



LOCAL BUSINESS CONTRACT EQUITY (LBCE) PROGRAM

Substitution Request Form

Under Alameda County Transportation Commission’s LBCE Program, which is incorporated herein by reference as if attached hereto, a Sponsor Agency (Sponsor) may request to use its own local business preference program in lieu of this LBCE Program. Substitution of the LBCE Program must be approved in writing by the LBCE Liaison Officer prior to advertisement of prime contracts. **Please submit the completed 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:	
Project Description:			
Category of Prime Contract(s):	<input type="checkbox"/> Professional Services <input type="checkbox"/> Construction	State and/or Federal Funding on Prime Contract(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION II. REQUIREMENTS

Sponsor certifies that it is in compliance with applicable requirements and provides the required documents with this request:

- Sponsor’s own local business preference program has been formally adopted by 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, Sponsor is still required to:
 - Apply its own local business preference program to each procurement and contract funded by the PFA listed above that is advertised after Alameda CTC approval.
 - Report on the utilization of Local Business Enterprises (LBEs) and Small LBEs (SLBEs) under Alameda CTC’s LBCE Program; see LBCE Program Section III for reporting and other requirements.

Sponsor:

By signing below, on behalf of the Sponsor, (1) I acknowledge that Sponsor has read, understood, and agrees to comply with and implement all necessary requirements as outlined herein and (2) further, I certify that Sponsor will take all actions necessary to fulfill these requirements per applicable provisions, policies, procedures, and regulations in substituting the Sponsor’s own local business preference program, in lieu of Alameda CTC’s LBCE Program, for procurements and contracts funded by the PFA listed above that are advertised after the date of Alameda CTC signature below.

Sponsor Representative Name and Title	Sponsor Representative Signature	Date

Alameda CTC:

In accordance with Alameda CTC’s LBCE Program Section II.C (Use of Sponsor Agency Local Business Preference Program), Sponsor is hereby approved to use its own local business preference program in lieu of Alameda CTC’s LBCE Program for procurements and contracts funded by the PFA listed above that are advertised after the date of my signature.

LBCE Liaison Officer	LBCE Liaison Officer Signature	Date