



STATE OF NEW YORK
Division of Minority & Women's Business Development

Exhibit 5

M/WBE COMPLIANCE MEMORANDUM

M/WBE UNIT: _____ Date: _____
Initials Required for Pre-Solicitation Procurements Only
Non P-Contracts Greater Than \$100,000

TO: Contract Management Unit
FROM: MWBE Program Management Unit
SUBJECT: Minority and Women Owned Business (M/WBE) Compliance Efforts
Contract No. _____
DATE:

1. **TYPE OF CONTRACT:**
Describe the goods and/or services being procured.

2. **CONTRACT AMOUNT: \$**

3. **CONTRACT TERM:** Start Date: _____ End Date: _____

4. **PROCUREMENT METHOD:**
Example: competitive bid, single source, etc.

5. **GENERAL DISCUSSION:**
Provide the background and purpose of the procurement, and any special circumstances and/or issues that arose during the procurement process.

6. **M/WBE PROGRAM COMPLIANCE EFFORTS:**
Describe steps that were taken to increase M/WBE participation. Include a description of specific efforts made to insure that certified M/WBE's were afforded the opportunity to participate in the procurement.

7. **M/WBE PROGRAM PARTICIPATION:**
List certified M/WBE's that received bid solicitations and indicate those that actually responded.

8. **BARRIERS TO PARTICIPATION:**
During the course of the procurement did you become aware of any factors that could be considered a barrier to M/WBE participation?

9. **CONTRACT GOALS:**
Were M/WBE and or EEO Contract Goals required for this procurement? Describe the rationale for inclusion or exclusion.