9-0 Modifying or Adding a New DBE Commitment

CDOT Region (RCRO) | **CDOT LA PE/PM** | **LA PE/PM** | **PRIME CONSULTANT** | **DBE**

Consultant recognizes a need to modify approved DBE Commitment by termination, substitution, reduction, or add a new commitment

9-1 Prime Consultant completes Section 1 and Section 2 of the Professional Services DBE Participation Plan Modification Request and sends to DBE

9-2 Within 5 days of receipt, DBE completes Section 3 of Modification Request form and returns to Prime Consultant

Does Prime Consultant receive completed form within 5 days?

YES

NO

Forward form to LA PE/PM for review

9-3 Review and complete Section 4 of form

Forward to CDOT LA PE/PM and CDOT RCRO

9-4 Review submitted form and complete Section 5

Is modification or addition approved?

YES

NO

Is the requested modification for a new DBE commitment being added to the task order?

NO

YES

Request DBE complete form or evaluate if another DBE is needed with a new form

DBE Commitment has been modified or added

Notify CDOT LA PE/PM that DBE Commitment has not been modified or added

Notify LA PE/PM that DBE Commitment has not been modified or added

Notify Prime Consultant that DBE Commitment has not been modified or added

9-5 File completed form and update information in B2GNow system

End Process