FORM # 4
MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL
EMPLOYMENT OPPORTUNITY POLICY STATEMENT

(submit original with Executed Contract Signature pages)
Revised 7-14-17

M/WBE AND EEO POLICY STATEMENT

I, ________________________________, of (awardee/consultant)
______________________________, agree to adopt the following policies with
respect to the project being developed or services rendered.
Contract Number __________________
Contract Description: ________________________________
_________________________________________________________________

MWBE
This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the
M/WBE contract participation goals set by the State for that area in which the State-funded project is located, by
taking the following steps:
1. Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or
   WBEs, including solicitations to M/WBE contractor associations.
2. Request a list of State-certified M/WBEs from NYSDOT and solicit bids from them directly.
3. Ensure that plans, specifications, request for proposals and other documents used to secure bids will be
   made available in sufficient time for review by prospective M/WBEs.
4. Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and
   encourage the formation of joint ventures and other partnerships among M/WBE contractors to enhance
   their participation.
5. Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof.
   The Consultant will also maintain records of actions that its subcontractors have taken toward meeting
   M/WBE contract participation goals.
6. Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is
   avoided, and that, if legally permissible, bonding and other credit requirements are waived or appropriate
   alternatives developed to encourage M/WBE participation.

EEO
(a) This organization will not discriminate against any employee or applicant for employment because of
race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing
programs of affirmative action to ensure that minority group members are afforded equal employment
opportunities without discrimination, and shall make and document its conscientious and active efforts to
employ and utilize minority group members and women in its work force on State contracts.
(b) This organization shall state in all solicitation or advertisements for employees that in the performance of
the State contract all qualified applicants will be afforded equal opportunities without discrimination
because of race, creed, color, national origin, sex, disability or marital status.
(c) At the request of the contracting agency, this organization shall request each employment agency, labor
union, or authorized representative will not discriminate on the basis of race, creed, color, national origin,
sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization’s obligations herein.

(d) The Consultant shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The Consultant and subconsultants/subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subconsultant/subcontractor as to work in connection with the State Contract.

Agreed to this ________ day of _______________________, 20____

By _____________________________________________________

Print:________________________________________Title:______________________________

________________________________________ is designated as the Minority Business Enterprise Liaison
(Printed Name of Designated Liaison)

Total Offered M/WBE Contract Participation

_____ percent Minority and Women’s Business Enterprise Participation

_____ percent Minority Business Enterprise Participation

_____ percent Women’s Business Enterprise Participation

__________________________________________________________
(Authorized Representative Signature)

Title: _____________________________________________________

Date: _____________________________________________________