New York State Division of Criminal Justice Services

LOCAL ASSISTANCE MWBE SUBCONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM

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

Grantee (Contractor) Information:

1. Name: The Osborne Association, Inc. **Address:** 809 Westchester Avenue, Bronx, NY 10455

Contact Person/Title: Jenny Bardales-Reyes, Coordinator of Contract Management & Medicaid **Telephone Number:** 718-707-2641

2. Contract Number: LG13139811 **Project Number:** LG13-1098-D00 **3. DUNS Number:** 08-464-1000

4. Project/RFP Title: El Rio – Legislative Award **5. Project Location (Municipality/County/Region):** Bronx

6. Contract Amount: $36,217 **7.Grantee Discretionary NPS Amount:** $1,952 **8. Contract Award Period:** 7/1/13 – 6/30/13

9. Description of Goods/Services/Supplies Provided: El Rio – Medicaid/Program Eligibility

10. MWBE Subcontractor/Supplier Name and Address	11. NYS MWBE Certified Number	12. Description of Services & Supplies	13. MBE Goal Amount	14. WBE Goal Amount	15. Date of Subcontract	19. MWBE Status and Certification	VERIFIED BY DCJS
Office Pros 193 Autumm Avenue, Ste 2R, Brooklyn, NY 11208	MWCERT-4982	Office supplies and furniture	$350	$0	13-Sep	☒ MBE ☐ WBE ☒ NYS Certified ☐ Certification Pending	☐
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						☐ MBE ☐ WBE ☐ NYS Certified ☐ Certification Pending	☐
16. Discretionary NPS Amount:	$1,952	17. Total MWBE Goals:	$350	$0			
		18. Total MWBE Percentages:	18%	0%			

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 : Jenny Bardales Reyes ☒ 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 Manager: **Review Date:**