

***Underutilized Disadvantaged Business  
Enterprise (UDBE) Written  
Confirmation Document***

*See Contract Provisions: UDBE Document Submittal Requirements  
Disadvantaged Business Enterprise Participation*

THIS FORM SHALL ONLY BE SUBMITTED TO A UDBE THAT IS LISTED ON THE CONTRACTOR'S UNDERUTILIZED DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION.

THE CONTRACTOR SHALL COMPLETE PART A PRIOR TO SENDING TO THE UDBE.

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**PART A: To be completed by the bidder**

The entries below shall be consistent with what is shown on the Bidder's Underutilized Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in Bid rejection.

Contract Title: \_\_\_\_\_

Bidder's Business Name: \_\_\_\_\_

UDBE's Business Name: \_\_\_\_\_

Description of UDBE's Work: \_\_\_\_\_

Dollar Amount to be Applied Towards UDBE Goal: \_\_\_\_\_

Dollar Amount to be Subcontracted to UDBE\*: \_\_\_\_\_  
\*Optional Field

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**PART B: To be completed by the Underutilized Disadvantaged Business Enterprise**

As an authorized representative of the Underutilized Disadvantaged Business Enterprise, I confirm that we have been contacted by the Bidder with regard to the referenced project for the purpose of performing the Work described above. If the Bidder is awarded the Contract, we will enter into an agreement with the Bidder to participate in the project consistent with the information provided in Part A of this form.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_