



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

OFFICE OF EQUAL OPPORTUNITY
AND PUBLIC CONTRACT ASSISTANCE

428 EAST STATE STREET/1ST FLOOR
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TRENTON, NJ 08625

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PHILIP D. MURPHY

Governor

SHEILA Y. OLIVER

Lt. Governor

SHAWN M. LATOURETTE

Commissioner

Guidelines for the Development and Submission of an SED Utilization Plan (“Contractor’s Plan”) for the Contractor

Contractor:

The following elements are necessary in formulating a clear and concise utilization plan pursuant to N.J.A.C. 7:22-9.

1. Outline the entire project or contract work on the Contractor’s letterhead.
2. Outline the SED utilization goal and how the goal may be achieved.
3. Identify the estimated length of time it will take to complete the project or contract.
4. Identify each significant segment of the project or contract on which SED’s will or may participate.
Include corresponding NAICS codes for each significant segment.
Include estimated values of each significant segment.
5. Describe how SED’s will be contacted.

THE CONTRACTOR’S PLAN SHOULD BE UPLOADED TO H2 LOANS WITHIN 30 DAYS OF CONTRACT AWARD.

Inquiries regarding small business concerns owned and controlled by socially and economically disadvantaged individuals may be directed to:

Office of Equal Opportunity and Public Contract Assistance

428 East State Street/1st Floor

PO Box 420

Trenton, NJ 08625

(609) 940-4086

Fax (609) 984-9789

publiccontractasst@dep.nj.gov

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