# M/WBE Goal Calculation Worksheet

**Project Name:** NYS P-TECH Program  
**Applicant Name:** ______________________________________________________________________________________

The M/WBE participation for this grant is 20% of each applicant’s total discretionary non-personal service budget over the entire term of the grant. Discretionary non-personal service budget is defined as the total budget, excluding the sum of funds budgeted for direct personal services (i.e., professional and support staff salaries) and fringe benefits, as well as indirect costs (lines 2-6 in the table below), if these are allowable expenditures. **For the purposes of this grant, these exclusions apply to the expenses of the lead applicant as well as any other members of the partnership.** For example, the salaries of project staff employed by the IHE and business partners should be excluded from the total budget, along with the lead applicant’s project staff salaries, when calculating the discretionary non-personal service budget. Therefore, **lines 2-6 below will include any project salaries and fringe benefits of the lead applicant AND members of the partnership.**  

(Please note that the indirect costs of partner organizations are not allowable expenses under this grant program. Additionally, if Rent/Lease/Utilities are included in the applicant’s Indirect Costs, do not include them again in Line 6.)

Please complete the following table to determine the dollar amount of the M/WBE goal for this project year.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Amount budgeted for items excluded from M/WBE calculation</th>
<th>Totals (Current FS-10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Professional Salaries</td>
<td></td>
<td></td>
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<tr>
<td>3. Support Staff Salaries</td>
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<tr>
<td>4. Fringe Benefits</td>
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<tr>
<td>5. Indirect Costs (only lead applicant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Rent/Lease/Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Sum of lines 2, 3, 4, 5, and 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Line 1 minus Line 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. M/WBE Goal percentage (20%)</td>
<td>0.20</td>
<td></td>
</tr>
<tr>
<td>10. Line 8 multiplied by Line 9 =MWBE goal amount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form is only for use with the NYS P-TECH Program. It may not be used with any other grant program.
In accordance with the provisions of Article 15-A of the NYS Executive Law, 5 NYCRR Parts 140-145, Section 163 (6) of the NYS Finance Law and Executive Order #8 and in fulfillment of the New York State Education Department (NYSED) policies governing Equal Employment Opportunity and Minority and Women-Owned Business Enterprise (M/WBE) participation, it is the intention of the New York State Education Department to provide real and substantial opportunities for certified Minority and Women-Owned Business Enterprises on all State contracts. It is with this intention the NYSED has assigned M/WBE participation goals to this contract.

In an effort to promote and assist in the participation of certified M/WBEs as subcontractors and suppliers on this project for the provision of services and materials, the bidder is required to comply with NYSED’s participation goals through one of the three methods below. Please indicate which one of the following is included with the M/WBE Documents Submission:

☐ Full Participation – No Request for Waiver (PREFERRED)
☐ Partial Participation – Partial Request for Waiver
☐ No Participation – Request for Complete Waiver

By my signature on this Cover Letter, I certify that I am authorized to bind the Bidder’s firm contractually.

Typed or Printed Name of Authorized Representative of the Firm

Typed or Printed Title/Position of Authorized Representative of the Firm

Signature/Date
M/WBE UTILIZATION PLAN

INSTRUCTIONS: All bidders/applicants submitting responses to this procurement/project must complete this M/WBE Utilization Plan unless requesting a total waiver and submit it as part of their proposal/application. The plan must contain detailed description of the services to be provided by each Minority and/or Women-Owned Business Enterprise (M/WBE) identified by the bidder/applicant.

Bidder/Applicant’s Name
Address
City, State, Zip
Telephone/Email: Federal ID No.: 
RFP No.: 

Certified M/WBE
Classification (check all applicable)
Description of Work (Subcontracts/Supplies/Services)
Annual Dollar Value of Subcontracts/Supplies/Services

<table>
<thead>
<tr>
<th>NAME</th>
<th>NYS ESD Certified</th>
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</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY, ST, ZIP</td>
<td></td>
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<tr>
<td>PHONE/E-MAIL</td>
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<tr>
<td>FEDERAL ID No.</td>
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</table>

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<th>NAME</th>
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</table>

PREPARED BY (Signature) ____________________________________________________________________ DATE _______________________

SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER/APPLICANT’S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-1, 5 NYCRR PART 143 AND THE ABOVE REFERENCE SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR PROPOSAL/APPLICATION DISQUALIFICATION.

NAME AND TITLE OF PREPARER: ________________________________ (print or type) REVIEWED BY ______________________ DATE ___________

TELEPHONE/E-MAIL ________________________________ UTILIZATION PLAN APPROVED YES/NO DATE ___________

DATE ________________________________ NOTICE OF DEFICIENCY ISSUED YES/NO DATE ___________

M/WBE 100 NOTICE OF ACCEPTANCE ISSUED YES/NO DATE ___________
# M/WBE Subcontractors and Suppliers Notice of Intent to Participate

**INSTRUCTIONS:** Part A of this form must be completed and signed by the Bidder/Applicant unless requesting a total waiver. Parts B & C of this form must be completed by MBE and/or WBE subcontractors/suppliers. The Bidder/Applicant must submit a separate M/WBE Notice of Intent to Participate form for each MBE or WBE as part of the proposal/application.

| Bidder/Applicant Name: ___________________________ | Federal ID No.: ___________________________ |
| Address: ___________________________ | Phone No.: ___________________________ |
| City ___________________________ | State ___________________________ | Zip Code ___________________________ | E-mail: ___________________________ |

Signature of Authorized Representative of Bidder/Applicant’s Firm: ___________________________  
Print or Type Name and Title of Authorized Representative of Bidder/Applicant’s Firm: ___________________________

Date: ___________________________  

**PART B** - THE UNDERSIGNED INTENDS TO PROVIDE SERVICES OR SUPPLIES IN CONNECTION WITH THE ABOVE PROCUREMENT/APPLICATION:

| Name of M/WBE: ___________________________ | Federal ID No.: ___________________________ |
| Address: ___________________________ | Phone No.: ___________________________ |
| City, State, Zip Code ___________________________ | E-mail: ___________________________ |

**BRIEF DESCRIPTION OF SERVICES OR SUPPLIES TO BE PERFORMED BY MBE OR WBE:**

**DESIGNATION:**

- MBE Subcontractor
- WBE Subcontractor
- MBE Supplier
- WBE Supplier

**PART C - CERTIFICATION STATUS (CHECK ONE):**

- The undersigned is a certified M/WBE by the New York State Division of Minority and Women-Owned Business Development (MWBD).

**THE UNDERSIGNED IS PREPARED TO PROVIDE SERVICES OR SUPPLIES AS DESCRIBED ABOVE AND WILL ENTER INTO A FORMAL AGREEMENT WITH THE BIDDER/APPLICANT CONDITIONED UPON THE BIDDER/APPLICANT’S EXECUTION OF A CONTRACT WITH THE NYS EDUCATION DEPARTMENT.**

The estimated dollar amount of the agreement $ ___________________________  
Signature of Authorized Representative of M/WBE Firm: ___________________________

Date: ___________________________  
Printed or Typed Name and Title of Authorized Representative: ___________________________
M/WBE CONTRACTOR GOOD FAITH EFFORTS CERTIFICATION (FORM 105)

PROJECT/CONTRACT # ________________________________

I, ____________________________________________________
(Bidder/Applicant)

__________________________________________________________
(Title) (Company)

__________________________________________________________
(Address) (Telephone Number)

do hereby submit the following as evidence of our good faith efforts to retain certified minority- and women-owned business enterprises:

(1) Copies of its solicitations of certified minority- and women-owned business enterprises and any responses thereto;

(2) If responses to the contractor’s solicitations were received, but a certified minority- or woman-owned business enterprise was not selected, the specific reasons that such enterprise was not selected;

(3) Copies of any advertisements for participation by certified minority- and women-owned business enterprises timely published in appropriate general circulation, trade and minority- or women-oriented publications, together with the listing(s) and date(s) of the publication of such advertisements;

(4) Copies of any solicitations of certified minority- and/or women-owned business enterprises listed in the directory of certified businesses;

(5) The dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the State agency awarding the State contract, with certified minority- and women-owned business enterprises which the State agency determined were capable of performing the State contract scope of work for the purpose of fulfilling the contract participation goals;

(6) Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified minority- and women-owned business enterprises.

(7) Describe any other action undertaken by the bidder to document its good faith efforts to retain certified minority - and women-owned business enterprises for this procurement.

Submit additional pages as needed.

__________________________________________________________
Authorized Representative Signature

__________________________________________________________
Date

M/WBE 105
M/ WBE CONTRACTOR UNAVAIL LABLE CERTIFICATION

PROJECT NAME

I, ________________________________________________________________, (Authorized Representative) __________________________________, (Title) ________________________________________________________________, (Bidder/Applicant’s Company) ________________________________________________________________

_____________________________________________________________ (Address) ___________________________ (Phone)

I certify that the following New York State Certified Minority/Women Business Enterprises were contacted to obtain a quote for work to be performed on the abovementioned project/contract.

List of date, name of M/WBE firm, telephone/e-mail address of M/WBEs contacted, type of work requested, estimated budgeted amount for each quote requested.

<table>
<thead>
<tr>
<th>DATE</th>
<th>M/ WBE NAME</th>
<th>PHONE/ EMAIL</th>
<th>TYPE OF WORK</th>
<th>ESTIMATED BUDGET</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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</table>

To the best of my knowledge and belief, said New York State Certified Minority/Women Business Enterprise contractor(s) was/were not selected, unavailable for work on this project, or unable to provide a quote for the following reasons: Please check appropriate reasons given by each MBE/WBE firm contacted above.

A. Did not have the capability to perform the work
B. Contract too small
C. Remote location
D. Received solicitation notices too late
E. Did not want to work with this contractor
F. Other (give reason) ________________________________________________________________

Authorized Representative Signature ___________________________ Date ___________________________ Print Name ___________________________

M/ WBE 105A
REQUEST FOR WAIVER FORM

BIDDER/APPLICANT NAME:  
TELEPHONE:  
EMAIL:  
FEDERAL ID NO.:  
RFP#/PROJECT NO.:  
ADDRESS:  
CITY, STATE, ZIPCODE:  

INSTRUCTIONS: By submitting this form and the required information, the bidder/applicant certifies that Good Faith Efforts have been taken to promote M/WBE participation pursuant to the M/WBE goals set forth under this RFP/Contract. Please see Page 2 for additional requirements and document submission instructions.

<table>
<thead>
<tr>
<th>BIDDER/APPLICANT IS REQUESTING (check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ MBE Waiver - A waiver of the MBE goal for this procurement is requested.</td>
</tr>
<tr>
<td>□ Total  □ Partial_____%</td>
</tr>
<tr>
<td>□ WBE Waiver - A waiver of the WBE goal for this procurement is requested.</td>
</tr>
<tr>
<td>□ Total  □ Partial_____%</td>
</tr>
</tbody>
</table>

PREPARED BY (Signature): ________________________________  DATE: ________________________________

SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER/APPLICANT'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/OR PROPOSAL DISQUALIFICATION.

FOR AUTHORIZED USE ONLY

<table>
<thead>
<tr>
<th>NAME OF PREPARER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE OF PREPARER:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
</tr>
<tr>
<td>EMAIL:</td>
</tr>
</tbody>
</table>

REVIEWED BY: ________________________________  DATE: ________________________________

WAIVER GRANTED □ YES □ NO  
□ TOTAL WAIVER □ PARTIAL WAIVER  
□ NOTICE OF DEFICIENCY  
□ CONDITIONAL WAIVER  
COMMENTS:  

M/WBE 101
REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

When completing the Request for Waiver Form, please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1-11, as listed below. If a Waiver Pending ESD Certification is requested, please see Item 11 below. Copies of the following information and all relevant supporting documentation must be submitted along with the request.

1. A statement setting forth your basis for requesting a partial or total waiver.

2. The names of general circulation, trade association, and M/WBE-oriented publications in which you solicited certified M/WBEs for the purposes of complying with your participation goals.

3. A list identifying the date(s) that all solicitations for certified M/WBE participation were published in any of the above publications.

4. A list of all certified M/WBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your certified M/WBE participation levels.

5. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all certified M/WBEs.

6. Provide copies of responses made by certified M/WBEs to your solicitations.

7. Provide a description of any contract documents, plans, or specifications made available to certified M/WBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.

8. Provide documentation of any negotiations between you, the Bidder/Applicant and the M/WBEs undertaken for purposes of complying with the certified M/WBE participations goals.

9. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.

10. Provide the name, title, address, telephone number and email address of the Bidder/Applicant's representative authorized to discuss and negotiate this waiver request.

11. Copy of notice of application receipt issued by Empire State Development (ESD).

NOTE: Unless a Total Waiver has been granted, Bidder/Applicant will be required to submit all reports and documents pursuant to the provisions set forth in the procurement and/or contract, as deemed appropriate by NYSED, to determine M/WBE compliance.
EQUAL EMPLOYMENT OPPORTUNITY - STAFFING PLAN (Instructions on Page 2)

Applicant Name: ____________________________ Telephone: ____________________________
Address: ____________________________ Federal ID No.: ____________________________
City, State, ZIP: ____________________________ Project No: ____________________________

Report includes:
- Work force to be utilized on this contract OR
- Applicant’s total work force

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

<table>
<thead>
<tr>
<th>EEO - Job Categories</th>
<th>Total Work Force</th>
<th>Race/Ethnicity - report employees in only one category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not-Hispanic or Latino</td>
</tr>
<tr>
<td>Executive/Senior Level Officials and Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First/Mid-Level Officials and Managers</td>
<td></td>
<td></td>
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<tr>
<td>Professionals</td>
<td></td>
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<tr>
<td>Technicians</td>
<td></td>
<td></td>
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<tr>
<td>Sales Workers</td>
<td></td>
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<tr>
<td>Administrative Support Workers</td>
<td></td>
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<tr>
<td>Craft Workers</td>
<td></td>
<td></td>
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<tr>
<td>Operatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers and Helpers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREPARED BY (Signature): ____________________________ DATE: ____________________________
NAME AND TITLE OF PREPARER: ____________________________ TELEPHONE/EMAIL: ____________________________

(Print or type)
STAFFING PLAN INSTRUCTIONS

General Instructions: All Bidders/Applicants in the proposal/application must complete an EEO Staffing Plan (EEO 100) and submit it as part of the package. Where the work force to be utilized in the performance of the State contract/project can be separated out, the Bidder/Applicant shall complete this form only for the anticipated work force to be utilized on the State contract/project. Where the work force to be utilized in the performance of the State contract/project cannot be separated out, the Bidder/Applicant shall complete this form for Bidder/Applicant's total work force.

Instructions for Completing:
1. Enter the Project number that this report applies to, along with the name, address, and federal ID number of the Bidder.
2. Check the appropriate box to indicate if the work force being reported is just for the contract/project or the Bidder/Applicant's total work force.
3. Check off the appropriate box to indicate if the Bidder completing the report is the contractor or subcontractor.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and race/ethnic background and enter under the heading Race/Ethnicity. Contact the M/WBE Coordinator, mwbe@mail.nyused.gov, if you have any questions.
6. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in designated areas.

RACE/ETHNIC IDENTIFICATION

For purposes of this form NYSED will accept the definitions of race/ethnic designations used by the federal Equal Employment Opportunity Commission (EEOC), as those definitions are described below or amended hereafter. (Be advised these terms may be defined differently for other purposes under NYS statutory, regulatory, or case law). Race/ethnic designations as used by the EEOC do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnic categories for this survey are:

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
- **Disabled** - Any person who has a physical or mental impairment that substantially limits one or more major life activity; has a record of such an impairment; or is regarded as having such an impairment

EEO 100