

**FAP 111-11-00**  
**MODIFICATION OF CONTRACTS**

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1. A Modification shall be used to make corrections or changes to a contract. A Modification shall not be used to initiate a change outside the original scope of the contract.
  - a. Modifications are amendments to contracts and, thus, become part of the contract.
  - b. Modifications shall be subject to the provisions of 200 KAR 5:311. The modification shall state the reason and basis for the changes. A copy of the Modification and documentation from the purchasing officer stating the reason and basis for the Modification shall be maintained in the contract file by the purchasing agency.
  - c. Should a situation requiring a contract Modification occur, the agency shall thoroughly document the need for the Modification. This documentation shall be communicated to OPS to explain the rationale for the Modification and its financial impact.
2. During the period of the contract, any Modification shall not be permitted in any of its conditions and specifications, unless the contractor receives electronic or written approval from OPS or the agency issuing the modification. If the contractor finds at any time that existing conditions make Modification of requirements necessary, the contractor shall report the matter promptly to OPS or appropriate agency for consideration and a decision.
3. Contracts issued by OPS for the purchase of commodities, supplies and equipment shall be subject to the provisions of 200 KAR 5:311.
4. Contracts issued by an agency in accordance with its small purchase delegated authority shall not be modified to an amount in excess of the agency's small purchase delegated authority.
5. If OPS issues an MA, the Modification associated with that MA shall also be initiated by OPS. If OPS issues other contracts on behalf of an agency, an agency may request a Modification approval from OPS. An agency shall provide sufficient information to support the basis for Modification and provide a requested effective date for the Modification.
6. An agency may initiate a Modification to a Non-Professional Services Contract for \$20,000 or less and forward it to OPS 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.
7. Upon approval by OPS and, if required, encumbrance of funds, a Modification shall be mailed or electronically submitted to the vendor.

Relates to: KRS 45A.030(8); KRS 45A.210(1); 200 KAR 5:311