

Cornell University

**MWBE Proposed Utilization Plan**

A/E - Commissioning - Testing - Inspection

Project Title: \_\_\_\_\_  
e-Builder #: \_\_\_\_\_

Date: \_\_\_\_\_

Prime Firm: \_\_\_\_\_

MWBE Goals: \_\_\_\_\_ % MBE  
\_\_\_\_\_ % WBE

Prime/Subtrades/Vendors	Description of Trade/Item	MWBE	Contract Value (%)
Prime: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	
Firm: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	
Firm: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	
Firm: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	
Firm: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	
Firm: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	
Firm: _____ Address: _____ Fed ID #: _____ Contact: _____		MBE WBE N/A	

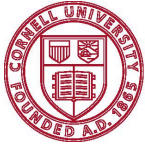
Firm's designated MWBE Compliance Officer:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### **MWBE Proposed Utilization Plan Instructions**

- 1) In the table, enter your firm as prime and all proposed Contractors, Consultants, Subconsultants, Subcontractors, and Vendors. Add additional pages if necessary.
- 2) Provide a brief summary of services to be provided. If a firm provides services in multiple disciplines, list them all.
- 3) Enter MBE or WBE if your firm or any proposed Contractors, Consultants, Subconsultants, Subcontractors, and Vendors are certified by NYS. [Certified MWBE Directory](#)
- 4) Enter the estimated percentage of the work scope for your firm and any identified Contractors, Consultants, Subconsultants, Subcontractors, and Vendors. Do not enter TBD - the sum of the percentages should be 100%.  
The form must be signed and dated by an individual who will be your firm's designated MWBE Compliance Officer and he/she must be authorized to sign on behalf of your company.
- 5) Include proposed plan with SOQ/LOI submission.
- 6) After selection, an MWBE Utilization Plan (with dollar amounts) must be submitted within 15 days of cost proposal acceptance. Quarterly Compliance Reports must be submitted throughout the duration of the project.