





MWBE/SDVOB UTILIZATION PLAN INSTRUCTIONS

MWBE and SDVOB Utilization Plans are required to be submitted electronically via the Fund’s online Utilization Plan Application, by the three low bidders **within seven (7) calendar days** after the bid opening. Submission of a Utilization Plan which fails to at least meet each goal must be accompanied by documentation of specific efforts undertaken both pre and post bid. The Contractor is required to provide sufficient documentation of the efforts made in the development of their MWBE and SDVOB Plans. The documentation should be responsive to the “Good Faith Efforts” guidelines and demonstrate the contractor’s commitment to providing opportunities for MWBE and SDVOB firms in the development of each respective Utilization Plan.

The Fund will review the MWBE and SDVOB Utilization Plans and notify the contractor of any deficiencies and determine necessary actions to bring the Plan into compliance. The firms listed on the Utilization Plan will be contacted for verification of participation. A copy of the approved Plan is provided to the contractor after issuance of the Fund’s Notice of Award. **Be advised, the Fund does not issue its Notice of Award without an approved MWBE Utilization Plan, and the Construction Contract may be withheld.**

<p>ONLINE UTILIZATION PLAN If you are one of the lowest three bidders and have not received an email within 24 hours, please contact SUCF.ConstructionBids@suny.edu</p>	<p>Following the project bid opening, the Fund will forward the three lowest bidders an email containing instructions for submitting their MWBE and SDVOB Utilization Plan. The email will provide each firm with a link to complete their Plans electronically via the Fund’s online Utilization Plan application. Utilization Plans are accepted in the <u>ONLINE FORMAT ONLY</u>; any other form submittal will be rejected.</p>
<p>CONTRACT INFORMATION</p>	<ul style="list-style-type: none"> ▪ The contract information will appear at the top of the application screen. (Project Number, Contract Number, Bid Date, Contract Award Value, MWBE/SDVOB Contract Goals)
<p>BUSINESS PARTNER INFORMATION MWBE/SDVOB CONTACT</p>	<ul style="list-style-type: none"> ▪ Verify the accuracy of your Company Name, Company Address and FEIN populated by the application. ▪ Enter the Contact Name, Contact Title, Phone, Fax, Email Address of the person responsible for MWBE/SDVOB participation with your organization.
<p>SUBCONTRACTOR/SUPPLIER INFORMATION BE ADVISED: Only firms holding “current” New York State certification status are acceptable for participation credit.</p>	<ul style="list-style-type: none"> ▪ Enter a valid Federal Identification number for each MBE, WBE, and SDVOB subcontractor and supplier. ▪ The NYS certified MBE/WBE/SDVOB firm matching the Federal ID number provided will autofill in the application. ▪ Verify the subcontractor/supplier information for accuracy. <p>MWBE firms must be certified by the New York State Department of Economic Development Corporation as a Minority or Women-Owned Business to comply with the program requirements. It is the responsibility of the contractor to ensure firms proposed for utilization have an active certification with NYS and are included in the directory at the time of submission. The NYS directory of certified MWBE firms is available on the Internet at https://ny.newnycontracts.com/</p> <p>NOTE: Dual certified firms may be used as either, but <u>not</u> both, within their certification product code.</p> <p>SDVOB firms must be certified by the Office of General Services, Division of Service-Disabled Veterans’ Business Development as a Service-Disabled Veteran-owned Business to comply with the program requirements. It is the responsibility of the contractor to ensure firms proposed for utilization have an active certification with NYS and are included in the directory at the time of submission. The NYS directory of certified Service-Disabled Veteran-Owned Businesses is available on the Internet at https://sdves.ogs.ny.gov/</p>

MWBE/SDVOB UTILIZATION PLAN INSTRUCTIONS

SUBCONTRACTOR/SUPPLIER INFORMATION	<ul style="list-style-type: none"> ▪ If the participation is not direct from the Prime/General Contractor, Enter the 1st or 2nd tier subcontractor’s name and email address. <p>The prime contractor is responsible for ensuring participation included in the Plan by subcontractors/suppliers is executed.</p>
DESCRIPTION OF WORK <p>The services MWBE and SDVOB firms provide must be among those explicitly identified in the firm’s profile (codes) as listed in the NYS MWBE and SDVOB Directory.</p> <p>Firms who participate in the project outside of these conditions <u>will not</u> be credited toward the MWBE and/or SDVOB Utilization Plan and goals for the contract.</p>	<ul style="list-style-type: none"> ▪ Provide a specific but brief description of work to be performed or supplies to be purchased from the MBE, WBE, SDVOB subcontractor or supplier. ▪ Select the firm designation: Subcontractor, Supplier, or Broker <p>The following credit will be applied for MWBE subcontractors/suppliers.</p> <ul style="list-style-type: none"> ▪ Construction Subcontractor – 100% ▪ Construction Supplier (MWBE) – 60% Firms that sell goods out of their revolving inventory. Enter the full contract value. The system will calculate 60% credit. ▪ Construction Supplier (SDVOB) – 100% ▪ Brokers/Construction Manufacturers’ Representatives – Firms serving as a third-party intermediary between consumers of items and manufacturers, suppliers, or other entities, may only receive credit for the commission they receive or their markup percentage for brokering. ▪ MWBE Manufacturers: NYS-certified MWBEs that serve and are coded as a manufacturer may receive 100% credit for their MWBE utilization.
SUBCONTRACTOR/SUPPLIER SCHEDULE	<ul style="list-style-type: none"> ▪ Enter the anticipated start and completion dates for each MBE, WBE, and SDVOB subcontractor and/or supplier. ▪ Enter the dates in accordance with the scope and project scheduling.
ATTACHMENTS	<ul style="list-style-type: none"> ▪ Upload supporting documentation i.e., letter of explanation, good faith efforts documentation. ▪ Upload signed MWBE and SDVOB Utilization Plans (original signature) ▪ After attaching documents return to the submit tab to finalize.
FINAL REVIEW	<ul style="list-style-type: none"> ▪ Review all information prior to submitting. ▪ Select SAVE if you wish to continue working on the Plan prior to submission. ▪ To modify the Initial Plan <u>prior to final submission</u>, select the link provided in the original email from the Fund and choose “re-submit” for the option to edit the initial Utilization Plan.
SIGNATURE/SUBMIT <p>*An original signature is required on the Utilization Plan.</p>	<ul style="list-style-type: none"> ▪ Provide the Name, Title, Email address and Signature of a Company Officer. ▪ Choose “Create Utilization PDF” ▪ Print and Sign MWBE and SDVOB Utilization Plans ▪ Upload the Plans into the “Attachments” section of the application. ▪ Select SUBMIT to forward for approval.
UTILIZATION PLAN MODIFICATION <p>Prior approval must be obtained from the Fund for decrease in participation or deletion of a firm. A letter of explanation and supporting documentation of efforts is required to be submitted to the Fund. Upload supporting documentation via the attachments tab.</p>	<ul style="list-style-type: none"> ▪ To modify the Initial Plan prior to final submittal, select the link provided in the original email from the FUND and choose “re-submit” for the option to edit the Utilization Plan. ▪ To modify an existing Plan, return to the Business Partner Application <ul style="list-style-type: none"> ➢ ADD – choose “add subcontractor” on the bottom of the subcontractor/supplier tab for firms that you are adding to the plan. Click the disc icon to save. ➢ DELETE – To remove firms from the approved Plan, locate the name of the firm, Click  the icon to save, an explanation is required. ➢ PLAN VALUE UPDATE- Click the  icon next to the appropriate subcontractor and/or supplier and enter the dollar amount of the increase/decrease of the award value. Click the  icon to save, an explanation is required. ➢ SCHEDULE UPDATE – Click the  icon next to the appropriate subcontractor and/or supplier to change the anticipated start and completion dates for each firm. Click the disc icon to save.
<p>For questions and/or assistance contact the Opportunities Program office. Phone: 518-320-1650 Email: sucf.opportunityadmin@sunv.edu</p>	