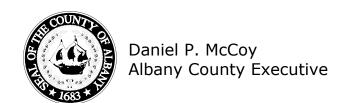
County of Albany Division of Affirmative Action MBE/WBE Compliance Forms



County of Albany Schedule of MBE/WBE and Labor Performance

The Division of Affirmative Action monitors subcontracting and labor participation for contracts let by agencies and authorities of Albany County. The Schedule of MBE/WBE and Labor Performance must be completed and submitted within 15 days of receiving the Notice of Award. The figures represent the contractor's best estimate of workforce needs and minority/female representation of that workforce. Questions regarding completion of this form can be directed to the County of Albany, Division of Affirmative Action at (518) 447-7010.

Contractor:		Address:			
City:		State:	Zip:		
Telephone:	Fax Nu	mber:	Federal ID No.:		
Project Name:		_ Project Cost:	Completion Date:		
Contract Desc	ription:				
Bidder is an ap	proved MBE	WBE			
	-				
	•		ith Bidder, Subcontracting Construction, res between the Prime Bidder and MBE/WBE		
_	n below. Joint Ventures	• •			
	/WBE joint ventures Ider on this Contract.	• • • • • • • • • • • • • • • • • • • •			
Name:		Address:			
City:		State:	Zip:		
Telephone:	: Federal ID No.:				
МВ	E Share of Joint Venture:	% x Tota	al Bid Amount = \$		
WE	BE Share of Joint Venture	:% x Tota	cal Bid Amount = \$		

Sub-contractor Performance

MBE Goal: 7% x Total Bid Amount = \$_____

WBE Goal: 5% x Total Bid Amount = \$_____

FORM A Page 1 of 2

Please provide the information requested for **all** subcontractors participating on this project (include MBE/WBE firms).

Sub-contractor	MBE, Amount of Sub-contract N/A & Award Date	Amount of	Description of	Start Date	Contracted
Name, Address, Phone		Description of Work (Trade)	Completion Date	Payment Schedule	

I,	, representative of
de	eclare that the information provided is true and represents accurately my firm's efforts to comply with
th	ne Affirmative Action Policy. We shall continue to make every effort to ensure that MBE/WBE firms have

FORM A Page 2 of 2



County of Albany MBE/WBE and Labor Performance Monthly Utilization Report

This report must be completed by each firm working on the site and submitted to the General Contractor on a monthly basis. The General Contractor forwards the reports to the County of Albany, Division of Affirmative Action, 112 State Street, Room 900, Albany, NY 12207. Fax (518) 447-5560. For assistance, call (518) 447-7010.

	Address:			
			Zip:	
Fax Numb				
Project Cost:		Completion Date:		
	Month	Year		
Number of Hours Worked by Minorities	Number of Hours Worked by Women	Number of Hours Worked by Non-Minorities	Total Hours Worked	
	Number of Hours Worked by	State: Fax Number: Project Cost: Month Number of Hours Worked by Number of Hours Worked by	State: Zip: Fax Number: Federal ID No.: Project Cost: Completion Date Month Year Number of Hours Worked by Worked by Worked by	

FORM B Page 1 of 2

MBE/WBE Payments

MBE/WBE Firm(s) Participating on the Project	Payments Made this Month	Payments Made to Date

INSTRUCTIONS

This form must be completed and submitted by the Contractor/Vendor by the **10th** of each month for the duration of the contract. The form must be accompanied by copies of checks (front and back) made payable to MBE/WBE subcontractor and suppliers.

This form is required pursuant to the contract specifications. Failure to submit will result in non-compliance.

County of Albany
Department of Human Resources
Division of Affirmative Action
112 State Street, Room 900, Albany, NY 12207
Phone: (518) 447-7010

NOTE: IF THERE IS NO ACTIVITY FOR THE REPORTING PERIOD, PLEASE NOTE ACCORDINGLY.

FORM B Page 2 of 2

County of Albany Waiver Request for MBE/WBE Subcontracting and/or Labor Performance

If your firm has determined that it is not feasible to meet the subcontracting and/or labor performance goals specified in the contract, complete and return this firm within fifteen days of the Intent to Award. The request must identify reasons why the from cannot reach the labor and subcontractor goals applicable. The Division of Affirmative Action will evaluate each waiver individually. Please be advised that submission of this request does not guarantee waiver of the requirements. Attach additional sheets if necessary. Please refer to the County of Albany Criteria for Establishing Good Faith Effort.

Contractor:		Address:		
City:	State:_	Zip:		
Telephone:	Fax Number:	Federal ID No.:		
Contract Type/I	Number:	Project Cost:		
. , ,	•	r Participation Goal. Please explain:		
	-	r Participation Goal. Please explain:		
Actions taken to	o include MBE and/or WBE Subcontracto	or(s)		
Signature				
Name (Printed)				

FORM C Page 1 of 1

County Of Albany Criteria for Establishing Good Faith Effort

The following list of the good faith efforts criteria complies with NYS Executive Law, Article 15-A which should be considered for determining whether a contractor has documented good faith efforts:

- 1. Was a completed, acceptable utilization plan submitted in accordance with applicable requirements to meet goals for participation of certified minority and women-owned business enterprises established in the same contract?
- 2. Were advertisements placed in appropriate trade, general circulation and minority and womenoriented publications in a timely fashion?
- 3. Were written solicitations made in a timely fashion of certified minority and women-owned business enterprises listed in the directory of certified business?
- 4. Were timely responses to any such advertisements and solicitations provided by certified minority and women-owned business enterprises?
- 5. Did the contractor attend pre-bid, pre-award, or other meetings, if any, scheduled by the agency awarding the contract, with certified minority or women-owned business enterprises which the State or County agency determined were capable of performing the contract scope of work, for purposes of complying with goal requirements?
- 6. What efforts were undertaken by the contractor to reasonably structure the contract scope of work for purposes of subcontracting with certified minority and women-owned business enterprises?
- 7. How many minority and women-owned business enterprises in the directories of certified businesses could perform work required by the contract scope of work in your region?
- 8. What actions were taken to contact and assess the financial ability of certified minority and womenowned businesses enterprises to participation on the contract, and which enterprises are located outside of the region in which the contract scope of work was or will be performed?
- 9. Were relevant plans, specification or terms and conditions of the contract, necessary to prepare an informed response to a contractor solicitation, provided in a timely fashion to certified minority or women-owned business enterprises?
- 10. What subcontract terms and conditions were offered to certified minority and women- owned business enterprises, and how do those subcontract terms and conditions compare to those offered in the ordinary course of the contractor's business and to other subcontractors of the contractor?
- 11. Has the contractor made payments for work performed by certified minority and women- owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority or women-owned business enterprises?
- 12. Has the contractor offered to make up any inability to comply with the minority and women-owned business enterprise goals established in a contract, in other contracts being performed or to be awarded to the contractor?