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| **KATHY HOCHUL**Governor | **ruthanne visnauskas** Commissioner/CEO |  |

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**Contractor Bid Solicitation Plan**

Under Articles 15-A and 17-B of the New York Executive Law, all recipients and their contractors are required to make affirmative efforts to ensure that New York State Certified Minority- and Women-Owned Business Enterprises (“M/WBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”) are afforded opportunities for meaningful participation in Program activities. Prepare this Bid Solicitation Plan to begin this process.

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| --- | --- | --- | --- |
| SHARS ID: |       | Primary Contact Name: |       |
| LPA Name:  |       | Address: |       |
| Program: |       | Email: |       |
| Contract Amount: |       | Phone: |       |
| County |       | Municipality |       |

1. **Goals/Dollar Amount**

|  |  |
| --- | --- |
|  $       | Total Contract Amount |
| - $       | Subtract Admin |
|  $       | Amount used to calculate M/WBE goals |

|  |  |  |
| --- | --- | --- |
| MBE |       % | = $       |
| WBE |       % | = $       |

1. **Marketing and Outreach Plan**

Outline the planned marketing and outreach efforts for bid solicitations for renovation or professional service contracts to be reimbursed with program funds. Specifically describe plans including pre-bid meetings, methods of bid distribution including direct outreach techniques and names of publications. Provide the names of community or professional organizations available to provide assistance.

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1. **List of Firms/Contractors**

Visit Empire State Development’s Division of Minority & Women’s Business Development website for a Directory of Certified Firms at <http://www.esd.ny.gov/MWBE.html>. Provide a list of firms with relevant capabilities that will be included in the bid solicitation process once a procurement process for professional services or renovation activities begins.

|  |  |  |
| --- | --- | --- |
| Name and Address of Firm | NYS Certified (Check one) | Trade / Capabilities |
| MBE | WBE | SDVOB |  |
| 1 |       | [ ]  | [ ]  | [ ]  |       |
| 2 |       | [ ]  | [ ]  | [ ]  |       |
| 3 |       | [ ]  | [ ]  | [ ]  |       |
| 4 |       | [ ]  | [ ]  | [ ]  |       |
| 5 |       | [ ]  | [ ]  | [ ]  |       |
| 6 |       | [ ]  | [ ]  | [ ]  |       |
| 7 |       | [ ]  | [ ]  | [ ]  |       |
| 8 |       | [ ]  | [ ]  | [ ]  |       |
| 9 |       | [ ]  | [ ]  | [ ]  |       |
| 10 |       | [ ]  | [ ]  | [ ]  |       |

1. **Certification**

The Recipient organization proposes to follow this Contractor Bid Solicitation Plan to ensure that New York State Certified Minority- and Women-Owned Business Enterprises (“M/WBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”) are afforded opportunities for meaningful participation in Program activities.

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| --- | --- |
| Printed Name: |       |
| Title: |       |
| Date: |       |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |