



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

Return to Office of Supplier Diversity
Via email: supplierdiversity@nola.gov
OR
1340 Poydras Street, 10th Floor

**REQUEST FOR WAIVER of
DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOALS**

INTERNAL DOCUMENT ONLY

(Please include approved waiver in ECMS)

This form should be completed by the City department requesting a waiver of DBE goals on a City of New Orleans solicitation or contract. You can request a copy of this form at supplierdiversity@nola.gov.

RFP/RFQ/Bid/Solicitation/Other # _____ Date of Request ____/____/____
Description _____

Pursuant to Policy Memorandum 46(R), _____ Department/Division/Office/Unattached Board hereby request that the DBE participation goal be waived on the above-referenced contract for the following reason(s):

☐ Documented Efforts attached Estimated Contract Value: \$ _____

Requested By (Department Director):

_____, _____, ____/____/____
(Signature) (Title) (Date)

Telephone E-Mail:

Reviewed By (Office of Supplier Diversity):

- ☐ Recommended
☐ Not Recommended

Comments: _____

_____, _____, ____/____/____
(Signature) (Title) (Date)

Approved By (CAO)

- ☐ Approved
☐ Not Approved

Comments: _____

_____, _____, ____/____/____
(Signature) (Title) (Date)