

**MBE PLAN REVISION
REQUEST
For
Prime Contractors**

When deciding to add or drop an MBE or to reallocate funds among your MBE subcontractors you must notify the MVA MBE Office in writing before execution of the changes to your MBE Plan. Your request must be approved by MVA's Administration before execution of these services.

Your letter should include the following information:

- A formal request to make changes to your MBE Plan
- Indicate the changes that are being requested
- Provide a revised MBE Attachment B (Schedule of Participation) form to include the information listed below at it relates to your scenario:
 1. List all of your present MBE subcontractors.
 2. Include information for MBE subcontractors you intend to add.
 3. Provide a revised MBE Attachment B form to exclude MBE subcontractors you intend to drop.
 4. Provide a DRAFT copy of a certified letter you intent to send to the MBE subcontractor to notify them of your choose to drop or reallocate fund from their previously approved budget indicating that you will no longer be acquiring their services or that money is being increased or decreased from their budget.
 5. Provide a revised MBE Attachment B form that list all your present MBE Sub-contractors and include the changes to the dollar values for each subcontractor this change effects.

Once you've submitted your MBE Revision Plan request please allow 1 week for processing time. You will be notified in writing by the MBE office if your plan has been approved.

After you receive your approval please provide the following information to the MBE office no later than 15 business days after receiving your approval from MVA.

- Provide a new MBE Attachment D form only for those MBE's that you are adding, reallocating funds, or changing their services being provided.
- Provide a copy of a certified letter (with acknowledgement receipt) sent to the MBE subcontractor you intend to drop or reallocate fund from their previously approved budget indicating that you will no longer be acquiring their services or that money is being increased or decreased from their budget.