

**Minority and Woman-Owned Business Enterprise (M/WBE)
and
Service-Disabled Veteran-Owned Business Policy (SDVOB)**

PURPOSE

The purpose of this M/WBE and SDVOB policy is to ensure that Nyack Library adheres to M/WBE and SDVOB regulations and policies.

Nyack Library will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE and SDVOB contract participation goals set by the State for that area in which the State-funded project is located.

PROCESS

Nyack Library will:

1. Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified M/WBE and SDVOB participants, including solicitations to M/WBE and SDVOB contractor associations.
2. Request a list of State-certified M/WBEs and SDVOBs from the contracting State agency and solicit bids from them directly.
3. Ensure that plans, specifications, requests for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs and SDVOBs.
4. Where feasible, divide the work into smaller portions to enhance participation by M/WBEs and SDVOBs and encourage the formation of joint venture and other partnerships among M/WBE and SDVOB contractors to enhance their participation.
5. Document and maintain records of bid solicitation, including those to M/WBEs and SDVOBs and the results. Nyack Library will also maintain records of actions that its subcontractors have taken toward meeting M/WBE and SDVOB contract participation goals.

6. Ensure that progress payments to M/WBEs and SDVOBs are made on a timely basis so that undue financial hardship is avoided, and where feasible, ensure that bonding and other credit requirements are waived, or appropriate alternatives developed to encourage M/WBE and SDVOB participation.

COMPLIANCE

1. The Library Business Manager will be the Compliance Officer, to be responsible for ensuring adherence to all contract participation goals set forth by the contracting State Agency.

2. Periodically, the Compliance Officer shall report on organizational compliance, as deemed appropriate, to the Nyack Library Board of Trustees or the appropriate committee.

**Approved by Nyack Library Board of Trustees
September 18, 2023**