

Vendor NOTICE

MWBE PROGRAM OF UPSTATE MEDICAL UNIVERSITY

Article 15-A of the Executive Law, signed into law on July 19, 1988, authorized the creation of a division of Minority and Women's Business Enterprise Development to promote employment and business opportunities on state contracts for minorities and women. Under this statute, State agencies are charged with establishing business participation goals for minorities and women. This requirement applies to all discretionary purchases including construction related services, non-construction related services, commodities, supplies, equipment and materials over \$25,000.

Unless otherwise noted, the State University of New York State (SUNY) has established a University-wide participation goal of twenty percent (20%) for every procurement contract. SUNY has established a goal of ten percent (12%) for the participation of certified minority-owned business enterprises and a goal of eight percent (8%) for the participation of certified women-owned business enterprises. The Equal Employment Opportunity (EEO) goals are twenty (20%), ten percent (10%) for minority workforce participation and ten percent (10%) for women workforce participation. These goals have been published in SUNY Master Goal Plan: State Fiscal Year 2013-14 and all competitive procurement will include this as the basis for establishing contract specific goals within their respective region.

Upstate is serious about achieving its MWBE participation goals, and we are witnessing an active interest on the part of primary contractors to identify MWBE's that can participate as subcontractors.

It is incumbent upon Upstate, to assist vendors and hold them accountable for demonstrating best efforts to achieve the agency goals. Consistent with this commitment, this document has been created to assist you in meeting goals that have been set by SUNY. A listing of NYS certified Minority and Women Owned Businesses can be found at the following website:
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>.

Successful Bidders are also reminded that in order to supply Upstate with the products and service contracts, your business will utilize a wide variety of products and services from smaller vendors. Having these services providing through an MWBE vendor (Tier II Vendor) can be counted in your satisfaction of the goals established by SUNY. A partial listing of commodities and services are included below:

Services	Commodities
<ul style="list-style-type: none">• accounting & auditing services• medical staffing• publishing• travel services• technical writing• training• security• cleaning & janitorial services• rubbish removal• shredding services• pest control• printing services	<ul style="list-style-type: none">• Medical equipment & supplies• office supplies• cleaning & janitorial supplies• office equipment• furniture• computer equipment & supplies• vehicle purchase• printing supplies & equipment

If you need help finding providers of a specific service, please contact the MWBE Program Compliance Specialist at our campus, Steven Coker, at 315-464-4657 or via e-mail cokers@upstate.edu; or the University-wide MWBE Program Office at 518-320-1340.

The requisite MWBE-EEO forms contained in the Attachment A, standard clauses for all SUNY contracts which have goals assigned must be completed and submitted along with the bid documents to provide verification that good faith efforts were made in the solicitation process. This document and relevant forms are available online at: <http://www.upstate.edu/finance/mwbe/forms>.

Complete and include the following forms with the bid:

- MWBE Utilization Plan (Form 107);
- MWBE Staffing Plan (Form 108);
- MWBE-EEO Policy Statement (Form 104); and
- MWBE Campus Consultant/Contractor Affidavit (Form 109).

Upstate Medical University

Vendor Form Submission Instructions

In order to monitor MWBE compliance, Upstate requires that all Tier I vendors complete and submit the following forms:

- MWBE Utilization Plan (Form 107);
- MWBE Staffing Plan (Form 108);
- MWBE-EEO Policy Statement (Form 104);
- MWBE Campus Consultant/Contractor Affidavit (Form 109); and
- Quarterly MWBE Compliance Report (Form 113).

INSTRUCTIONS

STEP I: At the time a bid, quote, or proposal for procurements over \$50,000 is submitted, vendor must also complete and submit the following forms:

1. MWBE Utilization Plan (Form 107)

- Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to the Upstate Contract Administrator.
- Upstate will review the submitted MWBE Utilization Plan and advise the Vendor of the University's acceptance or issue a notice of deficiency within 30 days of receipt.
- If a notice of deficiency is issued, Vendor agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt by submitting a written remedy in response to the notice of deficiency. If the written remedy is found to be inadequate, the University will schedule a sit down meeting with Vendor to discuss the issue, in particular, ways in which Vendor can satisfy the requirement. Failure to comply with the MWBE utilization requirement in a timely manner may be grounds for disqualification of the bid, quote or proposal.

2. MWBE Staffing Plan (Form 108)

3. MWBE-EEO Policy Statement (Form 104)

4. MWBE Campus Consultant/Contractor Affidavit (Form 109)

STEP II: Vendors are required to submit a **Quarterly MWBE Compliance Report (Form 113)** to Upstate by the 5th day following each end of quarter over the term of the contract documenting the progress made toward achievement of the MWBE goals of the contract. The Quarterly MWBE Compliance Report measures the utilization of MWBE Tier II (subcontractors). They must be sent directly to Upstate's Supplier Diversity Coordinator or University-wide MWBE Program Director.

Steven Coker
Supplier Diversity Coordinator
Upstate Medical University
Syracuse, NY 13210
315-464-4657
cokers@upstate.edu

Pamela Swanigan
University-wide MWBE Program Director
State University Plaza
Albany, NY 12246
518-320-1628
MWBEProgram@suny.edu

Thanks you for your interest in doing business with Upstate Medical University.