attached in an electronic attachment.
6. Upon approval by the Office of Material and Procurement Services and, if required, encumbrance of funds, a Modification shall be mailed to the vendor and made available electronically in the state's procurement system.

{KRS 45A.030(2); KRS 45A.210(1)}
(200 KAR 5:311)