



LOCAL BUSINESS CONTRACT EQUITY (LBCE) PROGRAM Substitution Request Form

In accordance with Section II.C (Use of Sponsor Agency Local Business Preference Program) of Alameda County Transportation Commission’s LBCE Program, a Sponsor Agency may request to use its own local business preference program in lieu of this LBCE Program if such program has been formally adopted by the Sponsor Agency’s governing body. A Sponsor Agency’s request to use its own local business program must include a copy of the program and evidence of the governing body’s adoption of such program. Substitution of the LBCE Program must be approved in writing by the LBCE Liaison Officer prior to advertisement of the contract. **Please submit this form to LBCEreport@alamedactc.org.**

SECTION I. PROJECT SPONSOR AGENCY/ENTITY ("SPONSOR") DETAIL			
Sponsor:		Requestor Name and Title:	
Mailing Address:		Requestor Phone No.:	
Project Funding Agreement (PFA) No.:		Requestor E-mail:	

SECTION II. CONTRACT DETAIL			
Anticipated Contract Advertisement Date:		Anticipated Contract Start Date:	
Contract Category:	<input type="checkbox"/> Professional Services <input type="checkbox"/> Construction	State and/or Federal Funding Used:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Title:			
Scope of Work:			

SECTION III. REQUIREMENTS	
<p>The Sponsor certifies that it is in compliance with applicable requirements and the required documents are provided with this request:</p> <ul style="list-style-type: none"> ○ The applicable contract, for which the Sponsor is requesting to use its own local business preference program in lieu of this LBCE Program, has not been advertised. ○ Sponsor’s own local business preference program has been formally adopted by the Sponsor’s governing body and both (1) a copy of the program and (2) evidence of the governing body’s adoption of such program are attached to this request. ○ While this approval allows the substitution of the LBCE Program goals requirements, the Sponsor is still required to report on the utilization of Local Business Enterprises (LBEs) and Small Local Business Enterprises (SLBEs) certified under Alameda CTC’s LBCE Program. Please see Section III of the LBCE Program for reporting and other requirements. 	

Sponsor:

I certify that this form is accurate and complete, and all information herein is in compliance with the Project Funding Agreement and Local Business Contract Equity Program requirements.

Sponsor Representative Name and Title	Sponsor Representative's Signature	Date
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Alameda CTC:

In accordance with Section II.C (Use of Sponsor Agency Local Business Preference Program) of Alameda CTC's LBCE Program, the Sponsor is hereby approved to use its own local business preference program in lieu of Alameda CTC's LBCE Program for procurements advertised on or after the date of my signature.

LBCE Liaison Officer	Signature	Date
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