

Prime	Date
Project ID	Contract Number
EPIN Number	Contract Value
Start Date	End Date
M/WBE Participation Goal	
Percentage of Completion	Amount of Shortfall Based on Payments to Date
Prime Payment to Date	Prime Payments to M/WBE Subcontractors

Please complete the information below:

M/WBE Subcontractor	Scope of Work	Amount Paid to Date to M/WBE Subcontractor	Open Balance to Subcontractor
		Total:	Total:

The Department of Design and Construction (DDC) may only approve a modification request if it finds that the contractor has shown, with appropriate documentary and other evidence, that it made all reasonable, good faith efforts to meet the goals set for the contract. In making its determination, the agency must consider the following factors, as applicable, along with any other relevant factors (see 6-129(i) (12) of the NYC Administrative Code). **Please answer all of the following questions and provide supporting documentation and/or an explanation.**

1.	Advertise opportunities to participate in the contract, where appropriate, in general circulation media, trade and professional association publications and small business media, and publications of minority and women's business organizations?	Yes	No	N/A
2.	Provide notice of specific opportunities to participate in the contract, in a timely manner, to minority and women's business organizations?	Yes	No	N/A
3.	Send written notices, by certified mail or facsimile, in a timely manner, to advise M/WBEs that their interest in the contract was solicited?	Yes	No	N/A
4.	Make efforts to identify portions of the work that could be substituted for portions originally designated for participation by M/WBEs in the contractor utilization plan, and for which the contractor claims an inability to retain M/WBEs?	Yes	No	N/A
5.	Hold meetings with M/WBEs prior to the date bids or proposals were due, for the purpose of explaining in detail the scope and requirements of the work for which their bids or proposals were solicited?	Yes	No	N/A
6.	Make efforts to negotiate with M/WBEs, as relevant, to perform specific subcontracts or service providers?	Yes	No	N/A
7.	Make timely written requests for assistance to the DDC M/WBE Outreach and Compliance Analyst and to Department of Small Business Services (SBS)?	Yes	No	N/A
8.	Please describe how recommendations made by SBS and DDC were acted upon and provide an explanation of why action upon such recommendations did not lead to the desired level of participation by M/WBEs.	Yes	No	N/A
9.	Contacted SBS for a list of M/WBE referrals and for outreach assistance?	Yes	No	N/A
10.	Contacted SBS for a list of M/WBE-focused industry publications?	Yes	No	N/A

Please indicate below the scope(s) of work currently available for subcontracting opportunities. If you have not identified a specific subcontractor for a particular scope, please indicate if you intend to award that scope of work to an M/WBE or non- M/WBE subcontractor.

Scope of Work	Subcontractor	Subcontracting Amount

For Office Use Only (ODIR UNIT)

Analyst

Print Name

Signature

Date Reviewed (MM/DD/YY)