Serving New York

MWBE UTILIZATION PLAN

Contract No.: RFP 1901

INSTRUCTIONS: This form must be submitted with any bid, proposal, response to request for qualifications or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award as required in the IFB, RFP or RFQ. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (MWBE) under the contract. Attach additional sheets if necessary. 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, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization.

Contractor's Name, Address and Telephone No.	Federal Identification No.	Contract Description Location (Region)	MWBE Goals in Contract
Cool Insuring Agency, Inc. 784 Troy-Schenectady Road Latham, New York 12110	140582160	all of New York State	MBE 10 % WBE 10%

Certified MWBE Subcontractors/Suppliers Name, Address, Telephone No, E-mail Address	Federal ID. No.	NYS ESD CERTIFIED MBE	NYS ESD CERTIFIED WBE	Detailed description of Work (Attach additional sheets if necessary)	Dollar Value of Subcontracts/ supplies/ services and intended performance dates of each component of the contract
Keville Insurance Agency, Inc. 42 Cooks Court Waterford, New York 12188	14-1704647	☐	☒	compliance and quality control monitoring including quarterly audits	TBD
Silverman Shin Byrne & Gilchrest PLLC 381 Park Avenue South New York, New York 10016	56-2432187	☒	☐	litigation work and training as warranted	TBD
		☐	☐		

IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, CONTRACTOR MUST SUBMIT A REQUEST FOR WAIVER (Form BDC 333)

Submission of this form constitutes the contractor's acknowledgement and agreement to comply with the MWBE requirements set forth under NYS Executive Law, Article 15-A and 5 NYCRR Part 142. Failure to submit complete and accurate information may result in a finding of noncompliance or rejection of the bid/proposal and/or suspension or termination of the contract.

Prepared By (Signature): Paul J Hennessey

Name and Title of Preparer (Print or Type): Paul J. Hennessey, Assistant Vice President

Email Address: pjhennessey@coolins.com

Telephone No.: 518-783-2665

Date: January 30th, 2015

FOR MWBE USE ONLY

Reviewed By: [signature] Date: 2/20/15

Utilization Plan Approved ☒ Yes ☐ No Date: 2/24/15

Contract No.	Project No. (if applicable)	Contract Award Date	Estimated Completion Date	Contract Amount Obligated

Notice of Deficiency Issued ☐ Yes ☒ No	Date	Comments:
Notice of Acceptance Issued ☒ Yes ☐ No	Date 2/24/15	

MWBE 100 08/19/14

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