

**New Albany Housing Authority
SUBCONTRACTOR UTILIZATION FORM**

**THIS FORM MUST BE COMPLETED EVEN IF YOU DO NOT PLAN TO USE
SUBCONTRACTORS
(COMPLETE SECTIONS I, II, AND V IF YOU DO NOT PLAN TO USE SUBCONTRACTORS).**

All Contractors seeking to do business with the New Albany Housing Authority (NAHA) must provide information about all subcontractors that will be used. **A Subcontractor is any person or business that supplies any of the work, transportation or labor services, supplies, equipment, or materials under a contract with the Contractor.** Failure to complete this form will result in disqualification of the Contractor bid or proposal.

Section I—Prime Contractor Information

Is this an update to a previously submitted Subcontractor Utilization Form? Yes No

Contractor Name:					
Project Name:		Bid or RFP Number:			
Total Proposal/Bid Amount (over the full term of the contract):					
Contractor Contact Name:		Contact Phone:			
		Contact Email:			
Contractor Certification Status:		Minority Business Enterprise		Women Business Enterprise	None

Section II--Subcontractor Utilization

Will subcontractors be used? Yes (complete rest of form) No (proceed to Section V)

Section III—Subcontractor Selection

Please list information for ALL subcontractors Contractor *believes it will* use. Contractors may make changes or additions to its list of subcontractors by submitting an updated form to NAHA after award, if needed.

Subcontractor Name	MBE or WBE? (Y/N)	Amount	% of Total Proposal/Bid	Scope of Work

If more than six subcontractors will be used, please complete a second [Subcontractor Utilization Form](#)- by completing the box above.

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If Contractor plans to use subcontractors, but has not yet identified some or all of the subcontractors to be used, please explain why:

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Section IV—MWBE Subcontractors Contacted

It is the policy of NAHA to encourage and promote the award of subcontracts to qualified and available Minority and Women Business Enterprises (MWBEs). NAHA strongly encourages bidders, when preparing bids or proposals, to contact certified MWBEs regarding potential subcontracting opportunities. Please list the MWBEs the Contractor has contacted regarding subcontractor opportunities for this proposal/bid (MWBE subcontractors selected and listed in Section III do not need to be listed again here):

MWBE Business Name	Method of Contact (e.g. phone, email)	Why not used?

Section V—Signature

The undersigned certifies that the information provided herein is truthful, accurate, and complete. Further, Contractor acknowledges that if it is awarded the contract, this information must be kept up to date by Contractor. **Any changes in subcontractor utilization must be immediately made in writing** by submitting a new form to NAHA. A complete and accurate list of subcontractors will be required prior to beginning work on the project, if awarded.

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Signature

Date

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Name

Title