



New York City Housing Authority
M/WBE Utilization Plan & Waiver
Guide

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1. Overview

A. Purpose

The purpose of this guide is to provide steps on completing NYCHA’s M/WBE Utilization Plan & Waiver.

B. M/WBE Utilization Plan

NYCHA launched its formal M/WBE program in July 2021, and adopted M/WBE utilization goals which mirror the City of New York. In accordance with these goals and to increase diversity, equity and inclusion within contracting opportunities, Primes are required to subcontract 30% of the total contract value, with some variance depending on whether the Prime is MBE or WBE certified. **NYCHA only recognizes City-certified M/WBEs (i.e., vendors who received their certification from Small Business Services- SBS).** The utilization goals are as follows:

Vendor Certification Type	Total Amount to be Subcontracted
Non-M/WBE vendor	Total of 30% <ul style="list-style-type: none"> • 15% of the total contract value to be subcontracted to MBE(s); and • 15% of the total contract value to be subcontracted to WBE(s)
MBE vendor	Total of 15% <ul style="list-style-type: none"> • 15% of the total contract value to be subcontracted to WBE(s)
WBE vendor	Total of 15% <ul style="list-style-type: none"> • 15% of the total contract value to be subcontracted to MBE(s)
M/WBE vendors (vendors who have dual certification, certified as both M and W)	Total of 15% <ul style="list-style-type: none"> • Vendor to select either M or W to count for itself and subcontract 15% of the total contract value to the other category

Please note: Utilization requirements can be met via the use of multiple vendors, provided the aggregate subcontractor utilization is 15% to MBE(s) and 15% to WBE(s)

C. M/WBE Waiver

Primes must only complete the M/WBE Waiver if one of the following applies:

- 1) There is no feasible way to fulfill the M/WBE utilization goal, or the Prime exhausted all efforts to obtain M/WBE subcontractors but was not successful. For situations like these, a full or partial waiver must be completed.

When a waiver is submitted, Primes must provide supporting documentation, which outlines their good faith efforts to meet the M/WBE utilization goals and to obtain M/WBE subcontractors. Please reference the list of supporting documents on page 2. If attachment G is selected from the list below, the Prime must provide a letter on their company’s letterhead with in-depth details outlining why they are unable to subcontract to an M/WBE.

***Please note: Waivers are accepted on a case-by-case basis. Waivers are not granted if the documentation**

and justification provided is insufficient. Primes who do not adhere to the M/WBE utilization goals will be deemed non-responsive which will impact their future business opportunities with NYCHA. *

Provide the following documentation as evidence of your good faith efforts to meet the M/WBE goals set forth in the contract and in support of your waiver/partial waiver application. If Attachment F is applicable, you must provide copies of the notice of the application receipt.

- **Attachment A:** List of general circulation, trade and M/WBE-oriented publications and dates of publications soliciting for certified M/WBE participation as a subcontractor/supplier and copies of such solicitation.
- **Attachment B:** List of certified M/WBEs appearing in the NYC SBS M/WBE directory that were solicited for this contract. Provide proof of solicitations made to certified M/WBE's including corresponding dates along with responses from the certified MWBEs. Describe specific reasons that responding certified M/WBEs were not selected.
- **Attachment C:** Descriptions of the contract documents/plans/specifications made available to certified M/WBEs by the contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified M/WBEs.
- **Attachment D:** Description of the negotiations between the contractor and certified M/WBEs for the purposes of complying with the M/WBE goals for this contract. Provide documentation supporting proof of negotiations and outcomes with certified M/WBEs.
- **Attachment E:** Identify dates of any pre-bid, pre-award or other meetings attended by contractor, if any, scheduled by NYCHA.
- **Attachment F:** Waiver pending NYC SBS Certification (Check [here](#) if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with NYC SBS). Provide a copy of notice of application receipt issued by NYC SBS.
- **Attachment G:** Other information deemed relevant to the waiver/partial waiver request.

- 2) The Prime met the M/WBE utilization goal, but the entire utilization goal percentage was subcontracted to one category (i.e., MBE or WBE). In this case, a partial waiver must be completed but supporting documentation is not required.

2. Submitting M/WBE Documents

A. Completing the M/WBE Utilization Plan

***Please ensure to review the M/WBE utilization goals in the [M/WBE Utilization Plan](#) section prior to completing the plan ***

1. After logging in to eComply, click on the *Activities* tab, then click on the *M/WBE Utilization Plan* tab.

NYCHA M/WBE Utilization Plan & Waiver

Activities Setup

Certified Reports

- Manage CHRs
- Manage CPRs
- Fringe Benefit Statement
- CPR Package Management

Vendor Diversity

- Section 3 Self Registration
- S3BC Directory
- Section 3 REO and OEO Plans
- M/WBE Utilization Plan**

Documents

- Project Documents
- Contractor Documents
- Employee Documents
- Sub's Employee Documents

2. Select the drop-down box.

M/WBE Utilization Plans

Solicitation

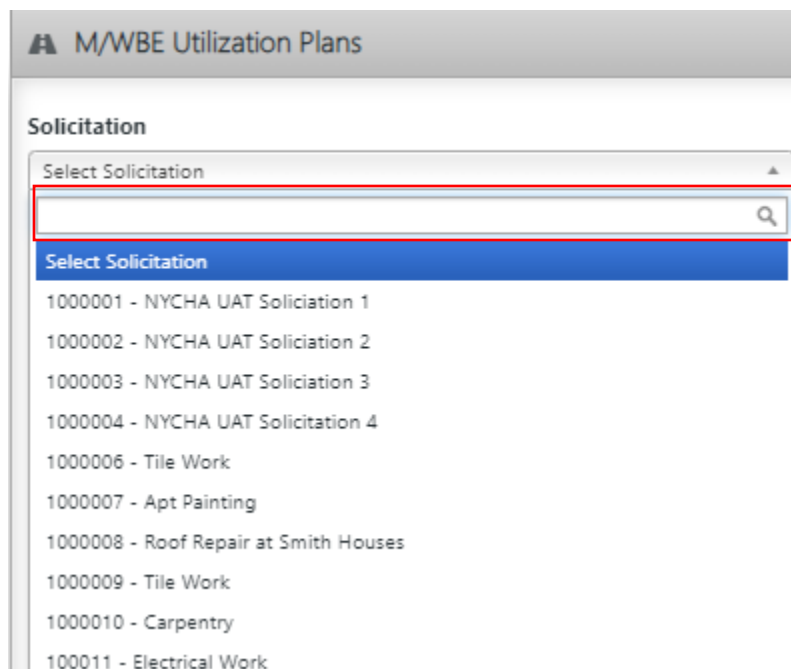
Select Solicitation ▼

[New M/WBE Utilization Plan](#)

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
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NYCHA M/WBE Utilization Plan & Waiver

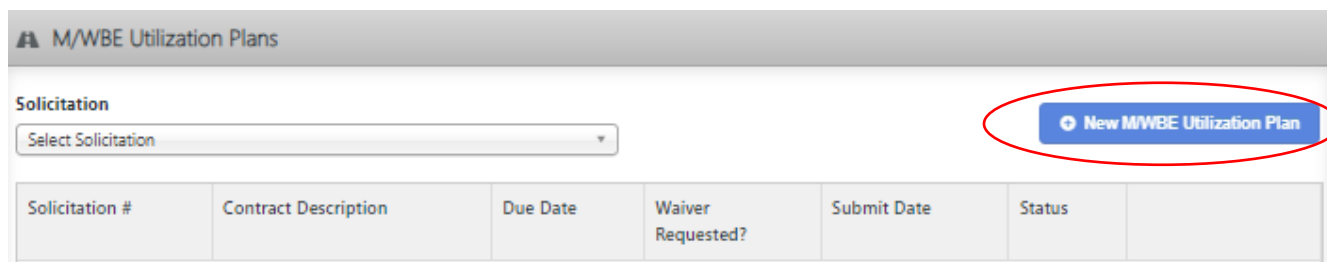
3. Enter the NYCHA solicitation number which you are submitting an M/WBE Utilization Plan for in the blank space below, then select the number



The screenshot shows the 'M/WBE Utilization Plans' interface. Under the 'Solicitation' section, there is a dropdown menu with the placeholder text 'Select Solicitation'. The dropdown is open, showing a list of solicitation numbers and descriptions. The first item is highlighted in blue.

Solicitation #	Contract Description
1000001	NYCHA UAT Solicitation 1
1000002	NYCHA UAT Solicitation 2
1000003	NYCHA UAT Solicitation 3
1000004	NYCHA UAT Solicitation 4
1000006	Tile Work
1000007	Apt Painting
1000008	Roof Repair at Smith Houses
1000009	Tile Work
1000010	Carpentry
100011	Electrical Work

4. Select *New M/WBE Utilization Plan*



The screenshot shows the 'M/WBE Utilization Plans' interface. Under the 'Solicitation' section, there is a dropdown menu with the placeholder text 'Select Solicitation'. To the right of the dropdown, there is a blue button with a plus icon and the text 'New M/WBE Utilization Plan', which is circled in red.

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
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5. Select *Start*

NYCHA M/WBE Utilization Plan & Waiver

NYCHA M/WBE UTILIZATION PLAN

INSTRUCTIONS: This Utilization Plan must contain a description of the supplies and/or services to be provided by each NYC Certified Minority and Women-owned Business Enterprises (M/WBE) under the contract. By submission of this Plan, the Bidder/Proposer/Consultant/ Contractor commits to good faith efforts in the utilization of M/WBE subcontractors and suppliers as required by the MBE/WBE goals contained in the Solicitation/Contract. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids/proposal, and/or withholding of payments, non-responsibility determination and PASSPort cautions. Firms that do not perform commercially useful functions may not be counted toward M/WBE Utilization. Attach additional sheets if necessary.

NYC CERTIFIED M/WBE SUBCONTRACTOR/SUPPLIER INFORMATION: The directory of New York City Certified M/WBEs can be viewed at [SBS M/WBE directory site at NYC Online Directory for Certified Businesses](#)

Please note the following:

- 3) You can search for City-certified M/WBE vendors by selecting the NYC online directory link pictured in blue above
- 4) If you are unable to complete the M/WBE Utilization Plan in one setting, you can return to the document by following the steps listed in the [resume working on a plan/waiver](#) section.

Steps 6-9 are only for dual certified M/WBE vendors (those which hold both M and W certification). Please proceed to step 10 if you do not have dual certification

6. Select *Update* (circled in red below)

Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%
MBE Goal Committed	0%
WBE Goal Committed	0%
Total MBE Assigned	0
Total WBE Assigned	0

Your company's name will be displayed here

→

Selected Contractor:

Update

Tier: Prime

7. Enter 15% in the space outlined in red below, under *total percentage of subcontracts/supplies/services*.

Edit Prime Contractor Commitment

Prime Contractor

Total Percentage of subcontracts/supplies/services

Certification (If dual certified, please select one to claim goal achievement credit)

Close

Submit

8. Using the drop-down box, select one certification (M or W) to claim achievement goal credit. ***Please note: 15% must be subcontracted to the certification which you did not select***

Edit Prime Contractor Commitment

Prime Contractor

Total Percentage of subcontracts/supplies/services

Certification (If dual certified, please select one to claim goal achievement credit)

- Select Certification
- MBE Certified
- WBE Certified

Close

Submit

NYCHA M/WBE Utilization Plan & Waiver

9. Click submit.

Edit Prime Contractor Commitment

Prime Contractor

Total Percentage of subcontracts/supplies/services

%

Certification (If dual certified, please select one to claim goal achievement credit)

Select Certification 

Close

Submit

10. Select *Add Subcontractor*

Current Calculated Total Contract Commitment Goals	
Add Subcontractor	
Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%

11. Select *NYC SBS Directory*


Your company's name will be displayed here

Add Subcontractor Commitment

Parent Contractor

Subcontractor

eComply Directory NYC SBS Directory

Enter one or more characters to search for specific ve... 

NYCHA M/WBE Utilization Plan & Waiver


12. Select the drop-down arrow circled in red below.

Add Subcontractor Commitment

Parent Contractor

Subcontractor

eComply Directory NYC SBS Directory

Enter one or more characters to search for specific ve... 

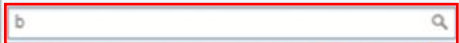
13. In the space outlined in red below, enter one or more characters to search for the subcontractor you plan to utilize, then select the subcontractor's name.

Add Subcontractor Commitment

Parent Contractor

Subcontractor

eComply Directory NYC SBS Directory

Enter one or more characters to search for specific ve... 

Enter one or more characters to search for specific vendor

- 1 Call Building Maintenance Corp.
- 1 We Build Environments Corp
- 123 Best Cleaning, LLC
- 1-800 Mr. Rubbish Inc.
- 192 Branch Interior Services, Inc.
- 2 G.I.A.B. Productions
- 2 SAAB Construction Inc.
- 22 Beaver Bake Corp.

14. Enter the total percentage that you are subcontracting to the vendor.

Total Percentage of subcontracts/supplies/services

%

NYCHA M/WBE Utilization Plan & Waiver

***Step 15 is only needed if the subcontractor you selected has dual certification (holds both M and W certification). If the subcontractor holds one certification, their certification will automatically populate and you can proceed to step 16.**

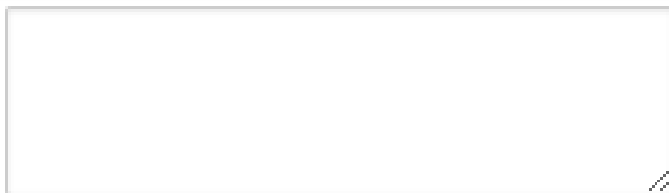
15. Please select **one** certification, the MBE or WBE category (as shown in the screenshot below) to claim achievement goal credit for the subcontractor

Certification (If dual certified, please select one to claim goal achievement credit)



16. In the scope of *work/tools & equipment used* section, enter the services and/or goods that the subcontractor will provide.

Scope of Work / Tools & Equipment Used



17. Add the following information for the subcontractor:

- Name of the person you contacted
- Phone number
- Email address

Please identify the person you contacted

Phone Number

Email

NYCHA M/WBE Utilization Plan & Waiver

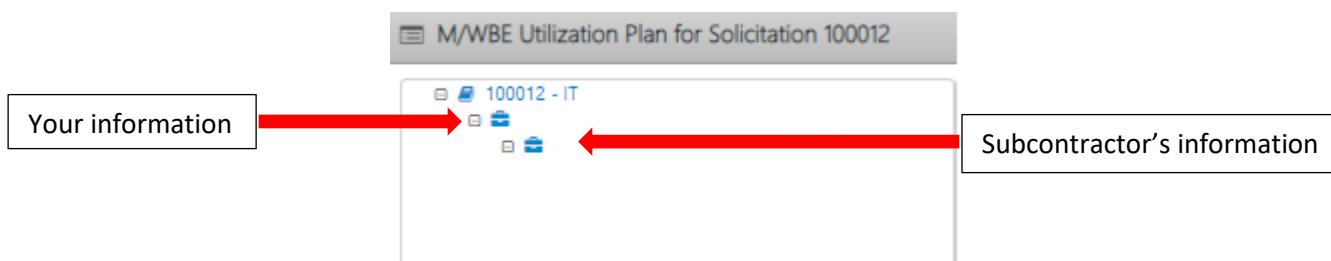
18. Click *submit*.

Please identify the person you contacted

Phone Number

Email

After successfully adding a subcontractor, you will see the subcontractor's information listed under yours, as shown below.



If you no longer want to utilize a subcontractor that you added, you can unassign the subcontractor. However, you must ensure that you are still meeting the M/WBE utilization goal(s). Additionally, if you need to edit any of the information added for a subcontractor, please reference the section on [unassigning and updating subcontractor](#) information.

19. Repeat steps 1-18 to add subcontractors, if needed

Once you have added all subcontractors and successfully met the M/WBE utilization goals, the MBE and WBE goal committed sections will be displayed in green

NYCHA M/WBE Utilization Plan & Waiver

Current Calculated Total Contract Commitment Goals

[+ Add Subcontractor](#)

Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%
MBE Goal Committed	15.00%
WBE Goal Committed	15.00%
Total MBE Assigned	1
Total WBE Assigned	1

20. Click *submit*.

[Request Waiver](#)
[Submit](#)

21. Type your name in the blank space provided (outlined in red below). Please ensure to type your name as it appears in the section next to the red arrow

Sign & Submit

The undersigned on behalf of the Bidder/Proposer/Consultant/Contractor (i) acknowledges having read the instructions above and requirements below, the terms and conditions of the applicable RFP/Solicitation/Agreement/Contract, (ii) understands the such party's responsibilities in connection with M/WBE utilization, and (iii) certifies that it will comply therewith.

Note: This form must be signed by person signing the Form of Proposal/Proposal. All listed Subcontractors/Suppliers are subject to verification by NYCHA.

Please type your name as:

Name [Sign](#)

[Close](#) [Submit](#)

Your name will be automatically generated here. Please type your name in the empty box below as it appears here

22. Click *sign*

NYCHA M/WBE Utilization Plan & Waiver

Sign & Submit

The undersigned on behalf of the Bidder/Proposer/Consultant/Contractor (i) acknowledges having read the instructions above and requirements below, the terms and conditions of the applicable RFP/Solicitation/Agreement/Contract, (ii) understands the such party's responsibilities in connection with M/WBE utilization, and (iii) certifies that it will comply therewith.

Note: This form must be signed by person signing the Form of Proposal/Proposal. All listed Subcontractors/Suppliers are subject to verification by NYCHA.

Please type your name as:

Name

23. Click *submit*

Sign & Submit

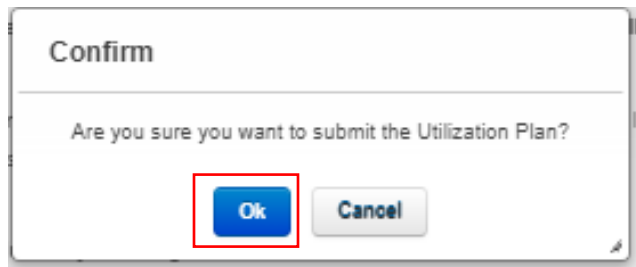
The undersigned on behalf of the Bidder/Proposer/Consultant/Contractor (i) acknowledges having read the instructions above and requirements below, the terms and conditions of the applicable RFP/Solicitation/Agreement/Contract, (ii) understands the such party's responsibilities in connection with M/WBE utilization, and (iii) certifies that it will comply therewith.

Note: This form must be signed by person signing the Form of Proposal/Proposal. All listed Subcontractors/Suppliers are subject to verification by NYCHA.

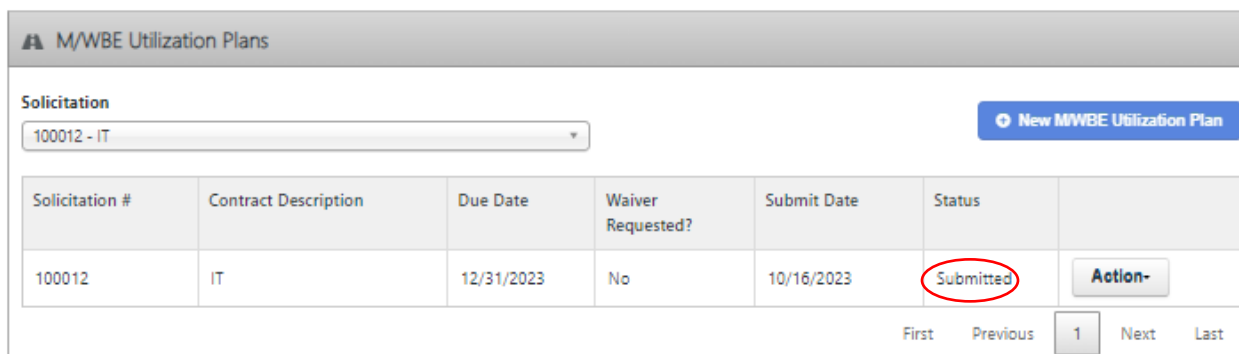
SLP

24. Click *ok*, to confirm that you want to submit the M/WBE Utilization Plan

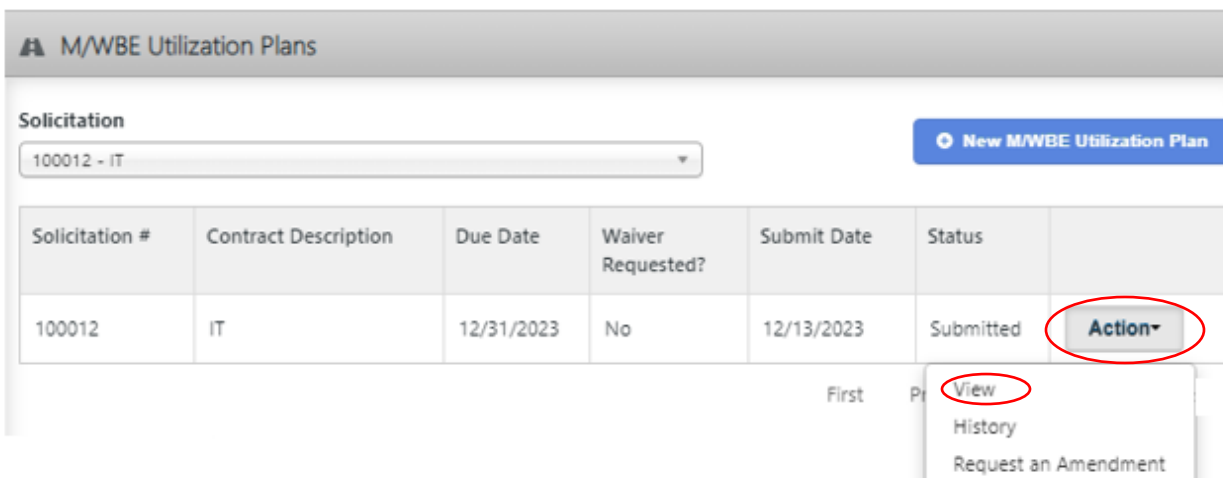
NYCHA M/WBE Utilization Plan & Waiver



25. After successfully submitting the M/WBE Utilization Plan, you will be directed to the page below. The status of the form will be shown as *submitted*.



26. To view the M/WBE Utilization Plan you submitted, select *action* then *view*.



*Please note: If you need to amend the M/WBE Utilization Plan you submitted, you can do so by following steps outlined in the [requesting an amendment](#) section

B. Completing the M/WBE Waiver

NYCHA M/WBE Utilization Plan & Waiver

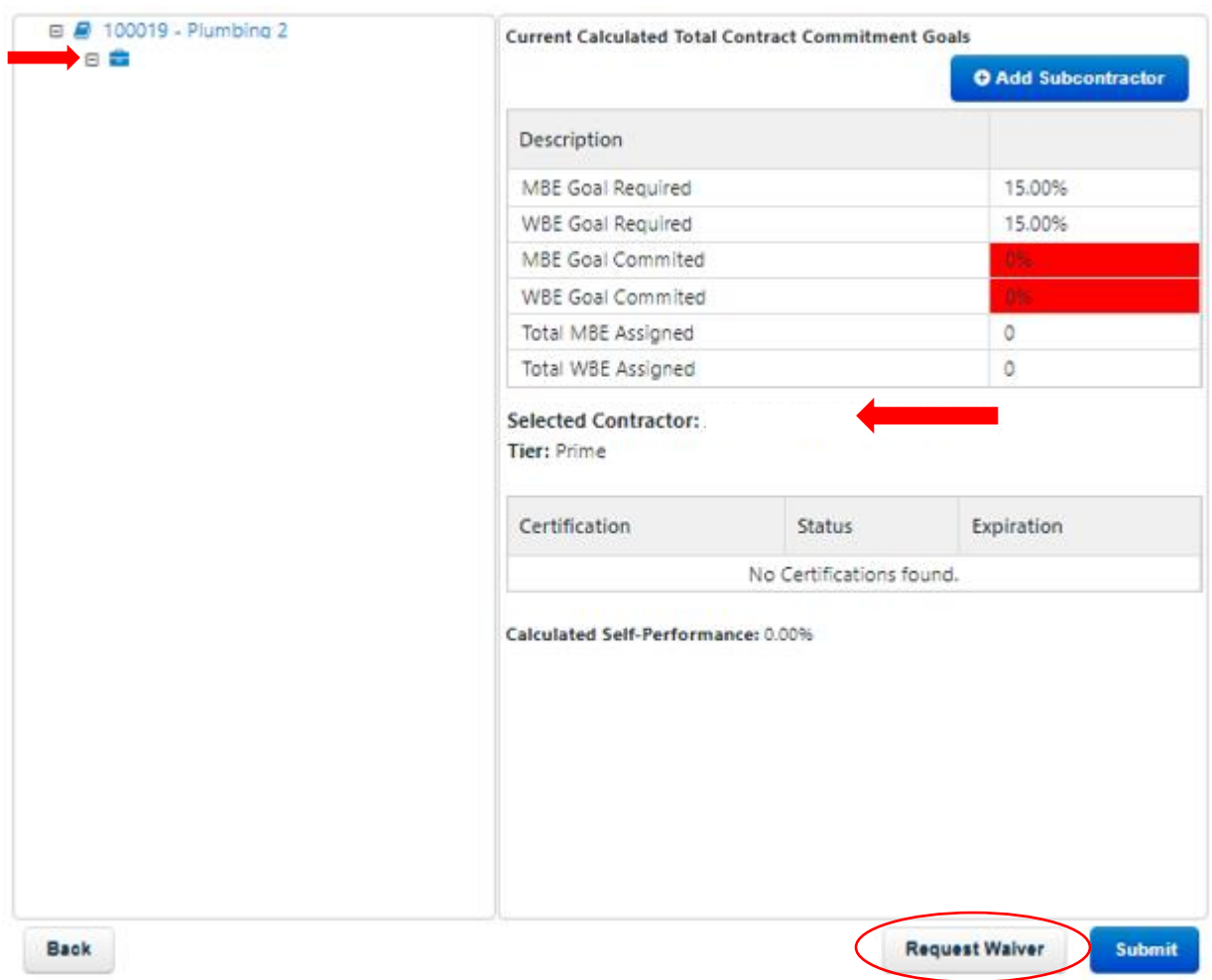
Please ensure to review the [M/WBE Waiver](#) section prior to requesting a waiver

I. M/WBE Full Waiver

If a prime is unable to fulfill the 30% M/WBE utilization goal then an M/WBE Waiver must be completed. To complete the M/WBE Waiver, do the following:

1. Repeat steps 1-5 in the [submitting M/WBE documents section](#).
2. Select *request waiver*.

Your company’s information will be displayed in the spaces next to the red arrows



100019 - Plumbing 2

Current Calculated Total Contract Commitment Goals

[Add Subcontractor](#)

Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%
MBE Goal Committed	0%
WBE Goal Committed	0%
Total MBE Assigned	0
Total WBE Assigned	0

Selected Contractor:

Tier: Prime

Certification	Status	Expiration
No Certifications found.		

Calculated Self-Performance: 0.00%

[Back](#) [Request Waiver](#) [Submit](#)

You will be directed to the page below, in section 1, you will see your contact details: name, address, email address and phone number. Additionally, you’ll see your iSupplier vendor ID number, along with the solicitation number. These details will be automatically populated.

3. Go to Section 2, *Waiver Information*. Using the dropdown box, select *M/WBE Waiver Request*

Waiver Information
Supporting Documents

Section 1: Contractor Information

Prime Contractor's Name	iSupplier Vendor ID
Prime Contractor's Address	Solicitation Number 100019
Email Address	
Prime Contractor's Telephone Number	

Section 2: Waiver Information

Waiver Request Select ▼ Select M/WBE Waiver Request Partial Waiver Request	MBE % Partial Waiver Requested <input type="text"/> WBE % Partial Waiver Requested <input type="text"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------

Provide detailed explanation for the waiver/partial waiver request below

Cancel
Save
Next

Name

Address

Email

Phone

iSupplier ID #

4. Provide a detailed explanation for the waiver request in the section below

Provide detailed explanation for the waiver/partial waiver request below

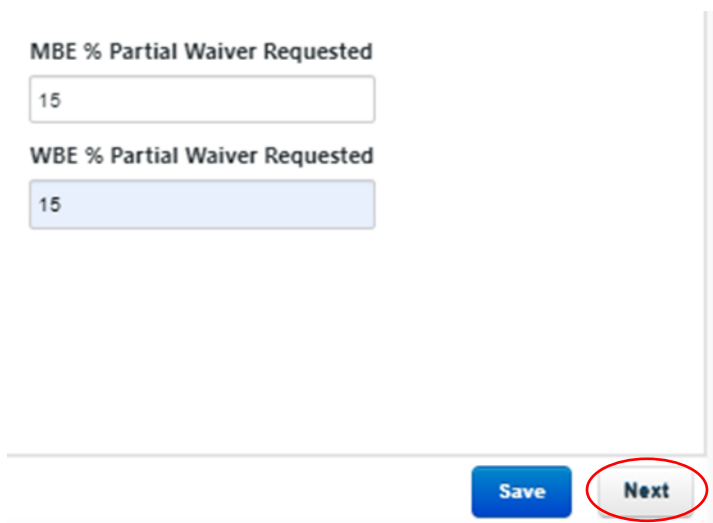
5. Complete the MBE and WBE percentages in the section below, for the full waiver 15% should be added to each section

NYCHA M/WBE Utilization Plan & Waiver

MBE % Partial Waiver Requested

WBE % Partial Waiver Requested

6. Click next



MBE % Partial Waiver Requested

WBE % Partial Waiver Requested

Save Next

You will be directed to the documents list page below. The documents listed in the screenshot below can be used as supporting documentation. Reminder: **If attachment G is selected from the list below, the Prime must provide a letter on their company's letterhead with in-depth details outlining why they are unable to subcontract to an M/WBE.**

7. Select new document

Documents List

Provide the following documentation as evidence of your good faith efforts to meet the M/WBE goals set forth in the contract and in support of your waiver/partial waiver application. If Attachment F is applicable, you must provide copies of the notice of the application receipt.

- **Attachment A:** List of general circulation, trade and M/WBE-oriented publications and dates of publications soliciting for certified M/WBE participation as a subcontractor/supplier and copies of such solicitation.
- **Attachment B:** List of certified M/WBEs appearing in the NYC SBS M/WBE directory that were solicited for this contract. Provide proof of solicitations made to certified M/WBE's including corresponding dates along with responses from the certified MWBEs. Describe specific reasons that responding certified M/WBEs were not selected.
- **Attachment C:** Descriptions of the contract documents/plans/specifications made available to certified M/WBEs by the contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified M/WBEs.
- **Attachment D:** Description of the negotiations between the contractor and certified M/WBEs for the purposes of complying with the M/WBE goals for this contract. Provide documentation supporting proof of negotiations and outcomes with certified M/WBEs.
- **Attachment E:** Identify dates of any pre-bid, pre-award or other meetings attended by contractor, if any, scheduled by NYCHA.
- **Attachment F:** Waiver pending NYC SBS Certification (Check [here](#) if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with NYC SBS). Provide a copy of notice of application receipt issued by NYC SBS.
- **Attachment G:** Other information deemed relevant to the waiver/partial waiver request.

I fulfilled the 30% M/WBE Utilization goal. Please explain how you have met the 30% M/WBE Utilization goal in the section below.



8. Add a *description* in the space below outlined in red, then select *choose file* to upload your supporting document.

Description	Upload Supporting PDF Documents (not to exceed 50MB)	
<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

9. Click *save*

NYCHA M/WBE Utilization Plan & Waiver

+ New Document

Description	Upload Supporting PDF Documents (not to exceed 50MB)	
Supporting Document	<input type="button" value="Choose File"/> NYCHA...ated.pdf	<input type="button" value="Trash"/>

Back
Cancel
Save

10. Click *submit*

M/WBE Utilization Plan for Solicitation 100019

100019 - Plumbing 2

Current Calculated Total Contract Commitment Goals

+ Add Subcontractor

Description	
MBE Goal Required	20.00%
WBE Goal Required	20.00%
MBE Goal Committed	0%
WBE Goal Committed	0%
Total MBE Assigned	0
Total WBE Assigned	0

Selected Contractor:
Tier: Prime

Certification	Status	Expiration
No Certifications found.		

Calculated Self-Performance: 0.00%

Back
Request Waiver
Submit

NYCHA M/WBE Utilization Plan & Waiver

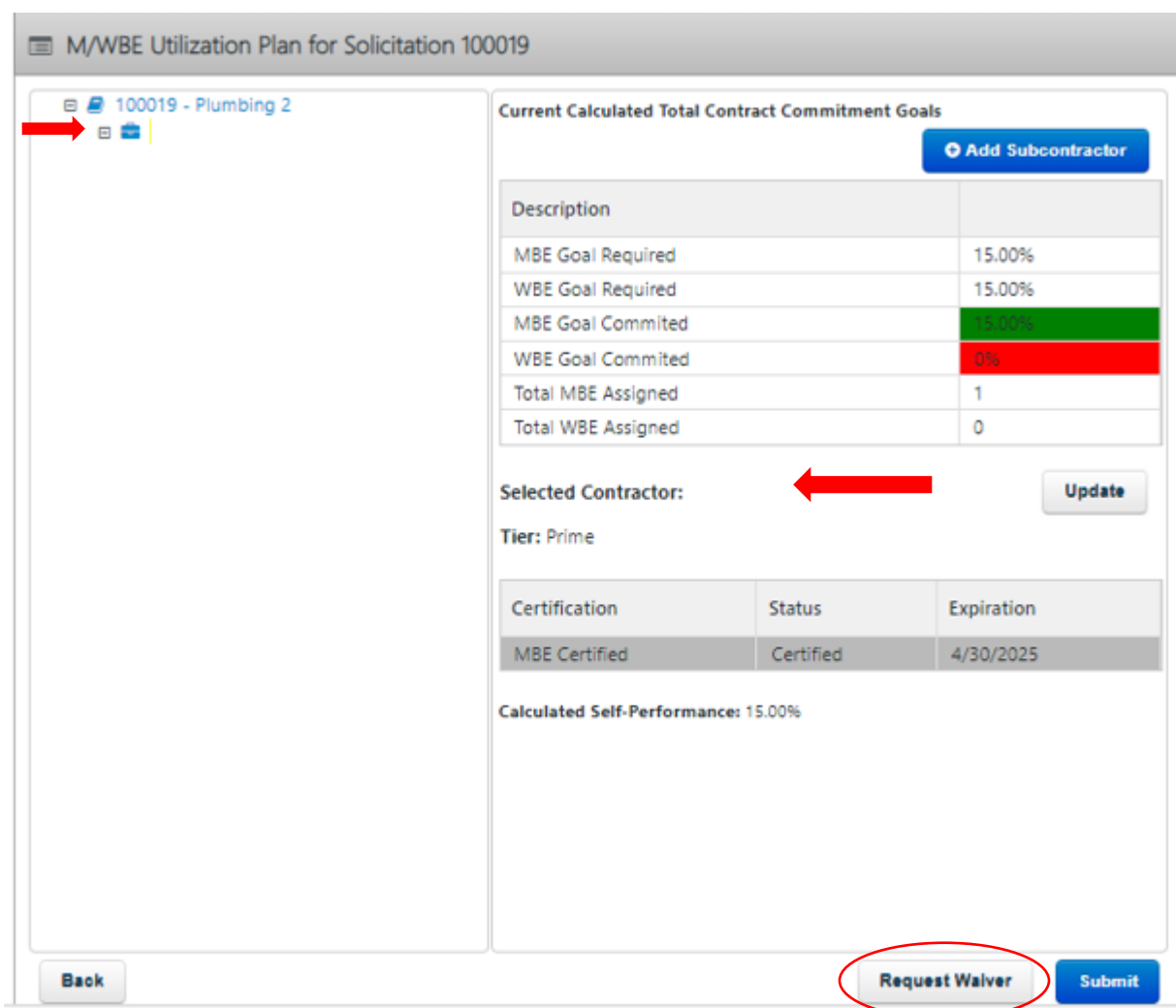
11. Repeat steps 21-24 in the [submitting M/WBE documents](#) section

II. M/WBE Partial Waiver

If a prime fulfilled a portion of the M/WBE utilization goal but not the full 30%, then an M/WBE Partial Waiver must be completed in conjunction with an M/WBE Utilization Plan. To complete the M/WBE Utilization Plan, follow the steps outlined in the [submitting M/WBE documents section](#). After completing the M/WBE Utilization Plan, do the following to submit the M/WBE Partial Waiver:

1. Select *request waiver*

Your company’s information will be displayed in the spaces next to the red arrows



M/WBE Utilization Plan for Solicitation 100019

100019 - Plumbing 2

Current Calculated Total Contract Commitment Goals

[Add Subcontractor](#)

Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%
MBE Goal Committed	15.00%
WBE Goal Committed	0%
Total MBE Assigned	1
Total WBE Assigned	0

Selected Contractor: [Red Arrow] [Update](#)

Tier: Prime

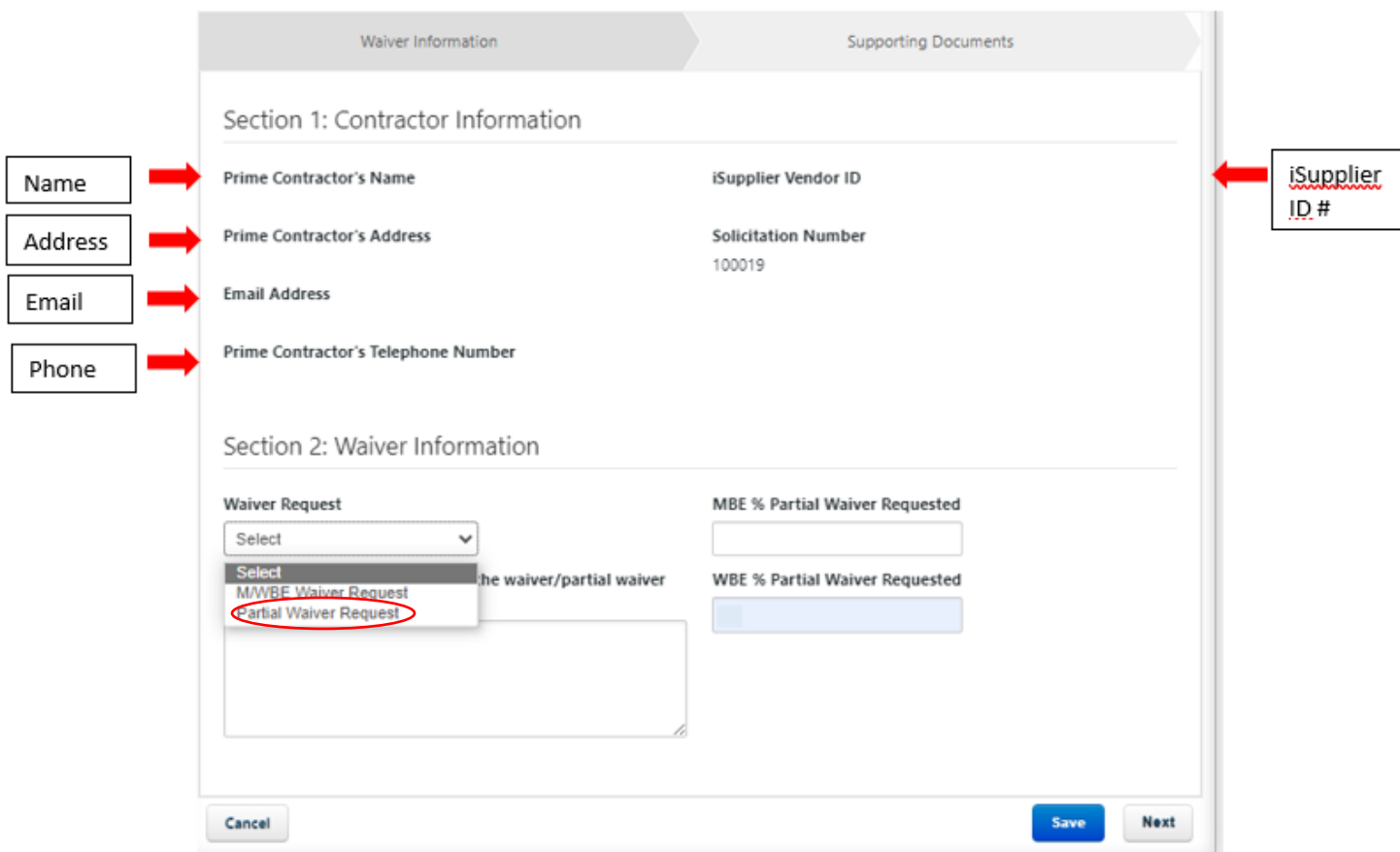
Certification	Status	Expiration
MBE Certified	Certified	4/30/2025

Calculated Self-Performance: 15.00%

[Back](#) [Request Waiver](#) [Submit](#)

You will be directed to the page below, in section 1 you will see your contact details: name, address, email address and phone. Additionally, you’ll see your iSupplier vendor ID number, along with the solicitation number. These details will be automatically populated

2. Go to Section 2, Waiver Information. Using the dropdown box, select *Partial Waiver Request*



The screenshot shows a web form titled "Waiver Information" with two tabs: "Waiver Information" (active) and "Supporting Documents".

Section 1: Contractor Information

- Name** (boxed label with red arrow) points to the **Prime Contractor's Name** field.
- Address** (boxed label with red arrow) points to the **Prime Contractor's Address** field.
- Email** (boxed label with red arrow) points to the **Email Address** field.
- Phone** (boxed label with red arrow) points to the **Prime Contractor's Telephone Number** field.
- iSupplier ID #** (boxed label with red arrow) points to the **iSupplier Vendor ID** field.
- The **Solicitation Number** is displayed as 100019.

Section 2: Waiver Information

- Waiver Request** dropdown menu is open, showing options: "Select", "MWBE Waiver Request", and "Partial Waiver Request" (circled in red).
- MBE % Partial Waiver Requested** and **WBE % Partial Waiver Requested** are input fields.
- A large text area is provided for a detailed explanation of the waiver/partial waiver request.
- Buttons for **Cancel**, **Save**, and **Next** are at the bottom.

3. Provide a detailed explanation for the partial waiver request in the section below

Provide detailed explanation for the waiver/partial waiver request below

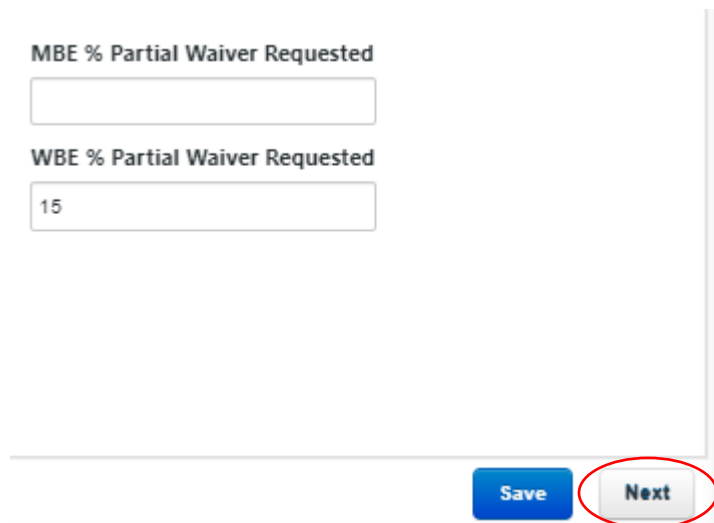
4. Add the percentage(s) which you are requesting to waive (i.e. the percentage of the utilization goal which you are unable to fulfill) to the section(s) below

NYCHA M/WBE Utilization Plan & Waiver

MBE % Partial Waiver Requested

WBE % Partial Waiver Requested

5. Click *next*



MBE % Partial Waiver Requested

WBE % Partial Waiver Requested

Save Next

You will be directed to the documents list page below. The documents listed in the screenshot below can be used as supporting documentation. **Please note: if you are subcontracting the full 30% utilization goal to one category (MBE or WBE), please follow step 5, if not proceed to step 8.**

6. Select the checkbox circled in red below

Documents List

Provide the following documentation as evidence of your good faith efforts to meet the M/WBE goals set forth in the contract and in support of your waiver/partial waiver application. If Attachment F is applicable, you must provide copies of the notice of the application receipt.

- **Attachment A:** List of general circulation, trade and M/WBE-oriented publications and dates of publications soliciting for certified M/WBE participation as a subcontractor/supplier and copies of such solicitation.
- **Attachment B:** List of certified M/WBEs appearing in the NYC SBS M/WBE directory that were solicited for this contract. Provide proof of solicitations made to certified M/WBE's including corresponding dates along with responses from the certified MWBEs. Describe specific reasons that responding certified M/WBEs were not selected.
- **Attachment C:** Descriptions of the contract documents/plans/specifications made available to certified M/WBEs by the contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified M/WBEs.
- **Attachment D:** Description of the negotiations between the contractor and certified M/WBEs for the purposes of complying with the M/WBE goals for this contract. Provide documentation supporting proof of negotiations and outcomes with certified M/WBEs.
- **Attachment E:** Identify dates of any pre-bid, pre-award or other meetings attended by contractor, if any, scheduled by NYCHA.
- **Attachment F:** Waiver pending NYC SBS Certification (Check [here](#) if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with NYC SBS). Provide a copy of notice of application receipt issued by NYC SBS.
- **Attachment G:** Other information deemed relevant to the waiver/partial waiver request.

I fulfilled the 30% M/WBE Utilization goal. Please explain how you have met the 30% M/WBE Utilization goal in the section below.

7. In the space below, please provide in-depth details explaining how you have met the 30% M/WBE utilization goal

Documents List

Provide the following documentation as evidence of your good faith efforts to meet the M/WBE goals set forth in the contract and in support of your waiver/partial waiver application. If Attachment F is applicable, you must provide copies of the notice of the application receipt.

- **Attachment A:** List of general circulation, trade and M/WBE-oriented publications and dates of publications soliciting for certified M/WBE participation as a subcontractor/supplier and copies of such solicitation.
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- **Attachment F:** Waiver pending NYC SBS Certification (Check [here](#) if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with NYC SBS). Provide a copy of notice of application receipt issued by NYC SBS.
- **Attachment G:** Other information deemed relevant to the waiver/partial waiver request.

I fulfilled the 30% M/WBE Utilization goal. Please explain how you have met the 30% M/WBE Utilization goal in the section below.

8. Repeat steps 7-11 in [M/WBE full waiver](#) section

3. Resume Working on an M/WBE Utilization Plan/Waiver

If you are unable to complete the M/WBE Utilization Plan/Waiver in one setting, you can return to the form by doing the following:

1. Repeat steps 1-3 outlined in the [submitting M/WBE documents](#) section
2. Select *Action*

Solicitation

100012 - IT

New MWBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No		Incomplete	Action-

3. Select *Edit*

Solicitation

100012 - IT

New MWBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No		Incomplete	Action-

First | Previous | **Edit** | Last

Delete

3. Reference the [M/WBE Utilization Plan](#) or [Waiver](#) sections to continue identify which steps you still need to complete

4. Approved and Disapproved M/WBE Utilization Plan/Waiver

After submitting the M/WBE Utilization Plan and/or Waiver, the document will be reviewed, then approved **OR** disapproved by NYCHA’s Vendor Diversity Department. Once your plan is approved or disapproved you will receive an email notification and be able to view the status of your submission. Plans/waivers that are approved will have a status of *accepted or accepted as noted*. Plans/waivers that are disapproved will have a status of *notice of deficiency*. In addition to viewing the status of a submitted plan/waiver, you can view the the plan/waiver’s history (i.e. date and time plan was submitted, approved/disapproved, and remarks added by NYCHA’s Vendor Diversity Department)

I. Viewing the Status of a Submitted Plan/Waiver

- Repeat steps 1-3 in [submitting M/WBE documents](#) section. Thereafter, you will be directed to one of the following screenshots below:

Accepted

NYCHA M/WBE Utilization Plan & Waiver

M/WBE Utilization Plans

Solicitation: [+ New M/WBE Utilization Plan](#)

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/29/2023	Accepted	Action

Accepted as Noted

M/WBE Utilization Plans

Solicitation: [+ New M/WBE Utilization Plan](#)

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2024	No	3/4/2024	Accepted as Noted	Action

Notice of Deficiency

M/WBE Utilization Plans

Solicitation: [+ New M/WBE Utilization Plan](#)

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2024	No	12/29/2023	Notice of Deficiency	Action

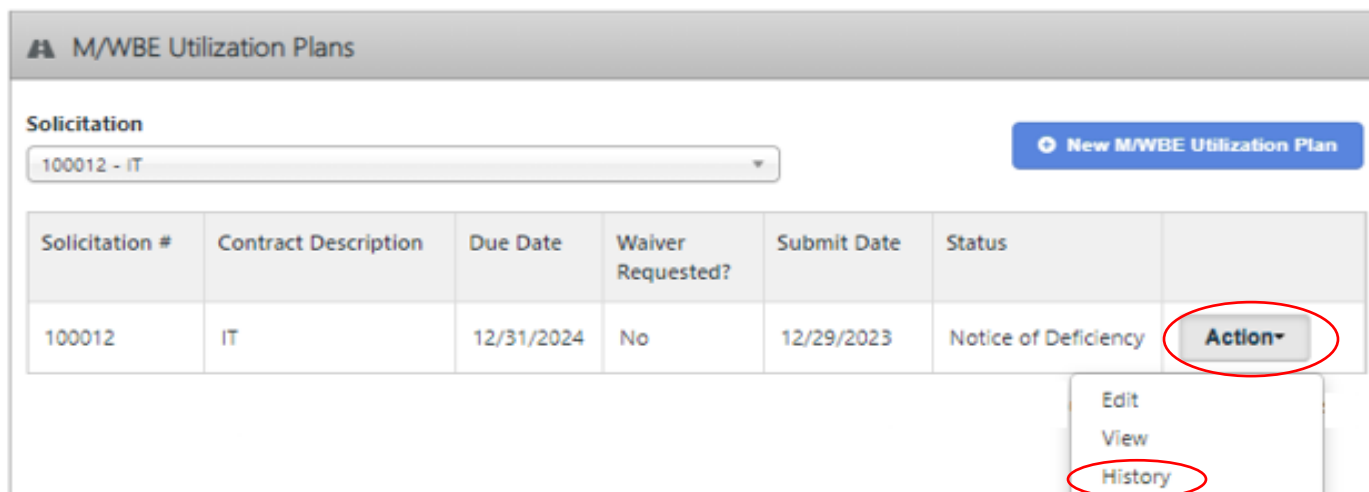
II. Viewing the History of a Plan/Waiver

1. After viewing the status of your plan, you view the history of your plan, along with the comments added by

NYCHA M/WBE Utilization Plan & Waiver

NYCHA's Vendor Diversity team, if you are already logged in, go to step 2. If you are not logged in, repeat steps 1-3 in [submitting M/WBE documents](#) section

2. Select *action* then *history*



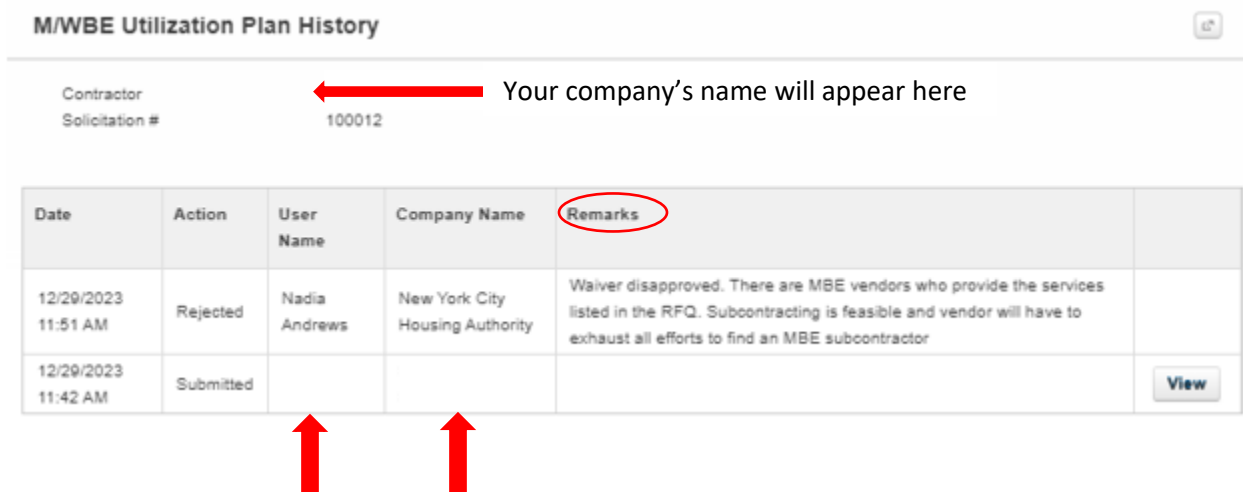
M/WBE Utilization Plans

Solicitation: 100012 - IT New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	Action
100012	IT	12/31/2024	No	12/29/2023	Notice of Deficiency	Action

Dropdown menu options: Edit, View, History

4. View the *remarks* column. In this column, you'll see the name of the NYCHA staff member who approved/dissapproved your plan/waiver, along with their approval/disapproval comments



M/WBE Utilization Plan History

Contractor: ← Your company's name will appear here
Solicitation #: 100012

Date	Action	User Name	Company Name	Remarks	
12/29/2023 11:51 AM	Rejected	Nadia Andrews	New York City Housing Authority	Waiver disapproved. There are MBE vendors who provide the services listed in the RFQ. Subcontracting is feasible and vendor will have to exhaust all efforts to find an MBE subcontractor	
12/29/2023 11:42 AM	Submitted				View

5. After viewing the history, click *close*



If your plan/waiver has a notice of deficiency status, proceed to step 6

6. For notice of deficiency plans, click *action* then *edit* to update your plan/waiver in accordance with the notes provided by NYCHA's Vendor Diversity Department

M/WBE Utilization Plans

Solicitation: 100012 - IT New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2024	No	12/29/2023	Notice of Deficiency	Action Edit View History

When updating the plan/waiver, please ensure that all of the steps in the [M/WBE Utilization Plan](#) and/or [Waiver](#) section(s) are completed. Once you've revised your M/WBE document, you will be directed to the page below with your updated status of resubmitted.

M/WBE Utilization Plans

Solicitation: 100012 - IT New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/29/2023	Resubmitted	Action

5. Requesting An Amendment

You can request to amend an M/WBE Utilization Plan/Waiver you submitted. Only plans/waivers with the status of *submitted*, *accepted*, or *accepted as noted* can be amended. An amendment cannot be request for plans/waivers with a *notice of deficiency* status.

1. Repeat steps 1-3 in the [submitting M/WBE documents](#) section
2. Select *action* then *request an amendment*

M/WBE Utilization Plans

Solicitation: 100012 - IT New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Submitted	Action <ul style="list-style-type: none"> View History <li style="border: 1px solid red; border-radius: 50%; padding: 2px;">Request an Amendment

7. Enter the reason you are requesting an amendment in the blank space provided

Request Amendment - Remarks

Close Submit

8. Click *submit*.

Request Amendment - Remarks

Close Submit

9. After successfully submitting the amendment request, you will be directed to the page below. The status of the form will be shown as amendment requested.

M/WBE Utilization Plans

Solicitation: 100012 - IT New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Amendment Requested	Action

* Once NYCHA’s Vendor Diversity Department reviews and approves your amendment request, the original plan/waiver you submitted will be rejected and will now have a notice of deficiency status, as pictured below. You will also receive an email notification regarding the updated status of your plan/waiver. The notice of deficiency status will allow you to be able to edit the original plan/waiver you completed. *

M/WBE Utilization Plans

Solicitation: 100012 - IT New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Notice of Deficiency	Action

10. To edit the plan/waiver, proceed to step 9 if you are already logged in. If not, repeat steps 1-3 in the [submitting M/WBE documents](#) section
11. Select *action*, then *edit*. Thereafter, you’ll be allowed to revise your plan/waiver.

Solicitation

100012 - IT

New M/WBE Utilization Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Notice of Deficiency	Action

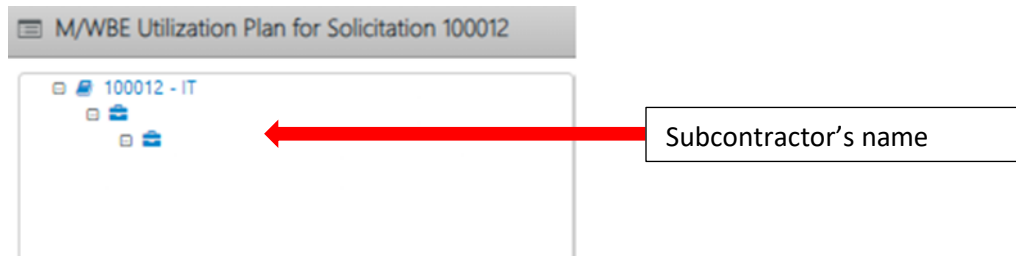
Edit
View
History

6. Unassigning A Subcontractor and Updating Subcontractor Information on M/WBE Utilization Plan

Unassigning A Subcontractor

If you already submitted your M/WBE Utilization Plan, follow the steps outlined in the [requesting an amendment section](#) . Once your amendment request has been approved by NYCHA’s Vendor Diversity Department, proceed to step 1 listed below. If you have not submitted the plan, follow steps 1-18 in the [submitting M/WBE documents](#) section, then do the following to unassign a subcontractor:

1. Click on the subcontractor’s name, which will appear next to the red arrow pictured below



2. Click *unassign*

M/WBE Utilization Plan for Solicitation 100012

100012 - IT

- 100012 - IT
- 100012 - IT

Current Calculated Total Contract Commitment Goals

[+ Add Subcontractor](#)

Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%
MBE Goal Committed	15.00%
WBE Goal Committed	15.00%
Total MBE Assigned	1
Total WBE Assigned	0

Selected Contractor: Unassign Update

Tier: Sub

3. Click ok

Confirm

Are you sure you want to unassign contractor ?

Subcontractor's name will appear here

→

Ok

Cancel

Updating Subcontractor Information

If you already submitted your M/WBE Utilization Plan, follow the steps outlined in the [requesting an amendment section](#) . Once your amendment request has been approved by NYCHA's Vendor Diversity Department, proceed to step 1 listed below. If you have not submitted the plan, follow steps 1-18 in the [submitting M/WBE documents](#) section, then do the following to update information for a subcontractor:

1. Repeat step 1 in the section [above](#)
1. Click *update*

M/WBE Utilization Plan for Solicitation 100012

100012 - IT

Current Calculated Total Contract Commitment Goals

[Add Subcontractor](#)

Description	
MBE Goal Required	15.00%
WBE Goal Required	15.00%
MBE Goal Committed	15.00%
WBE Goal Committed	15.00%
Total MBE Assigned	1
Total WBE Assigned	0

Selected Contractor: [Unassign](#) [Update](#)

Tier: Sub

2. Choose the fields you want to update, reference steps 14-17 in the [submitting M/WBE documents](#) to identify which fields to modify
3. Click *submit*

[Request Waiver](#) [Submit](#)

4. Repeat steps 20-24 in the [submitting M/WBE documents](#) section