



## Instructions for Submitting the Contractor's List of Subcontractors/Suppliers (Form BDC 329)

1. Contractors are required to submit, within 15 days after the notification of award of the contract, a Contractor's List of Subcontractors/Suppliers (Form BDC 329) for approval of all subcontractors and suppliers who will provide services to Contractor on the Awarded contract. Please check off for any sub of sub relationships under the tiered sub column.
2. Complete *all* items on the form except those sections designated "OGS Use Only."

PLEASE NOTE: Minority Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), and Service-Disabled Veterans (SDVOB) information and dollar value of subcontract *must* be completed, or the form will be returned, and approval withheld until information is supplied. To be considered MBE/WBE a firm must be certified by NYS and listed in the "Directory of Certified Minority and Women-Owned Business Enterprises" published by the Department of Economic Development's Division of Minority and Women's Business Development. The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com/?TN=ny> For information on certification call (212) 803-2414 (Downstate) or (518) 292-5250 (Upstate).

To be considered SDVOB a firm must be certified by OGS Division of Service-Disabled Veterans' Business Development and listed in the "Directory of Certified Service-Disabled Veterans". The directory of New York State Certified SDVOBs can be viewed at: <https://online.ogs.ny.gov/SDVOB/search>. For additional information regarding this directory, please contact the Division of Service-Disabled Veterans' Business Development at (518) 474-2015. Only firms that are certified by New York State can be used to meet MWBE and SDVOB good faith efforts participation goals on this contract. The use of non-certified firms that have submitted applications for certification but are not approved prior to completion of this contract are not acceptable for goal attainments.

Submit the completed, **original** form to:

OGS Design and Construction  
Office of Business Diversity  
29<sup>th</sup> Floor, Corning Tower, Empire State Plaza  
Albany, NY 12242  
[ogs.sm.sdvobcomp@ogs.ny.gov](mailto:ogs.sm.sdvobcomp@ogs.ny.gov)

Phone: (518) 486-9284

Fax: (518) 486-9285

### AND

Submit a **copy** of the completed form to:

Division of Contract Administration, Vendor Responsibility Group  
OGS Design and Construction  
35<sup>th</sup> Floor, Corning Tower, Empire State Plaza  
Albany, NY 12242

**Please note:** BDC 329's for ECP designated projects is required to be submitted through the OGS/Vendor Interface.

Phone: (518) 408-1657

Fax: (518) 486-1650 (please call phone # to advise of incoming fax)

3. OGS will review the Contractor's List of Subcontractors/Suppliers and notify the Contractor of any deficiencies.
4. All contractors and subcontractors are required to register with the NYS Department of State (DOS), and the exact registered entity name as filed on your DOS application must appear on the BDC 329.

Please visit the DOS website to register: [www.dos.ny.gov](http://www.dos.ny.gov)