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

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |  |  |
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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.

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