 **SUBCONTRACTOR MODIFICATION REQUEST**

**SUBSTITUTION AND/OR ADDITION OF**

**ACDBE/DBE/DVBE/LBE/LSBE/MBE/OBE/SBE SUBCONTRACTORS**

|  |  |  |  |
| --- | --- | --- | --- |
| Prime Contractor: |  | Contract No.: |  |
| Project Name: |  |  |  |

Our firm requests approval of the following substitution(s) and/or addition(s) on the SUBCONTRACTOR PARTICIPATION PLAN, as originally submitted as part of the bid/proposal on the above-named project.

MARK (**X**) FOR EACH TRANSACTION.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ADD** | **DELETE** | **SUBCONTRACTOR(S)** | **LOCATION**  **(CITY, STATE)** | **DESCRIPTION OF WORK**  **TO BE PERFORMED** | **BE STATUS** | **CERTIFYING**  **AGENCY** | **DOLLAR AMOUNT** |
|  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  | $ |

|  |  |
| --- | --- |
| |  | | --- | | **JUSTIFICATION** | |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| ***Prime Contractor/Consultant:*** | **Subcontractor No. 1** | **Subcontractor No. 2** |
| 1. Legal Name of Subcontractor |  |  |
| 1. Is this request for a substitution of subcontractor? | Yes  No | Yes  No |
| If yes, provide the name of sub-contractor being substituted or replaced. |  |  |
| Explanation for substitution. |  |  |
| 1. Do you have existing subcontractor(s) who can perform the work to be assigned to the new subcontractor? | Yes  No | Yes  No |

*\*If you need to add more subcontractors, please complete additional supplemental forms.* ***Go to next page***

**SUBCONTRACTOR MODIFICATION REQUEST**

**SUBSTITUTION AND/OR ADDITION OF**

**ACDBE/DBE/DVBE/LBE/LSBE/MBE/OBE/SBE SUBCONTRACTORS**

|  |
| --- |
| **CERTIFICATION** |

The information provided is true and complete to the best of my knowledge and belief. I further understand and agree that this request shall become part of my contract with LAWA.

|  |  |
| --- | --- |
| Signature: | Date: |
| Print Name: | Title: |

Note:

Please submit the Subcontractor Modification form to your assigned LAWA Contract Administrator or Project Manager for review and approval before proceeding with a request in the B2G Compliance Management System and prior to submission to your Compliance Officer. See page 3 for additional instructions.

|  |
| --- |
| FOR LAWA STAFF USE ONLY |
| Notes/Comments: |

**SUBCONTRACTOR MODIFICATION REQUEST INSTRUCTIONS**

**How to Add a Subcontractor**

1. Prime contractor is responsible for completing the Subcontractor Modification Request Form. The subcontractor(s) to be added must complete and sign the B2G Information Form and provide a copy to the prime contractor for approval. The Subcontractor Modification Request package should include the B2G Information Form and a copy of all certifications identified on the form. The Subcontractor Modification Request package should then be sent to the responsible LAWA Division/Contract Administrator (CA) for review and approval.
2. Once the LAWA Division/CA provides the prime contractor with an approval confirmation, then a request to add a subcontractor can be entered into B2G Compliance Management System (<https://lawa.diversitycompliance.com/>). Prime contractor must login into the system and create a request by clicking “Add Subcontractor” (listed under the Subs tab) and must attach all completed forms, approval confirmation from the LAWA Division/CA and supporting documentation specified in Step 1.

Note: If you are adding a second tier subcontractor or lower, please make sure that the subcontractor tier level and who they are subcontracted to are specified on both the Subcontractor Modification Request Form & B2G Information Form.

1. In cases when the subcontractor is permitted to submit the request to add lower tier subcontractor(s), the B2G Information Form must be approved by the prime contractor and then uploaded to the B2G system and include all certification documentation by the subcontractor. The prime contractor will still be responsible for submitting the Subcontractor Modification Request Form, including the approval confirmation for the subcontractor to upload into B2G.

Note: It is important to upload the required documentation before you submit your request, as you cannot go back once the request has been submitted.

**Contract Compliance Officer’s Role**

1. Compliance Officer (CO) will review the subcontractor modification request package submitted in B2G.
   1. CO will identify if additional information is required
   2. CO will approve/deny request
2. If the request is approved, then the subcontractor will be added to the Prime’s Subcontractors list in B2G and can start reporting payments. The Procurement Services Division will no longer provide a subcontractor approval letter.

**How to Delete/Deactivate/Substitute a Subcontractor**

1. Prime contractor must complete the attached Subcontractor Modification Request Form specifying the subcontractor(s) to be deleted/deactivated/substituted from B2G and must include a confirmation from the subcontractor agreeing to the removal from the contract. These documents should then be sent to the responsible LAWA Division/CA for review and approval. Once the LAWA Division/CA provides you with an approval confirmation to move forward with this request, then please include a copy with your subcontractor modification request package.
2. Prime contractor must upload the Subcontractor Modification Request package in B2G via the Compliance Audit Tab.
3. Compliance Officer (CO) will review the subcontractor modification request package.
   1. CO will identify if additional information is required
   2. CO will approve/deny request
4. If the request is approved, then the subcontractor(s) will be deactivated in the B2G system (under the specified contract only) and will no longer receive system notifications.

Rev. 04/30/2019