9-1 – Consultant Section 1 and 2 of the DBE Participation Plan Modification Request

Responsible Party
Consultant

Revision Date
07/2022

Procedure
Reduction, Substitution, Termination. Reduction, Substitution, or Termination of Commitments during the life of the Master Contract shall only be permitted at the discretion of CDOT based upon a demonstration of Good Cause by the Consultant. The Consultant may not Reduce, Substitute, Terminate, or add Commitments without CDOT approval. Consultants may request modification approval by submitting to CDOT the Professional Services DBE Participation Plan Modification Request form.

See Civil Rights Requirements

Form is found on Civil Rights and Business Resource Center's website
https://www.codot.gov/business/civilrights/compliance/prof-services/overview

Consultant will fill out the project information section for the task order to be modified

COLORADO DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES DBE PARTICIPATION PLAN MODIFICATION REQUEST

SECTION 1. PROJECT INFORMATION					
Prime Consultant		Task Order (SAP PO) #		T/O Total $	
Project Description		Master Contract (OLA) #		MC NTE $	$
Contact Name		Region		DBE Goal %	%
Contact Phone					
Contact Email		Related to CDOT Project Subaccount #			
Master Contract/OLA# (if applicable)	DBE Participation $ and % to Date for Master Contract (OLA)		$		%
Task Order/SAP PO# (if applicable)	DBE Participation $ and % to Date for Task Order (SAP PO)		$		%

Section 2 will have all information and attached documents to explain why the DBE goal can't be met and why the modification is needed

Provide as much information possible

Task Order/CAP1-U# (if applicable) | for Task Order (CAP1-U) | $ | %

SECTION 2. MODIFICATION REQUEST	*Attach all supporting "good cause"documentation as necessary*

☐ NPS Task Order Modification   ☐ Project Specific Contract Modification

Modification Reason(s):   ☐ Reduction   ☐ Substitution   ☐ Termination   ☐ New Commitment

Explanation of Request: *All details must be included for review*

Comments:

Prime Consultant Signature (Digitial Accepted)	Printed Name	Date

Prime Consultant will forward to DBE