

New York State Division of Criminal Justice Services  
**LOCAL ASSISTANCE MWBE SUBCONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM**

**INSTRUCTIONS:** THIS CONTRACTOR/SUPPLIER UTILIZATION PROPOSAL FORM (DCJS-3301) MUST BE SUBMITTED WITH BID OR PROPOSAL IN ADDITION TO THE INITIAL SUBMITTAL OF THE BIDDING DOCUMENTS FOR THE PROJECT. THIS FORM IS VALID FOR ONE (1) YEAR FROM THE DATE OF SUBMISSION AND WITH ANY REQUESTS FOR BUDGET MODIFICATION, PROVIDING DETAIL OF NEW OR REASSESSED GOALS.

**Grantee (Contractor) Information:**

1. Name: Office of the Queens County District Attorney      Address: 125-01 Queens Blvd. Kew Gardens, NY 11415

Contact Person/Title: Eileen M. Sullivan – Executive Assistant District Attorney      Telephone Number: 718-286-6330

2. Contract Number: C464204      Project Number: MV13-1005-E00      3. DUNS Number: 182739334

4. Project/RFP Title: Motor Vehicle Theft Insurance Fraud Prevention Program      5. Project Location (Municipality/County/Region): Queens County

6. Contract Amount: 568,200      7. Grantee Discretionary NPS Amount: 0      8. Contract Award Period: 1/1/14 – 12/31/14

9. Description of Goods/Services/Supplies Provided: N/A

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
N/A						<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Certified <input type="checkbox"/> Certification Pending
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Certified <input type="checkbox"/> Certification Pending
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Certified <input type="checkbox"/> Certification Pending
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NYS Certified <input type="checkbox"/> Certification Pending
16. Discretionary NPS Amount:			17. Total MWBE Goals: \$0			
			18. Total MWBE Percentages: 14% 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 : Jacqueline Duckfield       My firm proposes to use the MWBEs listed above.

21. (X) I certify that to the best of my knowledge, the information provided herein is complete and accurate.      Date: 10/23/13

MWBE Firms:      Reviewer Comments:

NYS Certified     Certification Pending     Unknown

DPDF Contract Manager: [Signature]      Review Date: 1/22/14