FOR CONTRACTS WITH OVER $500,000 IN STATE FUNDING

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| TO: | Contract Compliance Unit: |
| FROM: | Click here to enter text. |
| DATE: | Click here to enter a date. |

SUBJECT: Request to Execute Contract

We are requesting approval to execute the following contract immediately.

Intent to Award Notice:

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| --- | --- |
| Click here to enter a date. | Date sent to CHRO |
| Click here to enter text. | Included with this Request |

|  |  |
| --- | --- |
| Name of Project: | Click here to enter text. |
| Contract Number: | Click here to enter text. |
| Contract Value: | Click here to enter text. |
| State Funded Portion of Contract Value: | Click here to enter text. |
| Contractor Name: | Click here to enter text. |
| Contractor Address: | Click here to enter text. |

We agree to hold 2% of the State funded portion of the contract value each month, pending the review and approval of the Contractor's Affirmative Action Plan by CHRO. This retainage will not be released until CHRO notifies us that the contractor is in compliance with the statutory and regulatory requirements.

Thank you for your assistance.