MWBE Narrative Form

NYCEDC is dedicated to furthering the participation of minority- and women-owned businesses in its work. Each respondent must submit this form together with its proposal to indicate how MWBE participation will be achieved if it is selected.

Funding Recipient (if applicable): Click here to enter text.

Developer (if applicable): Click here to enter text.

Construction Manager/Lead Consultant: Click here to enter text.

Project Number: Click here to enter text.

1. **Establishment of numerical MWBE contracting utilization goals or targets**

*The Participation Goal for this contract is set in* ***Appendix C-1*** *of the Agreement. Please acknowledge your intention to meet this goal by entering in your MWBE Participation Commitment Percentage below. Please note, if you are selected this goal will become part of your contract..*

**MWBE Participation Commitment Percentage\*:** Click here to enter text.

\*MWBE Participation Commitment Percentage = Projected Payments to MWBEs/Total Contract Payments

**MWBE Outreach and Engagement Strategy**

*Please describe the respondent’s approach for meeting M/WBE participation goals below. Note that for funding agreements, as the project takes shape and preparation for construction begins, funding recipient commits to provide EDC with the following 120 days before the start of construction:*

1. **List of Subcontractors/Subconsultants**

*Please list all subcontractors/subconsultants who are included as members of the team in the proposal and a sentence on their role at the time of submission. Indicate which ones are M/WBE. Form can continue to be updated as project is progressing.*

1. **Strategies and methods that will facilitate participation by MWBE firms**

*Please separately attach a narrative that lists**the specific strategies that will be taken to fulfill the MWBE requirements of this agreement and the goals established.**Your narrative should relate to the project scope.* *These strategies should be specific and easily verifiable. Note that specific actions committed to in the narrative must be documented sufficiently so that proof of their application can be readily obtained. Your narrative should address:*

* Firm’s personal commitment to diversity and inclusion
* Outreach strategy on this project
* Internal roles of team members to assure M/WBE performance. Including (but not limited to) purchasing agent, project managers, project executive, M/WBE and/or economic inclusion managers
* Bidding Strategy on this project
* Accountability for first-tier and construction manager
* Advertise opportunities for M/WBEs
* Hold direct subcontractors accountable to meeting Participation Goals
* Engage in direct outreach to M/WBEs
* Hold informational meetings with M/WBEs
* Work with M/WBE and community organizations to enhance outreach
* Reach out to vendors on the NYCEDC Interested Subcontractor List
* Seek assistance from NYCEDC Opportunity M/W/DBE staff
* Carve out specific work for M/WBE contractors
* Unbundle bid packages to engage more subcontractors

1. **Provide the name and contact information of in-house MWBE contact** Click here to enter text.
2. **Attestation**

I acknowledge that all the information provided herein is true and correct. In addition, I confirm the following:

* I have read and understand the M/WBE requirements for this contract.
* I will make and thoroughly document Good Faith Efforts utilized in encouraging M/WBE participation.
* I understand that I must notify NYCEDC of any material changes to the information submitted herein.

\_\_\_\_\_\_\_\_\_\_ \_\_\_

Date

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Recipient Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Name, Title

If at time of execution, there is a Construction Management or Lead Consultant identified, they must also sign here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Name, Title

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Construction Manager Signature

\_\_\_\_\_\_\_\_\_\_ \_\_\_

Date