

## 15.206 Amending the solicitation.

- (a) When, either before or after receipt of proposals, the Government changes its requirements or terms and conditions, the *contracting officer shall* amend the *solicitation*.
- (b) Amendments issued before the established time and date for receipt of proposals *shall* be issued to all parties receiving the *solicitation*.
- (c) Amendments issued after the established time and date for receipt of proposals *shall* be issued to all *offerors* that have not been eliminated from the competition.
- (d) If a proposal of interest to the Government involves a departure from the stated requirements, the *contracting officer shall* amend the *solicitation*, provided this can be done without revealing to the other *offerors* the *alternate* solution proposed or any other information that is entitled to protection (see [15.207\(b\)](#) and [15.306\(e\)](#)).
- (e) If, in the judgment of the *contracting officer*, based on *market research* or otherwise, an amendment proposed for issuance after *offers* have been received is so substantial as to exceed what prospective *offerors* reasonably could have anticipated, so that additional sources likely would have submitted *offers* had the substance of the amendment been known to them, the *contracting officer shall* cancel the original *solicitation* and issue a new one, regardless of the stage of the *acquisition*.
- (f) Oral notices *may* be used when time is of the essence. The *contracting officer shall* document the contract file and formalize the notice with an amendment (see [subpart 4.5, Electronic Commerce in Contracting](#)).
- (g) At a minimum, the following information *should* be included in each amendment:
- (1) Name and address of issuing activity.
  - (2) *Solicitation* number and date.
  - (3) Amendment number and date.
  - (4) Number of pages.
  - (5) Description of the change being made.
  - (6) Government point of contact and phone number (and electronic or facsimile address, if appropriate).
  - (7) Revision to *solicitation* closing date, if applicable.

**Parent topic:** [Subpart 15.2 - Solicitation and Receipt of Proposals and Information](#)