

## 570.303-4 Changes to SFOs.

- (a) If the Government's requirements change, either before or after receipt of proposals, issue an amendment. Document the amendment using the same method as for the SFO, written or electronic.
- (b) If time is critical, you may provide information on SFO amendments orally.
  - (1) Make a record of the information provided.
  - (2) Provide, or attempt to provide, the notice to all offerors or prospective offerors on the same day.
  - (3) Promptly confirm the information provided orally in a written amendment.
- (c) Distribute an amendment as follows:
  - (1) If before the proposal due date, send the amendment to all prospective offerors who were sent a copy of the SFO.
  - (2) If after proposal receipt, send the amendment to each offeror who submitted a proposal.
- (d) If an amendment is so substantial that it requires a complete revision of the SFO, cancel the SFO, readvertise if required by [570.106](#), and issue a new SFO.
- (e) If there are changes to the Government's requirements for amount of space, delineated area, occupancy date, and/or other major aspects of the requirements, the contracting officer shall consider whether there is a need to readvertise, and to document the file accordingly.

**Parent topic:** [570.303 Solicitation for offers.](#)