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| **Application for Waiver of SDVOB Participation Goal**  Instructions for Completing and Submitting an Application for a Waiver of SDVOB Utilization Goals  Article 17-B of the New York State Executive Law and 9 NYCRR 252.2 require state agencies to set goals for participation by Service-Disabled Veteran-Owned Businesses (SDVOBs) on many types of State contracts. Prior to the contract award, goals are established for SDVOB utilization, expressed as a percentage of payments made under the contract. The regulations also allow agencies to grant waivers of the SDVOB utilization goal either prior to a contract award or after the award has been made, provided the contractor demonstrates an inability to solicit SDVOB participation despite good faith efforts to that end. In order for a waiver to be granted, the contractor must submit a completed “Application for Waiver of SDVOB Utilization Goal” form along with the required supporting documentation.  **Section 1: Basic Information**  Enter the contractor’s name, address, federal identification number, and the contract number in the spaces provided. Enter the SDVOB utilization goal set forth in the solicitation or assigned contract.  **Section 2: Type of Waiver Request**  Check the type(s) of waiver requested. You may request a total or partial waiver of the SDVOB goal. If you request a partial waiver of the SDVOB goal, enter the revised goal for participation in the box provided.  Use the space provided to provide a rationale for your waiver request. You may attach additional sheets, if necessary.  **Section 3: Supporting Documentation**  Extensive documentation is required to demonstrate good faith efforts to comply with the SDVOB goal. See the form for details on the required documentation.  **Section 4: Signature and Contact Information**  The waiver application must be signed by someone authorized to discuss the waiver with OGS. By signing the waiver application, the contractor certifies that a good faith effort has been made to promote SDVOB participation pursuant to the SDVOB requirements set forth under the contract. Failure to submit complete and accurate information may result in a finding of non-compliance, non-responsibility, and a suspension or termination of the contract.  ***Note:******Unless a total waiver of SDVOB participation have been granted, the contractor is required to submit all reports and documents—including SDVOB compliance reports—pursuant to the provisions set forth in the contract, to evidence compliance with the SDVOB goal.*** |

Submit to:

NYS Office of General Services

Office of Business Diversity

GNARESP, Corning Tower, 29th Floor

Albany, NY 12242

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