



OCSD-4

INSTRUCTIONS: This form must be submitted with any bid, proposal, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. This MWBE Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (M/WBE) under the contract. Attach additional sheets if necessary.

*** indicates mandatory fields**

*Contractor Name: _____

Address: _____

*Representative Name: _____

Town, State & Zip: _____

*Phone: _____

*ESD Contract/Project Number: _____

*Fax: _____

RFP/RFQ/Solicitation Number: _____

*Email: _____

*MWBE Goals: MBE ___% + WBE ___% = MWBE GOAL ___%

1. *Certified M/WBE Firm Name, Contact Person's Name, Address, Phone and Email.	2. * MBE / WBE / or BOTH	3. Federal ID No.	4. Detailed Description of Work (Attach additional sheets, if necessary, Attach Contract if available)	5. Dollar Value of Contract (if unavailable or yet undetermined, indicate \$1)
A.	<u>NYS ESD CERTIFIED</u> <input type="checkbox"/> MBE <input type="checkbox"/> WBE			
B.	<u>NYS ESD CERTIFIED</u> <input type="checkbox"/> MBE <input type="checkbox"/> WBE			

6. If unable to fully meet the M/WBE goals set forth in the contract, the Contractor must submit a Waiver Request form, which may be obtained from the Office of Contractor and Supplier Diversity, at OCSD@ESD.NY.GOV.



Form with sections for: PREPARED BY (Signature), DATE, TELEPHONE NO., EMAIL ADDRESS, ** FOR OCSD-M/WBE USE ONLY **, REVIEWED BY, DATE, UTILIZATION PLAN APPROVED?, CONTRACT NO., PROJECT NO., CONTRACT AWARD DATE, ESTIMATED DATE OF COMPLETION, AMOUNT OBLIGATED UNDER THE CONTRACT, DESCRIPTION OF WORK, NOTICE OF DEFICIENCY ISSUED?, NOTICE OF ACCEPTANCE ISSUED?.

The MWBE Certification status of the firms listed on this form MUST be verified using the New York State Contract System's Directory of Certified Minority and Women-owned Business Enterprises.

This directory is available at https://ny.newnycontracts.com.