



DBE Reduction, Termination, and/or Substitution Request

RI Contract Number: _____

Contract Goal: % _____

Pursuant to 49 CFR 26.53, the Prime Contractor may not terminate a DBE firm approved on the submitted DBE Pre-Award Utilization form (DBE-001) for convenience and/or without prior written consent from RIDOT. The Prime must state their intent to obtain a substitute or assign additional items to existing DBE firms named on the DBE-001. The substitute DBE must be approved by RIDOT OCR **PRIOR** to the start of their work on the contract. Without a RIDOT approved DBE termination request, the contractor shall not be entitled to any payment for work or materials unless it is performed or supplied by the approved listed DBE.

Contract Information

Contract Name: _____

Prime Contractor: _____ DBE Subcontractor: _____

Approved DBE Commitment: _____ Remaining Amount: _____

Contract Specific Questions

1. Reason for Termination or Reduction of Work?
2. Was 5 day written notice sent to the DBE firm?

	Yes (attach documentation)	No (explain)
a) Has the DBE firm responded?	Yes (attach documentation)	No (explain)
3. Dollar amount of DBE work **paid** to date: _____
4. Is the DBE firm owed additional payments for work completed?
Note: Remaining payments must be issued in accordance 49 CFR 26.29.

	Yes (amount owed) _____	No
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5. Identify contract items, description, quantities, and dollar values for the work to be eliminated or reduced from the DBE firm:

Contract DBE Goal

6. Will the contract DBE goal be met if this change is approved?
- Yes, contract DBE goal will be met with existing participation
- No, additional DBE firms and/or additional work to existing DBE firms to be assigned to meet the goal. Proposed DBE identified below or GFE attached. All documentation supporting change shall be attached.

Substitutions Only

Replacement DBE Firms and Dollar Value to be committed	Described work Items to be assigned and contract item #

Additional Comments

By signing this form, we certify that the DBE firm is releasing a portion of committed pre-award work as identified above.

Prime Signature	Date	DBE Signature	Date
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OCR Use Only

Received by OCR	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">OCR Determination</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Approved</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="text-align: center;">Denied</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>	OCR Determination		Approved	_____	Denied	_____	Prime Notification
OCR Determination								
Approved	_____							
Denied	_____							

Comments: