

**Office of Business and Job Opportunity**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Contract Description:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contract Amount:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Contract Goals:**      **MBE** \_\_\_\_\_      **WBE** \_\_\_\_\_      **DBE** \_\_\_\_\_

Name, Address, Phone Number of PA Certified MBE/WBE/DBE subcontractor (including name of contact person)	Indicate MBE, WBE Or DBE	Description of Work, Services to be provided. Where applicable, specify "supply" or "install" or both "supply" and "install."	Anticipated date work will start and finish	*Approximate \$ amount of M/W/DBE Subcontract	MBE/WBE/DBE % of Total Contract Amount
<b>TOTAL:</b>					

Signature of Contractor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OBJO USE ONLY**

Contract Goals:  Approved     Waived     Rejected

Reviewed by: \_\_\_\_\_  
 OBJO Business Development Representative

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original – OBJO; Copy 2 – Engineer of Construction; Copy 3 – Contractor; Copy 4 – Line Department

\*Please Note: supplies, equipment and material men are only credited 60% towards the M/W/DBE goal. Please adjust calculations accordingly.

## INSTRUCTIONS

**CONTRACTOR INSTRUCTIONS:** Contractor is required to submit a MBE/WBE Participation Plan and/or best efforts documentation to the designee identified in the contract book within 7 days of contract award.

**ENGINEER OF CONSTRUCTION INSTRUCTIONS:** After a review of the submitted MBE/WBE Participation plan, forward to Office of Business and Job Opportunity via fax at (212) 435-7828 or PAD to 233PAS 4th Floor for review and approval. Approved/waived/rejected plan will be returned within 10 business days of receipt of this document. Engineer of Construction will advise vendor of the results of the MBE/WBE Participation Plan review.