**November 23, 2024**

**Revision to Compensation Article, effective November 1, 2023 to update to the specific rates of compensation (SROC) no more frequently than every 24 months, upon request from the consultant.**

**Request to update Specific Rates of Compensation Rate Letter and Supplemental Agreement**

To: Paulette Territo, Consultant Contract Services Administrator

From: Prime Consultant

Re: Contract No. XXXXX

 Contract Name

Our contract was executed on or after August 1, 2021 and our specific rates of compensation were effective on XX, XX, 2021. We are requesting an update to any eligible **Specific Rates of Compensation Rate Letter(s)** per the revision.

This request also requires that Consultant Contract Services (CCS) issue a **Supplemental Agreement** to revise the current compensation article with the revised compensation article.

Should you have any questions, please contact Mr./Ms. XXXX at XXXX.

Sincerely,

XXXXXXX

ecc: Project Manager

Emailed to: DOTDCCSRequests@la.gov