

SCHEDULE B – M/WBE Utilization Plan & PASSPort

Modified July 2022

The M/WBE Requirements tab along with the information provided in the Subcontractors and Joint Ventures tab of the RFx encompasses a Prime Vendor's M/WBE Utilization Plan.

Part 1: M/WBE Participation Goals

The M/WBE Participation Goals are found in the M/WBE Requirements tab of your RFx (Solicitation) response in PASSPort. Please follow the instructions below to **review** an RFx's M/WBE Participation Goals in PASSPort. Please refer to the Local Law 1 Notice to All Prospective Contractors for additional information about the M/WBE program related to this solicitation.

1. Log in to [PASSPort](#) and click the **pencil icon** to access the RFx.
2. Click the **Manage Responses** tab of the RFx and click the **pencil icon** to access your in progress response.
3. Click the **M/WBE Requirements** tab. The M/WBE Requirements section will outline the goals for the RFx. The Your M/WBE Subcontracts section will list all subcontracting work that you've identified for certified M/WBEs. (Please see Part 2 for instructions on how to add subcontracting information in PASSPort.)

Group	Percentage
Black American	5
Hispanic American	5
Asian American	5
Native American Women	
Unspecified	15
Total Participation Goals	30

YOUR M/WBE SUBCONTRACTS

0 Result(s)

Part 2: M/WBE Participation Plan

The M/WBE Participation Goals are found in both the M/WBE Requirements tab and the Subcontractors and Joint Ventures tab of your RFx (Solicitation) response in PASSPort. Please follow the instructions below to review an RFx's M/WBE Participation Goals and **enter** information in PASSPort to meet these goals. Please refer to the Local Law 1 Notice to All Prospective Contractors for additional information about the M/WBE program related to this solicitation.

1. Log in to [PASSPort](#) and click the **pencil icon** to access the RFx.
2. Click the **Manage Responses** tab of the RFx and click the **pencil icon** to access your in progress response.
3. Complete all the required sections in the Your Proposal Info, Questionnaire, Item, LL34 Compliance (if required) and all other relevant tabs in your Response.
4. Be sure to complete the **Item** tab before the Subcontractors and Joint Ventures tab. Enter the **Proposal Amount** (or Bid Amount) and click **Save**.

The screenshot shows the 'Item' tab in the PASSPort system. On the left is a navigation menu with options: 'Subcontractors and Joint Ventures', 'LL34 Compliance', and 'M/WBE Requirements'. The main area is titled 'Response' and contains a table with the following data:

Items code	Item types	Label	Total Proposal Amount
I1_1	Required Item	Total Proposal Amount	10,000,000

The value '10,000,000' in the 'Total Proposal Amount' column is highlighted with a red rectangular box. Above the table, there is a search bar with 'Keywords :', a 'Not answered items' checkbox, and 'Search' and 'Reset' buttons. At the bottom of the table, it says '1 Result(s)'. Above the table, there is also a section for uploading a quotation form in Excel format, with links to download templates and an 'Upload' button. The 'Currency' is set to 'USD' and the 'Proposal Amount' is displayed as '10,000,000.00'.

5. To identify your M/WBE subcontractors and joint ventures, click the **Subcontractors and Joint Ventures** tab and click the white box with the Subcontractors and Joint Venture text.

Test Vendor PASSPort Organization's proposal

Save Save and Close Cancel this response Close Duplicate Response

Your Proposal Info

Questionnaire

Item

Subcontractors and Joint Ventures

LL34 Compliance

M/WBE Requirements

Subcontractors and Joint Ventures

6. Read the instructions in the M/WBE Requirements section of this tab.

Test Vendor PASSPort Organization's proposal

Save Save and Close Cancel this response Close Duplicate Response

✓ Data has been saved

Your Proposal Info

Questionnaire

Item

Subcontractors and Joint Ventures

LL34 Compliance

M/WBE Requirements

M/WBE REQUIREMENTS

INSTRUCTIONS

This tab outlines the M/WBE Participation Goals for this solicitation. You can meet the goals either through self-performance (your own certifications will automatically count towards the goals) or by identifying subcontractors or joint ventures within this tab. Progress towards meeting each disaggregated goal is tracked in the table showing group participation. Blocking alerts display next to the table identifying which M/WBE requirements are not met. To submit your response, all M/WBE requirements alerts must clear. Please note that your organization's certifications will count towards the specific disaggregated goal as well as the Unspecified goal if required. Please complete the Item tab before you proceed with completing this tab. PASSPort will calculate M/WBE participation goals based on the subcontractor or joint ventures information added and the total proposal or bid amount in the Item tab. For detailed instructions, please click [here](#).

Prime Vendor M/WBE Certification

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30

Black American M/WBE Requirements are not yet met.

Hispanic American M/WBE Requirements are not yet met.

Unspecified M/WBE Requirements are not yet met.

SUBCONTRACTOR INFORMATION

Add Subcontractor

0 Result(s)

JOINT VENTURE

Add Joint Venture

- Your own organization's M/WBE certifications count towards the Total Participation Goals and automatically display in the field directly below the Instructions labeled as **Prime Vendor M/WBE Certification**. Any M/WBE participation goals that remain unmet are highlighted with red text alerts displaying to the right of the M/WBE Participation Goals table.

In this example, the Prime Vendor does not have any M/WBE Certifications displaying (the field is blank) and thus still needs to meet the requirements as indicated.

Test Vendor PASSPort Organization's proposal

Save Save and Close Cancel this response Close

✓ Data has been saved

Questionnaire

Item

Subcontractors and Joint Ventures

LL34 Compliance

M/WBE Requirements

M/WBE REQUIREMENTS

INSTRUCTIONS

This tab outlines the M/WBE Participation Goals for this solicitation. You can meet the goals either through self-performance (your own company) or by subcontracting to qualified M/WBE businesses. Progress towards meeting each disaggregated goal is tracked in the table showing group participation. Blocking alerts display next to the goals that are not yet met. Please note that your organization's certifications will count towards the specific disaggregated goal as well as the Unspecified goal if required. Please complete the Item tab before you proceed with completing this tab. PASSPort will calculate M/WBE participation goals based on the information provided. For detailed instructions, please click [here](#).

Prime Vendor M/WBE Certification :

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30

Black American M/WBE Requirements are not yet met.

Hispanic American M/WBE Requirements are not yet met.

Unspecified M/WBE Requirements are not yet met.

- Any participation goal(s) your organization cannot meet through its own certification(s), must be met by identifying subcontractors and/or joint ventures with the required certifications in the **Subcontractor Information** and **Joint Venture** sections of the Subcontractors and Joint Ventures tab.

Prime Vendor M/WBE Certification :

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30

Black American M/WBE Requirements are not yet met.

Hispanic American M/WBE Requirements are not yet met.

Unspecified M/WBE Requirements are not yet met.

SUBCONTRACTOR INFORMATION

Add Subcontractor

0 Result(s)

JOINT VENTURE

Add Joint Venture

- To add a subcontractor, click the **Add Subcontractor** button.

10. In the Add Subcontract window, complete all the fields in both the **Subcontract Information** and **Vendor Information** sections.

Note, the **Subcontractor Dollar Amount** value entered will be calculated against the total Proposal Amount in the Item tab to determine the percentage towards your M/WBE Goal Participation for this RFx.

In this example, \$1 million is allocated to the **Subcontractor Dollar Amount** which is 10% of the Proposal Amount (in the Item tab) and can count towards a Participation Goal if the subcontractor is M/WBE Certified in one of the specified goals.

The screenshot shows the 'Add Subcontract' window with two main sections: 'SUBCONTRACT INFORMATION' and 'VENDOR INFORMATION'. The 'SUBCONTRACT INFORMATION' section includes fields for 'Subcontractor Dollar Amount' (set to 1,000,000), 'Purpose' (set to HVAC), 'Estimated Start Date' (08/01/2022), 'Estimated End Date' (08/31/2022), and 'M/WBE Certification'. The 'VENDOR INFORMATION' section includes a checkbox for 'Subcontractor not filed in PASSPort or not yet identified', a dropdown for 'Select PASSPort Vendor' (set to Subcontractor Vendor), and fields for 'EIN' and 'Subcontractor Name'. A red arrow points to the 'Subcontractor Dollar Amount' field.

11. To identify a specific M/WBE certified PASSPort Vendor, type the subcontracting vendor name in the **Select PASSPort Vendor** field or click the ellipsis to search for and select the vendor. Click **Save**.

This close-up screenshot focuses on the 'VENDOR INFORMATION' section. It shows the 'Select PASSPort Vendor' dropdown menu with 'Subcontractor Vendor' selected and an ellipsis button next to it. The other fields in this section, 'Subcontractor not filed in PASSPort or not yet identified', 'EIN', and 'Subcontractor Name', are also visible.

12. Choose the relevant **M/WBE Certification** from the drop-down in the Subcontract Information section of the Add Subcontract screen. Click **Save** and then click **Close** to return to the Subcontractors and Joint Ventures tab.

The screenshot shows the 'Add Subcontract' form. At the top right are 'Save' and 'Close' buttons. Below them is the 'Proposal ID' field with 'Proposal # 1'. The form is divided into two main sections: 'SUBCONTRACT INFORMATION' and 'VENDOR INFORMATION'. In the 'SUBCONTRACT INFORMATION' section, the following fields are visible: 'Subcontractor Dollar Amount' (1,000,000), 'Purpose' (HVAC), 'Estimated Start Date' (08/01/2022), 'Estimated End Date' (08/31/2022), and 'M/WBE Certification' (a dropdown menu highlighted with a red box). The 'VENDOR INFORMATION' section is partially visible on the right.

13. If the **Subcontractor is not Filed in PASSPort or not yet identified** (to be determined), click the corresponding checkbox in the Add Subcontract pop-up window. Be sure to complete all relevant fields in each section and click **Save**. The example below reflects scenarios 1 or 2.

Scenarios to click this checkbox:

- 1: If the subcontractor has a PASSPort account, but their PASSPort Vendor Status is not Filed.
- 2: If the subcontractor does not have a PASSPort account.
- 3: A specific subcontractor was not yet identified by your organization, and this serves as a placeholder to meet a specific participation goal.

The screenshot shows the 'Add Subcontract' form with the 'VENDOR INFORMATION' section expanded. The checkbox 'Subcontractor not filed in PASSPort or not yet identified' is checked and highlighted with a red box. Other fields in this section include: 'EIN' (123456789), 'Subcontractor Name' (HVAC City), 'Subcontractor Address' (12 Greenwich Ave), and 'Subcontractor Phone' (212-123-4567). The 'SUBCONTRACT INFORMATION' section is also visible on the left, with fields for 'Subcontractor Dollar Amount' (1000000), 'Purpose' (HVAC), 'Estimated Start Date' (10/01/2022), 'Estimated End Date' (10/30/2022), and 'M/WBE Certification'.

14. Choose the applicable **M/WBE Certification** from the drop-down to meet the corresponding Participation Goal for the subcontractor. Click **Save** and then **Close** to return to the Subcontractors and Joint Ventures tab.

Add Subcontract

✓ Data has been saved

Proposal ID: Proposal # 1

SUBCONTRACT INFORMATION

Subcontractor Dollar Amount: 1,000,000.

Purpose: HVAC

Estimated Start Date: 10/01/2022

Estimated End Date: 10/30/2022

M/WBE Certification: **Asian American**

VENDOR INFORMATION

To change the PASSPort Vendor, please delete this record and add a new subcontract

Subcontractor not filed in PASSPort or not yet identified: ☒

EIN: 123456789

Subcontractor Name: HVAC City

Subcontractor Address: 12 Greenwich Ave

Subcontractor Phone: 212-123-4567

15. If you are submitting on behalf of a joint venture, click **Add Joint Venture** in the Subcontractors and Joint Ventures tab.
16. To identify a specific M/WBE certified PASSPort Vendor, type the vendor name of the joint venture partner entity in the **Select PASSPort Vendor** field or click the **ellipsis** to search for and select the vendor. Click **Save**.

Joint Venture

Save Save and Close Close

ADD VENDOR

Proposal ID: Proposal # 1

Select PASSPort vendor: **...**

Ownership %:

M/WBE Certification:

Status: Valid

Total:

17. Complete the **remaining fields** in the Add Vendor section of the Joint Venture pop-up and click **Save**.

Joint Venture

Save Save and Close Close

✓ Data has been saved

ADD VENDOR

To change the PASSport Vendor, please delete this record and add a new joint venture

Proposal ID : Proposal # 1

Select PASSport vendor : Fancy HVAC

Ownership % : 60

M/WBE Certification : Black American

Status : Valid

Total :

18. PASSPort automatically populates the **Total** amount covered by the joint venture based on the Ownership % entered compared to the Proposal Amount (see Item tab).

In this example, the joint venture partner entity selected has 60% ownership which calculates here to equal \$6 million in total of the full \$10 million Proposal Amount.

Joint Venture

Save Save and Close Close

✓ Data has been saved

ADD VENDOR

To change the PASSport Vendor, please delete this record and add a new joint venture

Proposal ID : Proposal # 1

Select PASSport vendor : Fancy HVAC

Ownership % : 60.00

M/WBE Certification : Black American

Status : Valid

Total : 6,000,000.00

19. Once participation goals are met and all alerts are addressed, the alerts will disappear from the tab.

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30



For vendors with **multiple M/WBE certifications**, please note that only one certification can be entered at a time. To add an additional certification, please repeat the Add Subcontractor or Add Joint Venture steps to meet additional participation goals.

If any information entered requires updating in an added Subcontractor or Joint Venture record, delete the record by clicking the **trash icon** and add it again with the updated information.

Part 3: Submitting a Request for Waiver of M/WBE Participation Requirement

Please review the instructions to submit a request for waiver of the M/WBE participation requirement. A copy of the blank form (3 pages) can be found at the end of this document with the linked [Vendor Contract History Excel template](#) on the first page of the form.

Follow these steps to submit a Waiver Request to the Agency:

1. Log in to [PASSPort](#) and click the **pencil icon** to access the RFx.
2. From the View RFx tab, download the Schedule B form and complete Part 3.
3. Navigate to the **Discussion with Buyer** tab and click the Compose button to start a draft message to the Agency.

Note: Be sure to Acknowledge the RFx prior to completing step 9.

4. Click the **Type** drop-down and select **Clarification**.
5. Type a subject in the **Subject** field such as "Schedule B Waiver Submission".
6. Select Agency Contact from the **To** field drop-down.
7. Type your message in the **text area**.
8. Attach the completed Schedule B – Part 3 form and the completed Vendor Contract History Excel document by clicking the **Click or Drag to add files** button.

9. Click the **Send** button to submit your message and its attachments to the Agency Contact.
10. The Agency will review the waiver and the result of the Agency's waiver determination will be reflected in PASSPort in both the M/WBE Requirements tab and the Subcontractor and Joint Ventures tab of your RFx response. For additional information, refer to the **Local Law 1 Notice to All Prospective Contractors**.

The screenshot shows the PASSPort system interface for submitting a waiver submission. The top navigation bar includes a search bar and a breadcrumb trail: "84122P0019-RFx MWBE Requirements Enhancement (009333) : Lot 1 / Round 2". Below the navigation bar, there are buttons for "Save" and "Other Actions". A sidebar on the left contains navigation links: "View RFx", "Acknowledgement", "Manage Responses", "Discussions with buyer", and "Setup Team". The main content area is titled "RESPONSE ACTIVITY" and shows a "Remaining time :26d 15h 34min 05s". On the left, there is a "Keywords" search bar with "Search" and "Reset" buttons, and a "Compose" button. On the right, there is a form for composing a message. The form includes fields for "Type" (set to "Clarification"), "From" (set to "Contact Test F"), "Subject" (set to "Schedule B Waiver Submission"), and "To" (set to "Agency Contact"). The message body contains the text: "Hello, Please see attached completed Schedule B Waiver and Vendor Contract History Excel document. Best, Vendor Contact". Below the message body, there is a "Click or Drag to add files" button and two attached files: "ScheduleB Waiver.pdf" and "Vendor_Contracting_History.xlsx". At the bottom right, there are "Send" and "Cancel" buttons.

84122P0019-RFx MWBE Requirements Enhancement (009333) : Lot 1 / Round 2

Search ...

Save | Other Actions

Remaining time :26d 15h 34min 05s

RESPONSE ACTIVITY

Keywords : Search Reset
Advanced search

Compose Message history

0 Result(s)

Type: Clarification

From : Contact Test F

Subject: Schedule B Waiver Submission

To: Agency Contact

Hello,

Please see attached completed Schedule B Waiver and Vendor Contract History Excel document.

Best,
Vendor Contact

Click or Drag to add files

ScheduleB Waiver.pdf

Vendor_Contracting_History.xlsx

Send Cancel

SCHEDULE B – Part 3

Request for Waiver of M/WBE Participation Requirement

Contract Overview

Tax ID# _____ FMS Vendor ID# _____
 Business Name _____ Contact Name _____
 Email _____ Telephone _____
 Contracting Agency _____
 PASSPort PIN# _____ Bid/Proposal Due Date _____

Basis for Waiver Request: Check appropriate box & explain in detail below (attach additional pages if needed)

- ☐ Vendor does not subcontract services, and has the capacity and good faith intention to perform all such work itself with its own employees.
- ☐ Vendor subcontracts some of this type of work but at a lower % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract. Identify your subcontracting plan in the vendor certification section below.
- ☐ Vendor has other legitimate business reasons for proposing the M/WBE Participation Goal requested here. Explain under separate cover.

Vendor Contract History

Using the [linked Excel template](#), list all contracts (for City and Non-City work) performed within the last 3 years and provide the requested information for each contract.

From the list of all contracts, provide reference information below for the 5 most relevant contracts in size, scale and scope (performed for New York City or any other entity) to the bid or proposal for which you are submitting this waiver request. Provide the requested information for each subcontract awarded during the life of the listed reference contract.

Please make sure to highlight the 5 reference contracts provided below among the comprehensive list of all your contract awards within the attached Excel template.

Reference 1

Agency/Organization _____ Contract # _____
 Reference Contact _____ Telephone _____ Email _____
 Contract Start Date _____ Contract End Date _____ Total Contract Value \$ _____

Prime Contract description

Did the vendor perform as a Prime Contractor or as a Subcontractor? ☐ Prime Contractor ☐ Subcontractor
 Was the Prime Contract subject to any Goals? ☐ City M/WBE Goals ☐ State Goals ☐ Federal Goals ☐ No Applicable Goals
 Did the Prime Contractor meet Goal requirements? ☐ Yes ☐ No ☐ N/A

If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain

If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Percentage of total contract value subcontracted to other vendors	_____ %

If you performed as the Subcontractor, please provide a description and value of work areas you self-performed.

_____ \$ _____

M/WBE Participation Goals for Services

Defined by AGENCY in bid/solicitation documents

Percent of the total contract value to be subcontracted to M/WBE vendors for services and/or credited to an M/WBE Qualified Joint Venture.

Unspecified _____ %
 Black American _____ %
 Hispanic American _____ %
 Native American _____ %
 Asian American _____ %
 Women _____ %

Total Participation Goals _____ %

Proposed by VENDOR seeking waiver

Percent of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted to M/WBE businesses for services. Or if M/WBE Qualified Joint Venture, percent of total contract value anticipated to be credited to M/WBE vendor(s).

Unspecified _____ %
 Black American _____ %
 Hispanic American _____ %
 Native American _____ %
 Asian American _____ %
 Women _____ %

Total Participation Goals _____ %

Reference 4

Agency/Organization_____

Contract #_____

Reference Contact_____

Telephone_____

Email_____

Contract Start Date_____

Contract End Date_____

Total Contract Value \$_____

Prime Contract description

Did the vendor perform as a Prime Contractor or as a Subcontractor?

☐ Prime Contractor

☐ Subcontractor

Was the Prime Contract subject to any Goals?

☐ City M/WBE Goals

☐ State Goals

☐ Federal Goals

☐ No Applicable Goals

Did the Prime Contractor meet Goal requirements?

☐ Yes

☐ No

☐ N/A

If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain

If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.

\$

\$

\$

\$

\$

\$

\$

Percentage of total contract value subcontracted to other vendors

%

If you performed as the Subcontractor, please provide a description and value of work areas you self-performed.

\$

Reference 5

Agency/Organization_____

Contract #_____

Reference Contact_____

Telephone_____

Email_____

Contract Start Date_____

Contract End Date_____

Total Contract Value \$_____

Prime Contract description

Did the vendor perform as a Prime Contractor or as a Subcontractor?

☐ Prime Contractor

☐ Subcontractor

Was the Prime Contract subject to any Goals?

☐ City M/WBE Goals

☐ State Goals

☐ Federal Goals

☐ No Applicable Goals

Did the Prime Contractor meet Goal requirements?

☐ Yes

☐ No

☐ N/A

If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain

If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.

\$

\$

\$

\$

\$

\$

\$

Percentage of total contract value subcontracted to other vendors

%

If you performed as the Subcontractor, please provide a description and value of work areas you self-performed.

\$

Vendor Certification

Identify/list all the work areas you intend on subcontracting on the current anticipated contract for which you are submitting this waiver request.

I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith. I further affirm that the work that I did not list as work that will be subcontracted on this contract for which I am submitting this waiver request is work that I have performed on past contracts and will not subcontract if awarded this contract.

Signature_____Date_____

Print Name_____Title_____

☐ Partial Waiver Approved with Revised Participation Goals

Unspecified _____%

Black American _____%

Hispanic American _____%

Native American _____%

Asian American _____%

Women _____%

Total Revised Goals _____%

Approvals (for Agency completion only)

ACCO Signature_____Date_____

CCPO Signature_____Date_____

Waiver Determination

☐ Full Waiver Approved

☐ Waiver Denied