



CITY OF DALLAS
Office of Economic Development – Business and Workforce Inclusion
Change of M/WBE Subcontractor Form (BWI-FRM-216)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please *DO NOT* use the “Enter” key.)

Prime Contractor: _____	Officer’s Signature: _____
Address: _____ _____	Telephone: - - Ext. _____
Project Name: _____	Bid # : _____ Date: _____
Project Manager Approval: _____	

Current Subcontractor: _____	Certification #: _____
Scope of Work: _____	
Please indicate reason for change by checking one or more of the following boxes:	
<input type="checkbox"/> Increase or Decrease in the Scope of Work	
<input type="checkbox"/> Poor performance by the subcontractor, sub-consultant, vendor, or supplier	
<input type="checkbox"/> Subcontractor is unable or unwilling to perform the work	
<input type="checkbox"/> Subcontractor does not have the equipment or workforce to perform the work	
<input type="checkbox"/> Other (please explain): _____	
Date Subcontractor Notified of Change: _____	
Representative that notified Subcontractor: _____	

Original Amount (\$)	% of Total	Revised Amount (\$)	% of Change	Net Effect on Total (\$)

Next steps:

- E-mail this completed form prior to execution of any changes to City of Dallas Office of Economic Development Business and Workforce Inclusion Staff and Project manager for their signature and final approval.**

Failure to comply with this provision could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.