**CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN**

|  |  |
| --- | --- |
| CONTRACTOR | CONTRACT |
| NAME: | AVS Consulting |  | PROJECT NAME: | Door of Hope |
| ADDRESS: | 112 Penhurst St. |  | CONTRACT DESCRIPTION: |
|  | Rochester, NY 14619 |  | Resume writing, Cover Letter writing,Interview Preparation, Elevator Pitch, and Networking Strategies. Each two hour workshop costs $4,000 and individual sessions will cost $200.00 per person |
|  |  |  |
| CONTACT PERSON: | Annemarie Sheppard |  |
| PHONE: | 585-678-8877 |  |

**PROJECTED MBE/WBE CONTRACT SUMMARY**

MINORITY BUSINESS ENTERPRISE **WOMEN BUSINESS ENTERPRISE**

TOTAL DOLLAR VALUE OF THE PRIME CONTRACT: $ TOTAL DOLLAR VALUE OF THE PRIME CONTRACT: $

CONTRACT MBE PERCENTAGE GOAL: % CONTRACT WBE PERCENTAGE GOAL: % MBE PERCENTAGE/AMOUNT APPLIED TO THE CONTRACT: $33,000 WBE PERCENTAGE/AMOUNT APPLIED TO THE CONTRACT: $

TOTAL MBE DOLLAR AMOUNT PROJECTED: $33,000 TOTAL WBE DOLLAR AMOUNT PROJECTED: $ MBE DOLLAR AMOUNT UNABLE TO MEET: $ WBE DOLLAR AMOUNT UNABLE TO MEET: $

### Contractor Utilization Plan Checklist

Utilization Plan: Please be specific and provide detail of the work being performed by M/WBEs Letters of Intent: Signed form must be submitted for each M/WBE scheduled to participate.

DEI/MWBE USE ONLY Plan Approved: X Plan Disapproved:

By: Annemarie Sheppard

## CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN (cont'd)

**SECTION I-MBE PARTICIPATION**

|  |  |  |
| --- | --- | --- |
| **MBE FIRM** | **DESCRIPTION OF WORK** | **CONTRACT INFORMATION** |
| **NAME:** | AVS Consulting Strategies |  The vast majority of funding is for in-house case management and direct client assistance. Whenever we can contract for support services we will search and try to contract with qualified m/wbe’s.  | **CONTRACT AMOUNT:** | $33,000 |
| **ADDRESS:** | 112 Penhurst St. | **DATE OF CONTRACT:** | 07/26/2022 |
|  | Rochester, NY 14619 | **SCHEDULE START DATE:** | 01/01/2023 |
|  |  | **PAYMENT SCHEDULE:** | as services received |
| **CONTACT PERSON:** | Annemarie Sheppard | **COMPLETION DATE:** | 12/31/2026 |
| **PHONE:** | 585-678-8877 |  |  |
|  |  |  |  |
| **NAME:** |  |  | **CONTRACT AMOUNT:** |  |
| **ADDRESS:** |  | **DATE OF CONTRACT:** |  |
|  |  | **SCHEDULE START DATE:** |  |
|  |  | **PAYMENT SCHEDULE:** |  |
| **CONTACT PERSON:** |  | **COMPLETION DATE:** |  |
| **PHONE:** |  |  |  |
|  |  |  |  |
| **NAME:** |  |  | **CONTRACT AMOUNT:** |  |
| **ADDRESS:** |  | **DATE OF CONTRACT:** |  |
|  |  | **SCHEDULE START DATE:** |  |
|  |  | **PAYMENT SCHEDULE:** |  |
| **CONTACT PERSON:** |  | **COMPLETION DATE:** |  |
| **PHONE:** |  |  |  |
|  |  |  |  |

### MINORITY AND WOMEN'S BUSINESS ENTERPRISE LETTER OF INTENT

PROJECT: TO:

# Door of Hope Tree Clemonds

(Name of Bidder)

The undersigned intends to perform work in connection with the above project as (Check one choice on each side):

X Minority Woman

The undersigned M/WBE is prepared to perform the following described work in connection with the above project:

# Resume writing, Cover Letter writing, Interview Preparation, Elevator Pitch and Networking Strategies

at the following price:

# $33,000

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Projected Start Date: Completion Date:

# January 01, 2023

December 31, 2026

With respect to the proposed subcontract described above, 0% of the dollar value of such subcontract will be sublet and/or awarded to non-M/WBE contractors or non-M/WBE suppliers. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the County of Monroe.

# 07/26/2022 Annemarie Sheppard

Name of M/WBE Contractor

Authorized Signature

Date

M/WBE Requirements M/WBE-10