FORM 4: MWBE AND EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE EXECUTIVE LAW, ARTICLE 15-A (PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS)

By submitting a bid or proposal, a Bidder will be required to submit the following documents and information as evidence of compliance with the requirements and procedures established in Section 8 of this RFP:

A. Bidder agrees to submit with the bid a Workforce Composition Plan (Form 4.1) identifying the anticipated work force to be utilized on the Contract and if awarded a Contract, will, upon request, submit to the Department, a workforce utilization report identifying the workforce actually utilized on the Contract if known.

B. Bidders are required to submit a Minority- and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement (Form 4.2) to the Department with its bid or proposal. If Bidder, or any of its subcontractors, does not have an EEO Policy, the Department may require the Contractor or subcontractor to adopt the attached model statement.

Please Note: Failure to comply with the requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions of enforcement proceedings as allowed by the Contract.

Attachments:

- Attachment 4.1 – Workforce Composition Form
- Attachment 4.2 – Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement - If Bidder, or any of its subcontractors, does not have an existing EEO policy statement, the Department may require the Bidder or subcontractor to adopt the attached model statement.