

**Minority and Women's Business Enterprise (M/WBE) and
Service-Disabled Veteran-Owned Business (SDVOB) Statement**

The M/WBE goal for this Contract is 30%. The SDVOB goal for this Contract is 6%.

If the apparent low bidder does not meet one or both of the goals, the apparent low bidder must submit evidence of good faith efforts to obtain the goals. Submitting a complete and accurate utilization plan with bid documents is a condition of award, as well as meeting the goals or demonstrating good faith efforts to do so.

Bidders must submit M/WBE and SDVOB Pre-Award Packages with their proposal, consisting of the following:

SRAA Appendix A – Checklist: Minority/Women-Owned Business Enterprises (M/WBE) Program

1. Form SRAA-5000: M/WBE – EEO Policy Statement
2. Form SRAA-5001: EEO Staffing Plan
3. Form SRAA-5003: M/WBE Subcontractor Utilization Plan
4. Form SRAA-5004: M/WBE Goal Requirements – Certification of Good Faith Efforts
5. Form SRAA-5005: M/WBE Cover Letter
6. Form SRAA-5006: Sample M/WBE Contractor Bid Solicitation Letter
7. Form SRAA-5007: M/WBE Subcontractors and/or Suppliers Letter of Intent to Participate
8. Form SRAA-5008: M/WBE Contractor Participation Bid/Proposal
9. Form SRAA-5009: M/WBE Contractor Unavailability Certification
10. Form SRAA-5010: M/WBE Subcontractor Request for Waiver Form

SRAA Appendix B – Checklist: Service-Disabled Veteran-Owned Businesses (SDVOB) Program

1. Form SDVOB 100: SDVOB Utilization Plan
2. Form SDVOB 200: Application for Waiver of SDVOB Participation Goal (*Submit only if requesting a waiver*)

The NYS MWBE Directory of Certified Firms can be accessed at: <https://ny.newnycontracts.com/>

A directory of NYS Certified SDVOBs can be accessed at <https://ogs.ny.gov/Core/SDVOBA.asp>.

If the Bidder has not met the M/WBE and/or SDVOB Commitment goals, an evaluation of good faith efforts must be completed and supplied with the proposal. Bidder must provide supporting documentation of good faith efforts as needed or requested. Bidder may be required to submit some additional information, particularly that pertaining to Good Faith Efforts (GFE), typically via scanned images.

If a M/WBE or SDVOB fails to respond to a bidder solicitation, the bidder must follow-up initial solicitations by calling the M/WBE or SDVOB to ascertain their interest (or lack thereof). If the low bidder did not enter the work type(s) being solicited, types/dates of contact or bidder action codes, the low bidder will be prompted to complete the missing information.

**Minority and Women's Business Enterprise (M/WBE) and
Service-Disabled Veteran-Owned Business Enterprise (SDVOB)
Certification**

CERTIFICATION OF BIDDER: The undersigned bidder will satisfy the M/WBE and SDVOB requirements of this contract in the following manner (please check the appropriate spaces):

M/WBE Goal: 30% (Combined)

_____ The bidder is committed to meeting or exceeding the M/WBE utilization goal stated above on this contract.

_____ The bidder, if unable to meet the M/WBE utilization goal stated above, is committed to a minimum of _____% MBE utilization on this contract, and will submit documentation demonstrating good faith efforts.

SDVOB Goal: 6%

_____ The bidder is committed to meeting or exceeding the SDVOB utilization goal stated above on this contract.

_____ The bidder, if unable to meet the SDVOB utilization goal stated above, is committed to a minimum of _____% WBE utilization on this contract, and will submit documentation demonstrating good faith efforts.

IRS Number: _____

Signature and Title

**(This form must be completed and submitted with the Proposal, along with Appendix A
and Appendix B - Attached.)**