

SDV UTILIZATION PLAN FORM (SDV-UP) INSTRUCTIONS

The SDV Utilization Plan (SDV-UP) is required to be submitted by the three low bidders within seven (7) calendar days after the bid opening.

Complete and accurate information is required:

1. **NYS Certified SDV Name, Address & E-mail** - for each SDV subcontractor or supplier. The SDV firms included are businesses the bidder seriously expects to include in the project activity.
2. **Federal ID No.** – Provide accurate federal identification number for each SDV subcontractor or supplier.
3. **Scope of Work** – Provide a brief but specific description of work to be performed or supplies to be purchased from the SDV subcontractor or supplier.
4. **Contract or Purchase Order Value** – This is the total value of the subcontract expected to be signed and the contractor reasonably commits to the values listed for participation by the SDV subcontractors and suppliers.
5. **Performance Dates** – The anticipated start and completion dates for each SDV subcontractor or supplier. Do not include the overall construction schedule for the life of the entire project.
6. **Print Name** – Print Name of Company Officer
7. **Title** – Title of Company Officer
8. **Company Officer's Signature** – SDV-UP must be signed by an Officer of the Company.

Submission of a Plan which fails to meet or exceed the goal shall be accompanied by documentation of specific efforts undertaken both pre and post bid. A letter of explanation and documentation of efforts should accompany any SDV Utilization Plan (SDV-UP) that falls short of the stated goal.

The Fund may require the contractor to provide sufficient documentation of the efforts made in the development of the Plan. The documentation should be responsive to good faith efforts and demonstrate the contractor's commitment to providing opportunities for SDV firms in the development of the Plan.



All information provided to the Fund, is subject to verification.

The Fund will review the SDV Utilization Plan (SDV-UP) and notify the contractor of any deficiencies and determine necessary actions to bring the Plan into compliance.

Without an approved SDV Utilization Plan, the Fund's Notice of Award and Construction Contract may be withheld.

A copy of the approved Plan will be provided to the contractor after issuance of the Fund's Notice of Award.

For assistance with the directory and/or questions regarding the SDV Utilization Plan (SDV-UP) contact the Opportunities Program Office at (518) 320-1650 or via e-mail: SUCF.OpportunityAdmin@suny.edu.

Submit To:

State University Construction Fund
Office of Design & Construction Management
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Albany, New York 12246
or peggy.mcsorley@suny.edu