

**IMPORTANT: A LOCAL ASSISTANCE MWBE SUBCONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM MUST BE SUBMITTED WITH BID OR PROPOSAL. IN ADDITION TO THE INITIAL SUBMITTAL OF THIS FORM, A DCJS-3301 MUST BE SUBMITTED FOR EACH SUBSEQUENT CONTRACT/RENEWAL PERIOD AND WITH ALL APPLICABLE BUDGET MODIFICATION REQUESTS, PROVIDING DETAIL OF NEW OR REASSESSED GOALS.**

**Grantee (Contractor) Information:**

1. Name:  Address:

Contact Person/Title:  Telephone Number:

2. Contract Number:  Project Number:  3. DUNS Number:

4. Project/RFP Title:  5. Project Location (Municipality/County/Region):

6. Contract Amount:  7. Grantee Discretionary NPS Amount:  8. Contract Award Period:

9. Description of Goods/Services/Supplies Provided: None

10. MWBE Subcontractor/Supplier Name and Address	11. NYS ESD Vendor ID Number	12. Description of Services & Supplies	13. MBE Goal Amount	14. WBE Goal Amount	15. Date of Subcontract
16. Discretionary NPS Amount:		17. Total MWBE Goals:	\$0	\$0	
18. Total MWBE Percentages:			0%	0%	

**19. MWBE Status and Certification**

MBE  WBE

NYS Certified  Certification Pending

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MBE  WBE

NYS Certified  Certification Pending

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MBE  WBE

NYS Certified  Certification Pending

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MBE  WBE

NYS Certified  Certification Pending

**NOTE: If NYS MWBE Certification is pending, a copy of the notice of application receipt issued by the NYS Empire State Development Corporation must accompany this form.**

20. Contractor Certification : Judy Rosenthal  My firm proposes to use the MWBEs listed above.

21.  I certify that to the best of my knowledge, the information provided herein is complete and accurate. Date:

**FOR DCJS USE ONLY**

**MWBE Firms:**

NYS Certified    Certification Pending    Unknown

**Reviewer Comments:**

**OPDF Contract Representative:** Jason Tillou

**Review Date:** 6/20/14

**DCJS 3301 – LOCAL ASSISTANCE MWBE SUBCONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM**  
**Instructions for Completion**

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<b>1. Name and Address</b>	Provide the grantee (contractor) name and address, and include the name, title and telephone number of the contact person responsible for answering questions related to the MWBE information submitted on this form.
<b>2. Contract and Project Number</b>	Input the DCJS contract and project numbers of the award being supported by this RFP or funding appropriation.
<b>3. DUNS Number</b>	Provide the grantee DUNS Number (a nine digit number assigned via Dun and Bradstreet’s Data Universal Numbering System).
<b>4. Project/RFP Title</b>	Provide the name of the project being supported by this RFP or contracted funding appropriation.
<b>5. Project Location</b>	Enter the name of the municipality, county, and/or region in which the majority of contractual activity will occur.
<b>6. Contract Amount</b>	Supply the total dollar amount awarded during the current contract period.
<b>7. Grantee Discretionary NPS Amount</b>	This is defined as the Non-Personal Service line in the contract budget, minus any item for which there is no opportunity to procure services/supplies with a NYS Certified MWBE (this may be due to a contractor’s lack of discretion in the choice of supplier/vendor, or due to the lack of availability of NYS Certified MWBE’s to provide the requisite services/supplies). If there are no identifiable NPS discretionary funds, this amount may be listed as \$0; however, the contractor must submit a Local Assistance MWBE Discretionary Budget Determination Worksheet delineating their expenditures. Upon request, a separate more detailed written justification may also be required. <b>Note: Appropriate MWBE suppliers/contractors may be identified by searching the MWBE directory located at: <a href="https://ny.newnycontracts.com">https://ny.newnycontracts.com</a>.</b>
<b>8. Contract Award Period</b>	Enter the current contract time period of the funded award.
<b>9. Description of Discretionary NPS Goods, Services, and/or Supplies to be Provided/ Purchased</b>	Provide a brief description of the product type(s) or services, which are to be purchased using NPS discretionary funds; for example computer/office equipment, supplies, trainers, printing services, IT consulting services, vehicle maintenance, etc.
<b>10. List of MWBE Subcontractors/Suppliers</b>	List the firm name and address of the NYS Certified MWBE subcontractor/supplier funded from NPS discretionary funds to provide the contracted requisite services and/or commodities. <b>Note: Certified MWBE suppliers and contractors may be located by searching the MWBE directory at: <a href="https://ny.newnycontracts.com">https://ny.newnycontracts.com</a>.</b>
<b>11. NYS ESD Vendor ID Number</b>	Provide the eight digit NYS ESD Vendor ID Number. Subcontractors/suppliers can access this information via their NYS ESD MWBE account at: <a href="https://ny.newnycontracts.com">https://ny.newnycontracts.com</a> .