

OFFICE OF SUPPLIER DIVERSITY
SUBSTITUTION REQUEST

Date:

Project Number:

Project Name:

Prime Contractor:

Total Contract Amount:

When substituting/terminating DBE subcontractors or DBE suppliers on Bi-State Development projects with established DBE goals the approval of the Office of Supplier Diversity (OSD) is required. ***All changes to the original list of approved subcontractors or suppliers*** shall be submitted to the Project Manager and Supplier Diversity Program Manager for review.

Before transmitting a request to substitute/terminate a DBE subcontractor, the prime contractor must:

- ***Give written notice to the DBE subcontractor, with a copy to the OSD, of its intent to request to substitute. The prime contractor must outline the specific reason(s) for the substitution request and give the DBE subcontractor five days to respond to the prime contractor's notice. If required in a particular case as a matter of public necessity, a response period shorter than five days is allowed. A copy of the notice sent to the DBE subcontractor MUST be attached to this form.***
- ***The prime contractor must forward a copy of the DBE subcontractor's response to the Supplier Diversity Program Manager for review. Once all required documentation has been submitted the Supplier Diversity Program Manager will issue a written response.***

Prime contractors are required to make good faith efforts to find another DBE subcontractor to substitute for the original DBE to perform at least the same amount of work under the contract as the DBE that was substituted, to the extent needed to meet the contract goal established for the procurement. Good faith efforts shall be documented by the prime contractor and submitted within 7 days, which may be extended for an additional 7 days if necessary, to the Supplier Diversity Program Manager. The Supplier Diversity Program Manager shall provide a written determination to the contractor stating whether or not good faith efforts have been demonstrated.

On contracts without established DBE goals prime contractors must notify the Office of Supplier Diversity in writing of termination, release or substitution of a listed or approved DBE contractor. The notification must explain in detail the reason for termination, release or substitution of a listed or approved DBE subcontractor.



1. Is the subcontractor/supplier being replaced a DBE?
Does the subcontractor/supplier being replaced have a DBE it has subcontracted work to?

2. Type of work to be performed/material to be supplied and dollar amount:

3. Name of the subcontractor/supplier being replaced:
Contact Person Name: _____ Telephone #: _____

4. Percent of work/material that was completed /supplied by the subcontractor/supplier:

5. Amount paid to the subcontractor/supplier (if any):

6. Document the efforts made to substitute a DBE to perform the work and/or supply the required materials (attach all documentation)

Prime Contractor Signature

Date