

# PROCESSING A CHANGE IN UTILIZATION REQUEST

## INITIATION

Prime initiates the **form** as soon as the change is known regardless of whether the change is a result of INDOT or another source

With courtesy copies to:  
(1) local EEO, (2) PE/PS, (3)  
**[dbechange@indot.in.gov](mailto:dbechange@indot.in.gov)**

### BEST PRACTICES TIP ★

Send Good Faith Efforts (GFE) simultaneously with the Change in Utilization form. This eliminates the need for back-and-forth communication

*Prime Sends*

## DBE INPUT

DBE sign off or objection. DBEs have 5 days by law to respond.

*No Objection*

## DBE OBJECTION

Prime sends to local EEO and Objection is evaluated

*Objection Invalid by law*

## IF OBJECTION IS VALID BY LAW

A letter is issued denying Change in Utilization.

## VERIFICATION AND CONFIRMATION

Prime sends to local EEO who verifies reason for change with PE/PS and **[dbechange@indot.on.gov](mailto:dbechange@indot.on.gov)**. EIS is responsible for final confirmation of change and requests for Good Faith Efforts (GFE) to reach contract goal

