



Subcontractor Utilization Plan Information & Instructions

Any Bidder intending to subcontract must complete the Subcontractor Utilization Plan Form, listing all proposed subcontractors on the Form. Pursuant to N.J.S.A. 52:32-44, all subcontractors must have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services and a copy of the registration certificate should be attached to the Form.

Although it is not required through the State of New Jersey to track set-asides outside of the Small Business Set-Asides described below, Rowan University continues to track Minority Business Enterprise (MBE), Female Business Enterprise (FBE) and Veteran Business Enterprise (VBE) Subcontractor Participation.

Rowan University requires all Bidders to use their best efforts to achieve minority, female, veteran and small business subcontractor participation in its projects. All Bidders are required in the submission of their bids to document their outreach efforts.

Procedures for Small Business Subcontracting Set-Aside Contracts

If the Bid Solicitation indicates there is a Small Business Subcontracting Set-Aside requirement for this contract and the Bidder intends to utilize any subcontractors during the course of the contract(s) to be awarded as a result of this Bid Solicitation, the Bidder shall make a good faith effort to meet the set-aside subcontracting targets of awarding a total of twenty-five percent (25%) of the value of the contract to New Jersey-based, Division of Revenue - Small Business Enterprise Unit registered small businesses. N.J.A.C. 17:13-4.1; Executive Order 71 (McGreevey).

Definitions

Small Business, as defined by N.J.A.C. 17:13-2.1, means a business that:

1. is independently owned and operated;
2. is incorporated or registered in and has its principal place of business located in the State of New Jersey;
3. has 100 or fewer full-time employees; and
4. for a good or services contracts, has gross revenues falling in one of the following three categories:
 - a. 0 to \$500,000 (Category I);
 - b. \$500,001 to \$5,000,000 (Category II);
 - c. \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III);
5. for State construction contracts, has gross revenues falling in one of the following three categories:
 - a. 0 to \$3,000,000 (Category IV);
 - b. gross revenues that do not exceed 50 percent of the applicable annual revenue standards established at 13 CFR 121.201 (Category V);
 - c. gross revenues that do not exceed the applicable annual revenue standards established at CFR 121.201, (Category VI).

Division of Revenue - Small Business Enterprise Unit Registered Small Business means a small business that meets the New Jersey requirements and definitions of "small business" and has applied for and been approved by the Division of Revenue - Small Business Enterprise Unit as a small business.



Suggested Procedure to Demonstrate a Good Faith Effort on Small-Business Subcontracting Set-Aside Contracts

If the Bid Solicitation contains small-business subcontracting set-aside goals and a Bidder intends to subcontract, the following actions should be taken to achieve the set-aside subcontracting goal requirements:

1. Attempt to locate eligible small businesses in Categories I, II, III, IV, V and/or VI as appropriate to the Bid Solicitation;
2. Request a listing of small businesses by Category from the Division of Revenue and Enterprise Services;
3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts;
4. Provide all potential subcontractors with detailed information regarding the specifications;
5. Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price Quotes;
6. Obtain, in writing, the consent of any proposed subcontractor to use its name in response to the Bid Solicitation; and,
7. Maintain adequate records documenting efforts to achieve the set-aside subcontracting goals.

A Quote should also contain the following items with the Plan, as applicable:

1. A copy of the Division of Revenue - Small Business Enterprise Unit Registered Small Business proof of registration as a small business for any business proposed as a subcontractor; and,
2. Documentation of the Bidder's good faith effort to meet the targets of the set-aside subcontracting requirements. The document(s) should contain sufficient detail to permit the Bid Review Unit of the Division of Purchase and Property to effectively assess the Bidder's efforts to comply if the Bidder has failed to attain the statutory goals.

If awarded the contract, the Bidder shall notify each subcontractor listed in the Plan, in writing.

NOTE THAT A BIDDER'S FAILURE TO SATISFY THE SMALL-BUSINESS SUBCONTRACTING TARGETS OR PROVIDE SUFFICIENT DOCUMENTATION OF ITS GOOD FAITH EFFORTS TO MEET THE TARGETS WITH THE QUOTE OR WITHIN TEN (10) DAYS UPON REQUEST SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

A Bidder seeking eligible Small Businesses should contact:

New Jersey Division of Revenue and Enterprise Services- Small Business Enterprise Unit
33 West State Street - Fifth Floor
PO Box 026
Trenton, NJ 08625-0026
Telephone: (609) 292-2146
Fax: (609) 984-6679

A Bidder or Subcontractor that needs guidance regarding Set-Aside requirements for Rowan University should contact:

Office of Contracting & Procurement
Supplier Diversity & Inclusion
201 Mullica Hill Road – Bunce Hall 208
Glassboro, NJ 08085
Telephone: (856) 256-5172
supplierdiversity@rowan.edu

Each Bidder awarded a contract for a procurement which contains the set-aside subcontracting goal requirement shall fully cooperate in any studies or surveys which may be conducted by the State to determine the extent of the Vendor's {Bidder's} compliance with N.J.A.C. 17:13-1.1 et seq.



Subcontractor Utilization Plan Form

Bid # & Name:	
Vendor:	
Address:	
Telephone:	
Email:	

Instructions: List all businesses to be used as subcontractors

	Subcontractor:	Certified in	
		SBE	<input type="checkbox"/>
1	Address:	MBE	<input type="checkbox"/>
	Telephone:	WBE	<input type="checkbox"/>
	Email:	VBE	<input type="checkbox"/>
	Tax ID#		
	Type of Service:		
	2	Address:	SBE
Telephone:		MBE	<input type="checkbox"/>
Email:		WBE	<input type="checkbox"/>
Tax ID#		VBE	<input type="checkbox"/>
Type of Service:			
3		Address:	SBE
	Telephone:	MBE	<input type="checkbox"/>
	Email:	WBE	<input type="checkbox"/>
	Tax ID#	VBE	<input type="checkbox"/>
	Type of Service:		
	4	Address:	SBE
Telephone:		MBE	<input type="checkbox"/>
Email:		WBE	<input type="checkbox"/>
Tax ID#		VBE	<input type="checkbox"/>
Type of Service:			

Attach Additional Sheets if Necessary

*For those bidders listing Small Business (SBE) Subcontractors: attach copies of the NJ Division of Revenue SBE Unit registration for each subcontractor listed. If bidder has not achieved established subcontracting set-aside goals, also attach documentation of good faith effort to do so in the relevant category in accordance with N.J.A.C 17:13-4.1.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that Rowan University is relying on the information contained herein, and that the bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the University to notify Rowan in writing of any changes to the information contained herein; that I am aware that is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the University, permitting Rowan to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name & Title