



Minority and Women Business Enterprise (M/WBE) Waiver Request Form

Instructions: Complete page one or page two of this form if requesting a waiver for Project M/WBE goals. Complete page one only if requesting a waiver in response to a solicitation. Complete page two only if requesting a waiver subsequent to the award of a contract.

M/WBE Waiver Request in Response to a Solicitation

Contractor Name: _____

Contractor Address: _____

Telephone Number: _____

Project Title: _____

Requesting a partial waiver OR Requesting a total waiver

1. Write a brief statement below setting forth your basis for requesting a partial or total waiver.

Blank lines for writing a statement.

2. Attach copies of any responses you received from NYS certified M/WBEs in your search to comply with the Project goals.

3. Provide documentation of any negotiations between the contractor and NYS certified M/WBE's undertaken for the purposes of complying with goal requirements.

4. Provide any other relevant information that will assist in the review of this waiver request.

FOR AGENCY USE ONLY

Partial Waiver Approved: Complete Waiver Approved:

Reviewed by: Date:

Contract #:



Minority and Women Business Enterprise (M/WBE) Waiver Request Form

M/WBE Waiver Request Subsequent to the Award of a Contract

Contractor Name: _____

Contractor Address: _____

Telephone Number: _____

Project Title: _____ Contract #: _____

Requesting a partial waiver OR Requesting a total waiver

Requests for a partial or total waiver of goal requirements established for the contract referenced above should include the information cited below and be attached to this form.

- 1. The names of general circulation, trade association and minority and women-oriented publications in which bids were solicited for purposes of complying with Project goal requirements established for NYS certified M/WBE participation;
2. The dates bid solicitations for NYS certified M/WBE participation were published in any of the publications;
3. A list of NYS certified M/WBE's appearing in the directory which were solicited in writing to provide bids for purposes of complying with the M/WBE Project goal requirements;
4. Proof of dates on which such solicitations were made in writing and copies of solicitations made, or a sample copy of the solicitation if an identical solicitation was made to all NYS certified M/WBE's;
5. Copies of responses made by NYS certified M/WBE's to solicitations made by the contractor;
6. A description of any contract documents, plans or specifications made available to NYS certified M/WBE's for purposes of soliciting their bids, and the dates and manner in which these documents were made available;
7. Documentation of any negotiations between the contractor and/or NYS certified M/WBE's undertaken for purposes of complying with Project goal requirements established for NYS certified M/WBE participation;
8. Any other information determined relevant by OER or the contractor; and
9. A statement setting forth the contractor's basis for requesting a partial or total waiver.

FOR AGENCY USE ONLY

Partial Waiver Approved: Complete Waiver Approved:

Reviewed by: _____ Date: _____