

LOUISVILLE AND JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT (MSD)
MBE/WBE PROGRAM – CONTRACT COMPLIANCE
SUBCONTRACTOR SUBSTITUTION REQUEST & APPROVAL FORM

Part I	Project Name:		Project #:	Date:
Part II	Requesting Contractor Information:			
	Prime/Requesting Contractor Company Name:	Contact Person:		Title:
	Mailing Address:	Email Address:	Phone #:	
Part III	Subcontractor Information:			
MBE	(NEW)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain in detail the reason for NEW MBE(s) subcontractor being added to the project:
	(SUBSTITUTION)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain in detail the reason for MBE SUBSTITUTION(S) - subcontractor being added to the project:
WBE	(NEW)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain in detail the reason for NEW WBE(s) subcontractor being added to the project:
	(SUBSTITUTION)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain in detail the reason for WBE SUBSTITUTION(S) - subcontractor being added to the project:
MBE (African American – AA) Subcontractor(s) Name(s):				
MBE (AA) Scope of Work(s):				
MBE (AA) dollar amount for work to be performed by the subcontractor(s) on this project: \$				
MBE (Asian Indian American – AIA) Subcontractor(s) Name(s):				
MBE (AIA) Scope of Work(s):				
MBE (AIA) dollar amount for work to be performed by the subcontractor(s) on this project: \$				
WBE (Caucasian Female – CF) Subcontractor(s) Name(s):				
WBE (CF) Scope of Work(s):				
WBE (CF) dollar amount for work to be performed by the subcontractor(s) on this project: \$				
Part IV	Signatures:			
	Prime/Requesting Contractor		Date:	Federal TAX ID Number
	MBE or WBE Subcontractor		Date:	Federal TAX ID Number
	MSD OFFICE USE ONLY: Supplier Diversity Program Administrator			
	Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reason not approved or comments:
PLEASE NOTE: This is only applicable for if, when and after the MSD prime contractor is awarded the contract. The Subcontractor Substitution Request and Approval Form must be completed in its entirety and approved by the MSD Supplier Diversity SBE Programs Manager or their designee, only, before any subcontractor is authorized to begin work on a Louisville MSD project.				