



**Office of
General Services**

**Procurement
Services**

Corning Tower, Empire State Plaza, Albany, NY 12242 | www.nyspro.ogs.ny.gov | customer.services@ogs.ny.gov | 518-474-6717

General Information Bulletin

Subject: OGS Office of Minority- and Women-Owned Business Enterprises

DATE: March 21, 2016

CL #: 829

DESCRIPTION: Equal Employment Opportunity (EEO) Workforce Utilization Reporting

OGS CONTACTS:

Customer Services | 518-474-6717 | customer.services@ogs.ny.gov

Effective March 10, 2016, the New York State Office of General Services (OGS) is required to submit your contract workforce utilization data to the New York State Empire State Development (ESD) Division of Minority- and Women-Owned Business Development.

To comply, contractors and subcontractors must submit an EEO-101-Commodities and Services report on a quarterly basis by the 10th day of April, July, October and January, throughout the duration of a Contract.

Use the Excel form EEO-101-Commodities and Services located on the OGS website at: <http://ogs.ny.gov/MWBE/Forms.asp> to provide this information. You also download the simplified instructions and Helpful tips documents also at this location.

Please coordinate the reporting of the workforce with your subcontractors (if any) to ensure that all workers associated with your Contract are counted and reported upon, on a monthly basis. Contractors should not report on workers that are being reported by your subcontractors. The obligation to report your workforce is contained within the **"CONTRACTOR REQUIREMENTS AND PROCEDURES FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES"** section of your Contract with OGS.

Contractors and subcontractors must email the completed EEO-101-Commodities and Services form(s) (in Excel format not PDF) to: EEO_CentCon@ogs.ny.gov

The OGS Office of Minority- and Women-Owned Business Enterprises is available to assist you with any questions you may have about reporting of the workforce data. You may reach the OGS MWBE Office at 518-486-9284 or by email at MWBE@ogs.ny.gov.