NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

M/WBE SUBCONTRACTORS AND SUPPLIERS LETTER OF INTENT TO PARTICIPATE FORM

Prime Contractor Information

Contractor Name: (Prime Contractor Business Name)	**Address:**
Proposal/Contract Number:	**Federal ID Number:**
Contract Scope of Work: (Enter services, supplies, commodities to be provided or purchased)	

M/WBE Subcontractor/Supplier Information

M/WBE Name: (Subcontractor Business Name)	**Contact Person:**
	Federal ID Number: (If Applicable)
Address:	**Telephone No:**

Designation: (Check any that Apply)

☐ MBE – Subcontractor ☐ MBE - Supplier

☐ WBE – Subcontractor ☐ WBE - Supplier

Are you a NYS M/WBE Certified by the NYS Empire State Development Corp?

☐ Yes ☐ No

Joint Venture Section: (Complete **ONLY** if you are in a Joint Venture) **Federal ID Number:**

Name:

☐ MBE ☐ WBE

Address:

Work/Services to be Provided by M/WBE Subcontractor/ Supplier

Please specify in detail below, the particular items of work or services to be performed, and the materials or supplies to be purchased, including the cost for each, and the expected Contract start and completion dates for such work.

- Work/services to be performed:
- Cost:
- Materials/Supplies to be purchased:
- Cost:
- Date Supplies Ordered:
- Date Supplies Delivered:
- Date Proposal/Contract to Start:
- Date Proposal/Contract to Complete:

M/WBE Subcontractor/Supplier "Agreement/Signature" Section

This is to certify that the undersigned will enter into a formal agreement with the Prime Contractor to provide the work/services, at the cost and start/completion dates stated in the above **("Work/Services To Be Provided")** Section. The undersigned will enter into a formal agreement for the above work with the Contractor, ONLY upon the Contractor's execution of a contract with the OCFS. The above work will not be further subcontracted without the express written permission of the Contractor, and notification to OCFS.

Signature of M/WBE Subcontractor/Supplier: **Date**

Printed/Typed Name of M/WBE Subcontractor/Supplier: