



**Division of Minority  
and Women's  
Business Development**

# Doing Business with NYS

How to Leverage your NYS MWBE Certification

A Division of Empire State Development

11/12/2020

# Agency Order of Purchasing Priority

State finance law requires government to follow a process to make purchases. A State agency, public benefit corporation, municipality, or school district is required to purchase commodities and services to meet form, function, and utility.



# Agency Order of Purchasing Priority

## 1. List of NYS Preferred Sources:

- ✓ Department of Corrections & Community Supervision | Corcraft
  - ✓ [www.corcraft.org](http://www.corcraft.org)
- ✓ NYS Preferred Source Program for People Who Are Blind
  - ✓ [www.nyspsp.org](http://www.nyspsp.org)
- ✓ NYS Industries for the Disabled
  - ✓ [www.nysid.org](http://www.nysid.org)

# Agency Order of Purchasing Priority

## 2. Centralized Contracts

- ✓ Overseen and managed by NYS Office of General Services
- ✓ These are statewide contracts that are competitively bid or negotiated.
- ✓ Contracts include:
  - ✓ Commodities
  - ✓ Services
  - ✓ Technology

## 3. Agency Established Contracts

- ✓ A state agency determines if an established government contract can be used.



# Agency Order of Purchasing Priority

## 4. Conduct Agency Procurement

- ✓ A state agency conducts its own procurement or uses their discretionary spending authorization
- ✓ Discretionary Purchase:
  - ✓ Procurements made below statutorily established dollar amounts and at the discretion of the agency, without the need for a **formal** procurement process. Use of discretionary purchasing streamlines the procurement process.
  - ✓ Purchases below \$50,000 **do not** need to be advertised in the Contract Reporter
  - ✓ Purchases \$50,000 to \$500,000 **do** need to be advertised in the Contract Reporter
- ✓ Agencies must justify both vendor selection and reasonableness of the price.  
<https://ogs.ny.gov/procurement/>



# Accurate Vendor Profile is the Key to being found!



## Maintaining the Profile:

- ✓ **Contact information:** address, legal business name and contact person
  
- ✓ **Business Description**
- ✓ **Industry Code Classifications**
  - ✓ Core Strengths
  - ✓ Expanding Capabilities
  - ✓ Classifications matching agency contracts
  
- ✓ **Gross Sales and Market Area**



**Division of Minority  
and Women's  
Business Development**

# MWBE Top Marketing Recommendations



# Capability Statement

- ✓ A Capability Statement is a brief marketing document that highlights a firm's primary services and/or products to its target New York State agency or authority.
- ✓ This statement should be direct and concise, giving a snapshot of a company's area of expertise.
- ✓ Your firm's Capability Statement should be clearly marked as such and should not exceed 1 page in length.





# New York State Contract Reporter

- ✓ Official publication of New York State agency procurement.
- ✓ State agencies must advertise procurements of \$50,000 or more.
- ✓ Many municipalities, school districts, and eligible not-for-profits also advertise.
- ✓ New ads are posted every business day.
- ✓ Free registration is required for access to view all the ads.

[www.nyscr.ny.gov](http://www.nyscr.ny.gov)

Showing results for: **Open Ads: 801**

Sort by: Issue Date (latest first) | Display: 25 | 1 2 3 ... 33 Next »

1	<b>Title:</b> Citywide Consultants for Environmental Design Services <b>Agency:</b> Parks and Recreation, NYC Dept. of Capital <b>Issue Date:</b> 09/10/2019 <b>Due Date:</b> 10/03/2019 <b>Location:</b> New York City <b>Category:</b> Environmental - Construction Professional Services <b>Ad Type:</b> General	<a href="#">View this ad</a> <a href="#">Share this ad</a> <a href="#">Bookmark this ad</a> <a href="#">Send me notification updates on this</a>
2	<b>Title:</b> 2020 New York State Problem Gambling Prevalence Survey <b>Agency:</b> Alcoholism & Substance Abuse Services, NYS Office of Contracts and Procurement Bureau <b>Issue Date:</b> 09/10/2019 <b>Due Date:</b> 10/28/2019 <b>Category:</b> Medical & Health Care - Consulting & Other Services <b>Ad Type:</b> General	<a href="#">View this ad</a> <a href="#">Share this ad</a> <a href="#">Bookmark this ad</a> <a href="#">Send me notification updates on this</a>
3	<b>Title:</b> New York State Office of Mental Health, Rochester Psychiatric Center, Building 41 Window Replacement and Asbestos Abatement <b>Agency:</b> Dormitory Authority of the State of New York <b>Division:</b> Procurement <b>Issue Date:</b> 09/10/2019 <b>Due Date:</b> 10/24/2019 <b>Location:</b> Rochester Psychiatric Center, John Romano Community Residence, 1788 South Avenue, Rochester, New York 14620 <b>Category:</b> Construction Vertical: Building Construction; Rehabilitation & New Construction - Construction <b>Ad Type:</b> General	<a href="#">View this ad</a> <a href="#">Share this ad</a> <a href="#">Bookmark this ad</a> <a href="#">Send me notification updates on this</a>



**Division of Minority and Women's Business Development**

# New York State MWBE Opportunities eBook



- ✓ **Compiled directory** of all New York State agencies and authorities and their MWBE contacts.
- ✓ Provides link to New York State agencies and authorities **procurement opportunities**.
- ✓ Hone in on your potential clients! Used to develop a **list to target New York State agencies and authorities**.

[www.nysmwbeforum.org/opportunities/](http://www.nysmwbeforum.org/opportunities/)

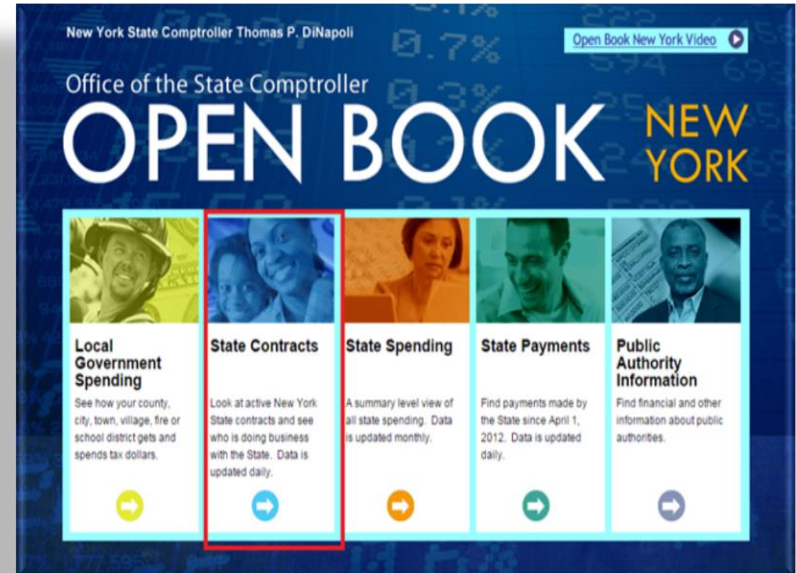


Division of Minority  
and Women's  
Business Development

# Open Book New York

- ✓ Allows you to search through active NYS contracts.
- ✓ Searchable by Agency or Vendor.
- ✓ Lets you see the contract number, vendor, contract amount, amount spent to date, and contract expiration date.

[www.openbooknewyork.com/](http://www.openbooknewyork.com/)



Division of Minority  
and Women's  
Business Development

# Technical Assistance, Education, and Networking



**Division of Minority  
and Women's  
Business Development**

# Access To Capital Programs

- ✓ **New York Forward Loan Fund** – A new economic recovery loan program aimed at supporting New York State small businesses, nonprofits, and small landlords as they reopen after the COVID-19 outbreak and NYS on PAUSE. <https://esd.ny.gov/nyforwardloans-info>
- ✓ **Bridge To Success Loan Program** – Provides qualified Minority and Women-owned Business Enterprises (MWBES) with access to short-term bridge loans necessary to execute contracting opportunities across New York State. <https://esd.ny.gov/bridge-success-loan-program>
- ✓ **NY State Surety Bond Assistance Program** – Contractors may be eligible to receive a guarantee of up to 30% to secure a surety bond line, bid bond or a performance and payment bond on New York State and New York City agency projects. <https://esd.ny.gov/new-york-state-surety-bond-assistance-program>



# Empire State Digital

Through unique partnerships with leading global e-commerce and e-payment providers, Empire State Digital connects New York-based small businesses with the education, access and resources needed to digitize, expand and adapt to the new economy due to the changes from COVID-19.

<https://esd.ny.gov/empire-state-digital>



**Division of Minority  
and Women's  
Business Development**

# Free Technical Assistance

- ✓ **Entrepreneurship Assistance Centers (EAC)** – Helps entrepreneurs with their new and startup businesses, including assistance with NYS MWBE Certification, provides access to capital information, seminars, workshops, assistance with government contracting, and more. For information and locations: <https://esd.ny.gov/entrepreneurship-assistance-centers>
- ✓ **Small Business Development Centers (SBDC)** – Helps individuals and businesses with NYS MWBE Certification, business planning, government contracting, export & import, and more. For more information and locations: <http://www.nyssbdc.org/locations.html>
- ✓ **Procurement Technical Assistance Centers (PTAC)** – Helps firms with certification, including assistance with NYS MWBE Certification, government contracting, provides seminars, workshops, and other business services,. For more information and location: <https://www.aptac-us.org/find-a-ptac/?state=NY#>



# Thank You

## Contact

Business Development Unit

[MWBEBusinessDev@esd.ny.gov](mailto:MWBEBusinessDev@esd.ny.gov)

(212) 803-2433

Division of Minority and Women's Business Development

[www.esd.ny.gov/mwbe.html](http://www.esd.ny.gov/mwbe.html)

NYS MWBE COVID-19 Resource Page

<https://esd.ny.gov/mwbe-covid19-resources>



Division of Minority  
and Women's  
Business Development