

Michigan Department  
of Transportation  
2672 (06/2025)

# **SMALL BUSINESS PROGRAM (SBP) REMOVAL/SUBSTITUTION REQUEST**

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**INSTRUCTION:** This form MUST be FIRST approved by the Project Engineer then forwarded to MDOT's Office of Business Development. For Final Approval e-mail the form with attachment to [MDOT-SBP@Michigan.gov](mailto:MDOT-SBP@Michigan.gov).

CONTRACT ID CURRENT	PRIME CONTRACTOR
SBP GOAL% %	PRIME CONTACT PERSON
PRIME PHONE NUMBER	PRIME E-MAIL ADDRESS
IF THE SMALL BUSINESS ENTERPRISE (SBE) BEING REMOVED OR REPLACED IS SUB CONTRACTED WITH A LOWER TIER SUB, NAME THE "PARENT" SUBCONTRACTOR.	
SBE FIRM BEING REMOVED:	
DOLLAR VALUE COMMITTED TO THIS SBE \$	WORK PERFORMED TO DATE \$
REASON THIS SBE IS BEING REMOVED	
WAS THE SBE FIRM GIVEN 5** DAYS WRITTEN NOTICE BEFORE REMOVAL? YES    or    NO    If yes, please attach written notice.	
WILL THE SBP GOAL FOR THE PROJECT STILL BE MET?    YES    or    NO	
SUBSTITUTION SUBCONTRACTOR FIRM NAME (If identified) SBE    or    Non-SBE	IF THE SUBSTITUTION FIRM IS SBE, WAS FORM 2668 SUBMITTED TO CSD? YES    or    NO    If yes, please attach.
FULLY DESCRIBE THE TYPE OF WORK THE SUBSTITUTE SUBCONTRACTOR WILL PERFORM	
SBE credit may be claimed only for types of work in which the SBE firm is both certified and, if required, prequalified. SBE work classification eligibility can be confirmed using the MDOT Small Business Program website at <a href="http://www.Michigan.gov/mdotsbp">www.Michigan.gov/mdotsbp</a> .	

**ACKNOWLEDGED BY**

By signing this replacement form, we certify that the information submitted is accurate and in accordance with the MDOT SBP Guidance Document.

AUTHORIZED SIGNATURE OF REMOVED SBE	TITLE	DATE
PRIME AUTHORIZED SIGNATURE	TITLE	DATE
PROJECT ENGINEER AUTHORIZED SIGNATURE	TITLE	DATE
OFFICE OF BUSINESS DEVELOPMENT AUTHORIZED SIGNATURE	TITLE	DATE

\*\* If required in a particular case as a matter of public necessity (e.g., safety), MDOT may require a response period shorter than five days. \*\*

MDOT must be notified immediately of SBE's inability to perform any or all of its work and the Primes intent to obtain a substitute subcontractor. Primes are required to make a good faith effort to replace a SBE that is unable to perform with another SBE. If the substitute subcontractor is a SBE, they must be included on MDOT Forms 2668 and 2668D and submitted to the Project Engineer and Contract Services Division for approval prior to starting work. Include any trucking or supply forms as necessary.

If the SBP goal will not be met MDOT Form 2668 and all supporting documents must be sent to the Office of Business Development. This form must be submitted within 7 calendar days of the prime being made aware of their inability to meet the SBP participation goal.

Unless consent to replace a SBE is granted by MDOT, the prime contractor shall not be entitled to any payment for work performed or materials supplied.