5606.303-90.1 Amended J&A (Changes/Increases/Decreases).

(Revised June 2023)

(a) An amendment to a J&A must utilize the J&A Amendment Template. No Change," "Added," "Deleted," or "Changed" should begin the description in each section. Multiple amendments should be numbered sequentially (01, 02, 03, etc.). The Contracting Officer shall submit a copy of the basic J&A along with the amended J&A to the appropriate approval level(s) as listed in Attachment 5601-1. A conformed copy of the J&A is required with any amendment beyond Amendment 01 during the approval process and must be filed with the Amendment in the contract file.

(b) The Contracting Officer must amend the J&A and obtain approval(s) at the required level(s) (Attachment 5601-1) prior to executing the award or modification if any of the following situations occur:

(1) An increase resulting from an out-of-scope determination that was not originally contemplated in the J&A (Note: If the RAO or KO need flexibility to approve an increase in quantity or contract ceiling without the requirement to amend the approved J&A, the specific flexibilities desired (i.e. 20% variation) must be addressed in the original J&A).

(2) If a negotiated price increase causes the ceiling of the contact to rise, the approval level for the amendment is based on 5601-1 regardless of who signed previous versions of the J&A.

(3) There is a change in the competitive strategy that would further reduce competition (Note: The KO shall jointly determine the impact of changes to the acquisition strategy with the contract attorney to ensure the change does not restrict competition or require a change to the justification).

(4) There is a modification to the requirement that changes the basis for the justification. If the modified requirement is outside the scope of the original J&A, the contracting officer must submit an amended J&A to the appropriate approving authority. The contracting action cannot be awarded until the amended J&A is approved.

(c) If the statutory authority for other than full and open competition is no longer applicable, or a different statutory authority now applies, a new J&A must be completed. The new J&A must reference original J&A in the "J&A No." block. The original J&A must be included in the approval staffing package.

Parent topic: 5606.303 Justifications