

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	