REQUEST FOR CHANGE OF COMPLIANCE PLAN

Note: This form is not for changes to a current subcontractor's contract amount if the change is both less than 5% of the current subcontractor's contract amount and less than $25,000. A change this minor will be documented instead on the subcontractor participation form submitted with the next application for payment. This provision is intended to accommodate the typical margin of error in quantities that is inherent in construction projects. This provision is not intended to allow contractors to self-perform work intended for subcontractors or to unlawfully substitute subcontractors.

Date:	Contract No.:
Solicitation No.:	Project Name:
Prime Contractor/Consultant:	

Proposed Change:

Subcontractor/Subconsultant Level:

Name of Subconsultant/Subcontractor:			
Vendor Code:	Ethnic/Gender Code:	City of Austin Certified:	
Contact Person:		Phone No.:	
Proposed Change ($):		Change (%):	
Commodity Code & Brief Description of Work:			
Reason for Requesting Change: (Attach supporting documentation as necessary):			

Note: If the request is a substitution, complete information for the firm being removed in the space above and sub being added below.

Subcontractor/Subconsultant Level:

Name of Subconsultant/Subcontractor:			
Vendor Code:	Ethnic/Gender Code:	City of Austin Certified:	
Contact Person:		Phone No.:	
Proposed Change ($):		Change (%):	
Commodity Code & Brief Description of Work:			
Reason for Requesting Change: (Attach supporting documentation as necessary):			

Add Another Change		Delete Change	

I certify that the information included in this Request for Change of Compliance Plan is true and complete to the best of my knowledge and belief.

Prime Consultant/Contractor Printed Name	
Prime Consultant/Contractor Signature	Date

** This section for City of Austin use only **

If all of the following requirements are met, the SMBR Department Director's prior written approval is on file with the Public Works and Purchasing Directors, and is automatic. Project Manager should sign the form and send a copy directly to SMBR:

☐ Change is for an existing certified subcontractor/subconsultant already listed in the Compliance Plan.

☐ Change is within the existing scope being performed by the subcontractor/subconsultant.

☐ Change is an increase in the contract amount for the subcontractor/subconsultant.

Project Manager Printed Name	Good Faith Effort? (explain in Comments field)
Project Manager Signature	Date:
Project Manager Comments:	
Division Manager Signature	Date:
Division Manager Comments:	
Department Director Signature	Date:
Department Director Comments:	
SMBR Representative Signature	Date:
SMBR Representative Comments:	

I approve the requested change.		I disapprove the requested change.	
Director, SMBR	Date:	Director, SMBR	Date:
SMBR Director Comments:			