

A signed SBO Short Form is required for all Professional Services and Goods & Services requisitions. The form must be dated within the last 90 days. Non-compliance may delay approval. For questions, contact the Small Business Office (SBO) at sbo@dallasisd.org

COMPANY'S INFORMATION

Company Name		Contact Person	
Address	City	State	Zip
Phone	Email		
Is your company certified as an SBE?		☐ No ☐ Yes	Certification #
Certification Agency	Certification Type	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB	
Is this a Cooperative Agreement?		☐ No ☐ Yes	Contract Amount \$
Original Bid/RFP #	Bid/RFP Title:		
Requesting School/Department/Org.		Board Document #	
Description of Work			

SBE SUBCONTRACTOR UTILIZATION

Will you use Subcontractors or Suppliers? ☐ No ☐ Yes

If "Yes", (a) List ALL subcontractors below and (b) attach a Letter or Intent for each certified SBE subcontractor.

If subcontractors listed below do not match the original RFQ/Master Agreement a Change of Sub form must be submitted for approval by the SBO Office.

Company Name		Contact Person's Name	
Address	City	State	Zip
Phone	Email		
SBE	☐ No ☐ Yes	Certified	☐ No ☐ Yes
Type		☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB	
Certification #	Certification Agency		
Scope of Work			
Subcontractor Contract Amount			SBE %

Company Name		Contact Person's Name	
Address	City	State	Zip
Phone	Email		
SBE	☐ No ☐ Yes	Certified	☐ No ☐ Yes
Type		☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB	
Certification #	Certification Agency		
Scope of Work			
Subcontractor Contract Amount			SBE %

Need to include more subcontractors? You may make copies of this page or complete a Subcontractor Utilization Listing Form, available at www.dallasisd.org/sboforms

Required Signature. I certify this form is accurate and dated within the last 90 days.

Contact Person:	Signature:	Date:
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Both the Prime Vendor and SBE Subcontractor must sign this document, which must be completed in full by the Prime Vendor. A Letter of Intent (LOI) is required for each certified SBE Subcontractor providing services, labor, or materials under the proposal.

Providing false statements or misrepresentations may constitute a criminal offense under Section 37.10 of the Texas Penal Code.

Bid No./RFP No.		Proposal Title	
Org.		School	

Prime Vendor's Information							
Company Name							
Contact Person							
Address		City		State		Zip	

SBE Subcontractor's Information							
Tax ID#				Contract Amount	\$		
Company Name							
Address		City		State		Zip	
Contact Person				Title			
Email				Phone			
Scope of Work							

SBE Subcontractor Certification Information	
Is the SBE Subcontractor certified as a:	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB
☐ Yes, if yes, please attach a copy of the current certificate	

Required Signatures Review the Information for Accuracy Before Signing
This Letter of Intent (LOI) confirms that the Prime Vendor and Subcontractor will engage in good faith negotiations for a subcontract agreement covering the work outlined herein. The Prime Vendor's obligation to enter into a subcontract is contingent upon executing a contract with Dallas ISD for the work defined in the bid/proposal.

SBE Subcontractor's Signature and Acknowledgement | Review the information below, complete, sign & date

Acknowledge. Do you, as the SBE Subcontractor, agree to confirm receipt of payments in the B2G system within 10 days of receiving payment from the Prime Vendor? ☐ Yes ☐ No

SBE Print Name		Title	
SBE Signature		Date	

Prime Vendor's Signature and Acknowledgement | Review the information below, complete, sign & date

Acknowledge. The undersigned, as the authorized representative of the Prime Vendor, hereby confirms that they have personally reviewed this Letter of Intent. To the best of their knowledge, the information and representations contained in this form are true and correct, and the owner, president, or authorized agent of the SBE Subcontractor has also signed this form. No material facts have been omitted.

Prime Print Name		Title	
Prime Signature		Date	

Approval is required prior to making changes. Complete, sign, date and submit this Change Request Form to the Small Business Office for approval.

Contract Information

Org. Number		School Name				
CSP Number		CSP Title				
Purchase Order (PO) Number		Original Amount	\$		New Amount	\$

Prime Company's Information

Prime Company Name			
Contact Person		Phone	
Email			

Subcontractor Information. List any changes to the list of subcontractors included in your original response to the above reference CSP. Include a Letter of Intent (LOI) for each new or updated certified SBE Subcontractor added to this contract. SBE % should be calculated based on updated contract or percentage amounts.

Company Name			
Subcontractor Name		SBE Status	SBE ☐ Yes ☐ No
Type of Change	☐ New Subcontractor ☐ Update to Existing Subcontractor ☐ Remove Subcontractor		
Subcontractor Contract Amount	\$	SBE %	
Scope of Work			
Justification (Required Information) attach supporting documentation when necessary			

Company Name			
Subcontractor Name		SBE Status	SBE ☐ Yes ☐ No
Type of Change	☐ New Subcontractor ☐ Update to Existing Subcontractor ☐ Remove Subcontractor		
Subcontractor Contract Amount	\$	SBE %	
Scope of Work			
Justification (Required Information) attach supporting documentation when necessary			

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

Prime Vendor – Authorized Personnel

Representative Name		Title	
Authorized Signature		Date	

Dallas ISD Small Business Office Approval – Manager/Executive Director

Representative Name		Title	
Authorized Signature		Date	