



Minority/Women Business Enterprise (M/WBE) Request for Approval of Contract Change

It is a continuing goal of the District to involve minority- and women-owned businesses in a legal and meaningful way in all facets of the District's contracting and purchasing activities. The completed and signed M/WBE Request for Approval of Contract Change form must be attached when changes or revisions are made to the original purchase order/contract.

Prime Company Name:	Master Contract: Y/N	
Campus Name:	Purchase Order (PO) Number:	
Prime Contact Person*:	Org Number:	
Email:	Phone:	

Prime Original Purchase Order/Contract Updates

Please indicate the changes to the original contract amount for the purchase order referenced above in the table below. The M/WBE utilization will be calculated based on the original contract amount plus all additional service agreements approved by Dallas ISD. Enter the new overall M/WBE percentage below for each change.

Original PO Amount:	\$	Original M/WBE Commitment:	%	Enter New Overall % Below
Change 1 Contract Amount:	Date: MM/DD/YY \$	New PO Amount After Change 1:	\$	%
Change 2 Contract Amount:	Date: MM/DD/YY \$	New PO Amount After Change 2:	\$	%
Change 3 Contract Amount:	Date: MM/DD/YY \$	New PO Amount After Change 3:	\$	%

M/WBE Sub-Contractor Updates

Change requests must be completed and submitted to the M/WBE Department for approval prior to any changes being made. Contact an M/WBE Coordinator for further assistance.

List any changes to the list of subcontractors included on the original Agreement for the purchase order referenced above. Changes to contract or percentage amounts for M/WBE subs should be calculated using the new overall PO amount.

	Indicate Type of Change	List Subcontractor Name	M/WBE Status (Y/N)	Scope of Work	Justification (Required) Attach backup when necessary	Overall M/WBE Contract Amount	M/WBE %
1	<input type="checkbox"/> New Subcontractor <input type="checkbox"/> Update to Existing Subcontractor <input type="checkbox"/> Delete						
2	<input type="checkbox"/> New Subcontractor <input type="checkbox"/> Update to Existing Subcontractor <input type="checkbox"/> Delete						
3	<input type="checkbox"/> New Subcontractor <input type="checkbox"/> Update to Existing Subcontractor <input type="checkbox"/> Delete						
4	<input type="checkbox"/> New Subcontractor <input type="checkbox"/> Update to Existing Subcontractor <input type="checkbox"/> Delete						
5	<input type="checkbox"/> New Subcontractor <input type="checkbox"/> Update to Existing Subcontractor <input type="checkbox"/> Delete						

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Dallas Independent School District.

Name & Title of Signer: _____ **Authorized Signature:** _____ **Date:** _____
 (Print or Type)

Approved By: Dallas ISD Minority/Women Business Enterprise Department – Director/Manager

Name & Title of Signer: _____ **Authorized Signature:** _____ **Date:** _____
 (Print or Type)

Company Name: _____ Bid/RFP No.: _____

Letter of Intent (LOI)

To be submitted at the contract negotiation meeting with the district, or as requested by the M/WBE Department. Complete one LOI form for each proposed M/WBE subcontractor.

Org/School: _____

Prime vendors must submit a Letter of Intent for each M/WBE Subcontractor who will be utilized to supply any services, labor or materials pursuant to the bid/proposal. If necessary, make copies.

This Letter of Intent is submitted to confirm the intent of the prime vendor and subcontractor to conduct good faith negotiations toward a subcontract agreement, with terms agreeable to both parties, for the scope of work identified herein. The parties acknowledge that any obligation of the prime vendor to enter into a subcontract agreement with subcontractor is expressly contingent upon the prime vendor entering into a contract with Dallas ISD for the work as defined in the bid/proposal.

This document must be completed in its entirety by the Prime Vendor and signed by both the Prime vendor and the M/WBE Subcontractor.

Any false statements or misrepresentations regarding information submitted on this form may be a criminal offense in violation of Section 37.10 of the Texas Penal Code.

A. M/WBE Subcontractor's Information:

The M/WBE subcontractor _____ has been certified by a Dallas ISD recognized certification agency.

Name of Certifying Agency: _____ Certification #: _____ Ethnicity/Gender: _____
Print or Type Certification Agency's Name

Pursuant to district policy (CH Local), only M/WBEs who are currently certified with one of the Dallas ISD recognized certifying agencies (refer to the M/WBE forms or website for listing) may be counted towards meeting the district's M/WBE goal at the subcontracting level.

The M/WBE Subcontractor is prepared to perform the following services, labor, or materials listed in connection with the project:

Scope of Work: _____

Price: \$ _____

M/WBE Subcontractor Signature Required

Review the above information for accuracy prior to signing this Letter of Intent.

	X	
<small>Print or Type Name and Title of M/WBE Owner, President or Authorized Agent</small>	<small>Signature</small>	<small>Date</small>

B. Prime Vendor's Information:

Contact Person: _____ Company Name: _____

Address, City, State & Zip: _____

Declaration of Prime Vendor/Declarant:

I _____ HEREBY DECLARE AND AFFIRM that I am the _____
Name of Declarant (Print or Type) Title of Declarant (Print or Type)

and am duly authorized to make this declaration on behalf of _____
Company Name (Print or Type)

and that I have personally reviewed this Letter of Intent. To the best of my knowledge, information and belief, the facts and representations contained in this form are true and correct. The owner, president or authorized agent of the M/WBE firm signed this form, and no material facts have been omitted.

Prime Vendor/Declarant Signature Required

Review the above information for accuracy prior to signing this Letter of Intent.

	X	
<small>Print or Type Name</small>	<small>Signature</small>	<small>Date</small>