

# ATTACHMENT E

## M/WBE UTILIZATION PLAN

**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 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.

Offeror's Name: \_\_\_\_\_ Federal Identification Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Solicitation Number: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Region/Location of Work: \_\_\_\_\_ M/WBE Goals in the Contract: MBE % WBE %

1. Certified M/WBE Subcontractors/Suppliers Name, Address, Email Address, Telephone No.	2. Classification	3. Federal ID No.	4. Detailed Description of Work (Attach additional sheets, if necessary)	5. Dollar Value of Subcontracts / Supplies/Services and intended performance dates of each component of the contract.
A.	NYS ESD CERTIFIED <input type="checkbox"/> MBE <input type="checkbox"/> WBE			
B.	NYS ESD CERTIFIED <input type="checkbox"/> MBE <input type="checkbox"/> WBE			

6. IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, OFFEROR MUST SUBMIT A REQUEST FOR WAIVER FORM (PROC-5).

FOR AGENCY USE ONLY

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

UTILIZATION PLAN APPROVED:  YES  NO Date: \_\_\_\_\_

Contract No: \_\_\_\_\_

Contract Award Date: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

Amount Obligated Under the Contract: \_\_\_\_\_

NOTICE OF DEFICIENCY ISSUED:  YES  NO  
 Date: \_\_\_\_\_

NOTICE OF ACCEPTANCE ISSUED:  YES  NO  
 Date: \_\_\_\_\_

SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A, 5 NYCRR PART 143, AND THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND POSSIBLE TERMINATION OF YOUR CONTRACT.