



NASSAU COUNTY OFFICE OF MINORITY AFFAIRS

ONE WEST STREET
MINEOLA, NEW YORK 11501
TEL. (516)-572-2240
FAX: (516)-571-6555

REQUEST FOR ADMINISTRATIVE RECONSIDERATION

Date of Request

Instructions: There is no fee to file this form. Pursuant to 49 CFR 26.53(d) and according to the County of Nassau Disadvantaged Business Enterprise Program, an opportunity to request an Administrative Reconsideration will be granted before the award of the contract for an apparent successful bidder/offeror who is deemed unresponsive or who has failed to meet the good faith efforts requirements. **Any requests for Administrative Reconsideration must be received within ten (10) business days of the Review Letter** and must be sent to the DBE Reconsideration Officer, Office of Minority Affairs, One West Street, Mineola, NY 11501.

I, _____, of

(Name of Company)

_____ have personal knowledge of the facts set forth herein and hereby request an Administrative Reconsideration of the documented good faith efforts and subsequent DBE goal(s) established for _____

(RFP/ Solicitation Identification)

I am: ☐ the bidder

☐ an authorized or designated official, _____

(Please list your title here)

Written documentation or supporting evidence of an argument concerning the issue of whether the bidder met the goal or made adequate good faith efforts to do so, is attached.

I understand that the decision on reconsideration will be made by the DBE Reconsideration Officer who did not take part in the original determination and that I will have the opportunity to meet in person with the DBE Reconsideration Officer to discuss the issue of whether the bidder met the goal or made adequate good faith efforts to do so. The evidence presented during the administrative reconsideration hearing will be reviewed de novo and the DBE Reconsideration Officer may consider newly admitted evidence when determining whether the bidder met the requirements. A written decision on reconsideration will be sent to the bidder explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration is final and is not administratively appealable to the United States Department of Transportation.

SIGNATURE

REQUEST APPROVED

☐ _____
Date

ADMINISTRATIVE RECONSIDERATION No.

REQUEST DENIED

☐ _____
Date

RECONSIDERATION OFFICER SIGNATURE