



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758-EIS
Indianapolis, Indiana 46204

PHONE: (855) 463-6848

Mike Braun, Governor

Lyndsay Quist, Commissioner

CHANGE IN DBE UTILIZATION NOTIFICATION

INDOT Contract: _____

This notification is to inform you that there has been a reduction or elimination of items on the above referenced contract for which your firm was to participate. As a result, the commitment made to your firm on the Affirmative Action Certification will be reduced accordingly. Per federal regulation, we are required to notify you of this reduction and inform you that you have five (5) business days to respond to this notice with or without objection.

Reason for Reduction/Elimination:

(Name of Prime Contractor)

(Signature of Authorized Representative)

(Date)

Please indicate your response by selecting one of the following two options:

- ☐ I do not object to the reduction
☐ I do object to the reduction for the following reason(s):

(Name of DBE)

(Signature of Authorized Representative)

(Date)

Please document any "Good Faith Efforts" associated with the change:

Prime Contractor:
Contact Name:
Address:
Phone Number:
E-mail Address:

DBE Subcontractor:
Contact Name:
E-mail Address:

Additional required information to be completed by the CCO Officer

Contract Letting Date:
Contract Completion Date:
Contract DBE Goal:
Dollar amount to be affected by this change:

If the dollar amount is unknown, please write “unknown”, otherwise be specific with the amount.

CCO Verification (For INDOT Use Only):

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(Name of INDOT CCO Officer for Construction)
(Name of INDOT Contracts Staff for RFP)

(Signature of INDOT CCO Officer)
(Signature of INDOT Contracts Staff)

(Date)

Ensure that all of the boxes have been filled out, and signed by the Prime Contractor, DBE Subcontractor, and the District CCO Officer or INDOT Contracts Staff for an RFP.

Please send the completed Change in DBE Utilization Notification form to
DBEChange@indot.in.gov