



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

Doing Business with New York State

How to Leverage your NYS MWBE Certification

A Division of Empire State Development

4/30/2019

Agenda

A. The Agency Mission

- Empire State Development
- Division of Minority and Women's Business Development

B. How NYS Buys

- Order of Purchasing Priorities
- Agency Contracting– including Discretionary Spending

C. Locating Contract Opportunities

- NYS Contract Reporter

D. Marketing to State Agencies

E. Available Resources

- MWBE Business Development Unit
- Technical Assistance Centers
- Additional State Agency Resources



Empire State Development (ESD)

As the New York State's chief economic development agency, ESD utilizes a combination of tools from efficient use of loans, grants, tax credits, real estate development, marketing to strive towards its mission.

ESD Mission:

- ❑ To promote a vigorous and growing state economy
- ❑ Encourage business investment and job creation
- ❑ Support diverse, prosperous local economies across New York State

The Division of Minority and Women's Business Development's (DMWBD) Mission

- ❑ Promote equality of economic opportunities for MWBEs.
- ❑ Eliminate barriers to their participation in state contracts.
- ❑ Provide information and resources that increase access to opportunities for MWBEs throughout the State.
- ❑ Promotes & Assists MWBEs through outreach, training, technical assistance and support.

<https://esd.ny.gov/doing-business-ny/mwbe>



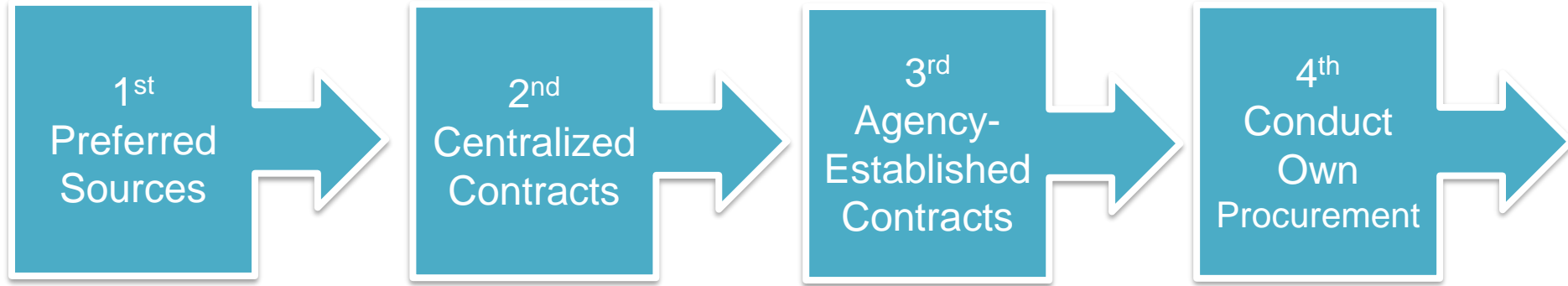
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Order of Purchasing Priority

Understanding the Order of Purchasing Priority



State finance law requires government to follow a process to make purchases.

Preferred Sources

List of NYS Preferred Sources:

- Department of Corrections & Community Supervision | Corcraft
 - www.corcraft.org
- NYS Preferred Source Program for People Who Are Blind
 - www.nyspsp.org
- NYS Industries for the Disabled
 - www.nysid.org

Learn more at:

www.nyspro.ogs.ny.gov/content/buying-preferred-source-0



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What are Discretionary Purchases?

- Discretionary purchases are procurements made below statutorily established dollar amounts and at the discretion of the agency, without the need for a **formal** competitive procurement process. Use of discretionary purchasing streamlines the procurement process.
- Purchases below \$50,000 do not need to be advertised in the Contract Reporter
- Quarterly Contract Reporter ads are required for anticipated agency purchases between \$5,000 and \$50,000

- **Discretionary Purchasing Guidelines:**

<https://ogs.ny.gov/procurement/nys-procurement-bulletin-discretionary-purchasing-guidelines>

Discretionary Buying Thresholds

- \$50,000 for State agencies;
- \$85,000 for OGS Agency-Specific Contracts;
- \$125,000 for SUNY
- **\$200,000** for purchases from:
 - **NYS certified Minority and/or Women-Owned Business Enterprise (M/WBE);**
 - NYS Small Business
 - Purchase of commodities or technology that are recycled or remanufactured;
 - Or for commodities that are food, including milk & milk products, grown, produced or harvested in NY state

**Discretionary purchases can not be construction related

Example Language

*“HRPT intends to procure Fire Alarm Systems monitoring, inspection, repair and maintenance services pursuant to its discretionary purchasing authority under State Finance Law 163(6). **This procurement opportunity is for businesses certified pursuant to Article 15-A of the New York State Executive Law (Minority and Women Business Enterprises)** and New York State small businesses.”*

Remember!

\$200,000 for purchases from a **New York Small Business** or **New York Certified Minority or Woman-Owned Business Enterprise (M/WBE)**



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Locating NYS Contracting Opportunities

New York State Contract Reporter

- **New York State's official source of contracting opportunities**
 - IFBs, RFPs, and some discretionary spending ads listed from NYS agencies and authorities
 - Prime contractors may also advertise on the NYSCR
 - Generally, solicitations on the NYSCR have yet to be awarded
- **Create a FREE username/password**
- **Search for Procurement Opportunities by contract size, location, agency, etc.**
- **Create customize alerts on procurement opportunities**
- **Join the NYS Business Registry for FREE**
 - Your business can be listed on the NYS Business Registry for **FREE** regardless of certification status





Services News Government Local

Opportunities posted today **41**

Opportunities posted in the last 7 days **159**

Total available opportunities **776**



The New York State Contract Reporter

NYS' official source of contracting opportunities
Bringing business and government together

Learn more

Sign up and register for your free account!

Click here to get started



Register for a free account!

I want to find contracts to bid on > I want to advertise opportunities > Learn about the New York State Business Registry > Learn about doing business with New York >

I want to find contracts to bid on >

I want to advertise opportunities >

Learn about the New York State Business Registry >

Learn about doing business with New York >

www.nyscr.ny.gov



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Opportunities posted today **31**

Opportunities posted in the last 7 days **145**

Total available opportunities **715**



The New York State Contract Reporter

*NYS' official source of contracting opportunities
Bringing business and government together*

Log Out

- Contact Us
- Help

Welcome back:



- Search open NYSCR ads
- Enter search term
- Advanced Search
- Search the Archives
- My Opportunities
- My Bookmarked Ads
- Open Opportunities**
- Recently Closed Ads

Agency ads

Search open, closed, archive ads (title,contract # or CR #)

Open Ads	1	Open solicitations from your agency
Pending Ads	0	Solicitations submitted with delayed publication dates
Incomplete Ads	13	Partially completed ads requiring completion & submission
Continuous Procurement	0	Open continuous procurement ads
Grants and NOFA	0	Open Grants and "Notices of Funds Availability"
Bid results due	107	A list of archived ads that need bid results posted

- Events
- Bulletins
- Procurement Reports
- Manage Events
- Manage Bulletins
- Manage Procurement Reports

Search Business Registry

Find qualified vendors by searching and sorting the NYSCR Business Registry

Manage Events

Submit notices of outreach events, workshops and

All recently advertised RFPs, IFBs, etc. are viewable in “OPEN OPPORTUNITIES.”

List will show all recently released procurement notices.



Open Ads: Lehman/Cleveland Hall Flooring Project

Title	Description	Contact Info	Documents	Updates	Bid Results
Lehman/Cleveland Hall Flooring Project	Binghamton University is seeking a qualified contractor to furnish and install new flooring throughout corridors and lounges of dorms.				
Agency:	A pre-bid meeting is scheduled for Tuesday April 19, 2016 at 11:00 AM in conference room C of the Physical Facilities building. Please reference Binghamton University's website for parking instructions.				
State University of New York (SUNY) SUNY Binghamton	Complete and partial sets of the Bidding and Contract Documents may be obtained from the campus at the above examination location, or Binghamton University's Physical Facilities Department, PO Box 6000, Binghamton, NY 13902-6000. Section 143 of the State Finance Law requires payment of a deposit to receive these documents. Accordingly, a deposit check in the amount of \$49.00, made payable to Binghamton University is required. Failure to meet the deposit requirement to receive the bid documents from the appropriate source will deem the bidder's submission as non-responsive. Deposits less than \$50.00 are non-refundable.				
Contract Number:	80263				
CR Number:	2022718				
Date of Issue:	04/12/2016				
Due Date/Time:	05/03/2016 2:30 PM				
County(ies):	Minority Owned Sub-Contracting Goal: 15% Women Owned Sub-Contracting Goal: 15%				
Broome	Service-Disabled Veteran-Owned Business Contracting Goal: 6%				
Location:	Due date: 05/03/2016 2:30 PM				
Binghamton University	Contract term: 55 Calendar Days Start date July 1, 2016 Completion Date July 29, 2016				
Classification(s):	County(ies): Broome				
Construction Vertical: Building Construction; Rehabilitation & New Construction - Construction	Location: Binghamton University				
Opportunity Type:	General				

- Share this ad
- Bookmark this ad
- Print to PDF
- Send me notification updates on this
- View subcontracting opportunities

When viewing procurement notices, be mindful IF there are:

- Identified Goals
- Due Dates
- Pre-Bid Meetings/Walk-throughs
- Unique method of response and/or inquiry



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Title	Description	Contact Info	Documents	Updates	Bid Results
Staff Augmentation Services for SFS EE Project Agency: Transportation, NYS Dept. of Central Purchasing Contract Number: COO5189/TBD CR Number: 2022742 Date of Issue: 04/12/2016 Due Date/Time: 05/03/2016 11:00 AM County(ies): Albany Location: Albany, NY Classification(s): Information Technology - Consulting & Other Services Opportunity Type: Discretionary procurements between \$50,000 and \$200,000	<p>The New York State Department of Transportation intends to procure staff augmentation services for an ongoing statewide financial system (SFS) enhancements project, pursuant to its discretionary purchasing authority under State Finance Law section 163(6). This procurement opportunity is limited to New York State small businesses, businesses certified pursuant to Article 15-A of the New York State Executive Law, if applicable, businesses selling commodities or technology that are recycled or remanufactured or commodities that are food, including milk and milk products, grown, produced or harvested in New York State.</p> <p><i>Communication with respect to this procurement initiated by or on behalf of an interested vendor through other than the "Designated Contact Person(s)" identified below may constitute an "impermissible contact" under state law with respect to Procurement Lobbying, and could result in disqualification of that vendor.</i></p> <p>The New York State Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act, hereby notifies all who respond to a written Department solicitation, request for proposal or invitation for bid, that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age disability/handicap and income status in consideration for an award.</p> <p>Due date: 05/03/2016 11:00 AM</p> <p>Contract term: One Year Term (extension)</p> <p>County(ies): Albany</p> <p>Location: Albany, NY</p>				

When viewing procurement notices, look for:

- Opportunity type
- If DP, what is the language used
- Response due date



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Marketing to Agencies

Accurate Vendor Profile is the Key to being found!



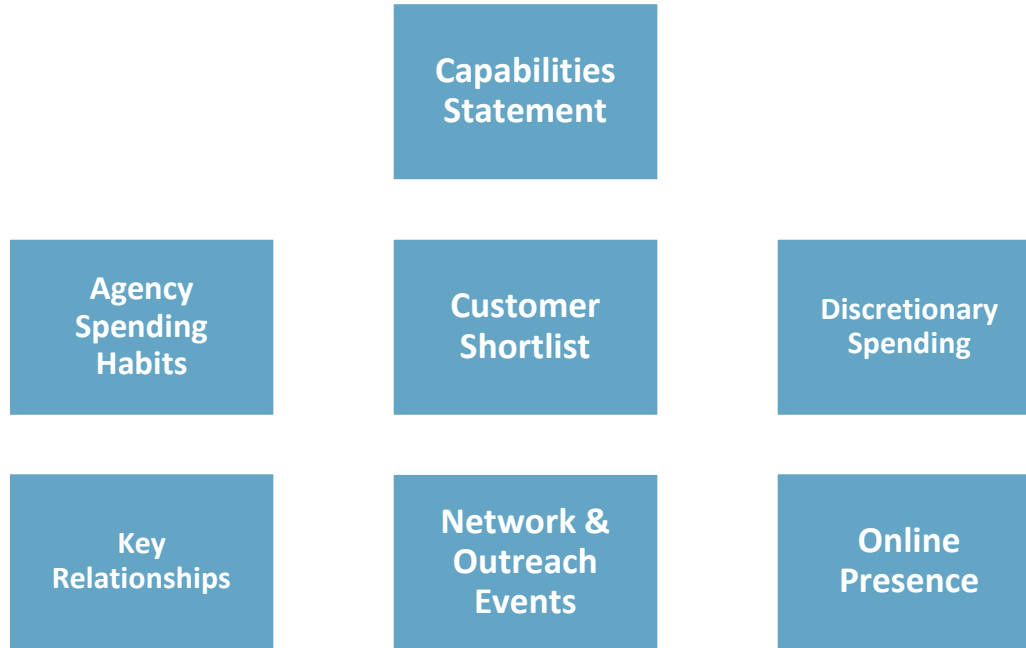
Maintaining the Profile:

- ✓ **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**



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Top Marketing Recommendations



Finding Opportunities

To Find NYS Procurements

New York State Contract Reporter

www.nyscr.ny.gov

The screenshot shows the homepage of the New York State Contract Reporter website. At the top, there is a navigation bar with 'Services', 'News', and 'Government'. Below this, a statistics section displays: 'Opportunities posted today: 30', 'Opportunities posted in the last 7 days: 163', and 'Total available opportunities: 780'. The main heading is 'The New York State Contract Reporter' with the tagline '2012 official source of contracting opportunities bringing business and government together'. There are buttons for 'Log In' and 'Sign up and register for your free account!'. Below the main heading, there are four large buttons: 'I want to find contracts to bid on', 'I want to advertise opportunities', 'Learn about the New York State Business Registry', and 'Learn about doing business with New York'.

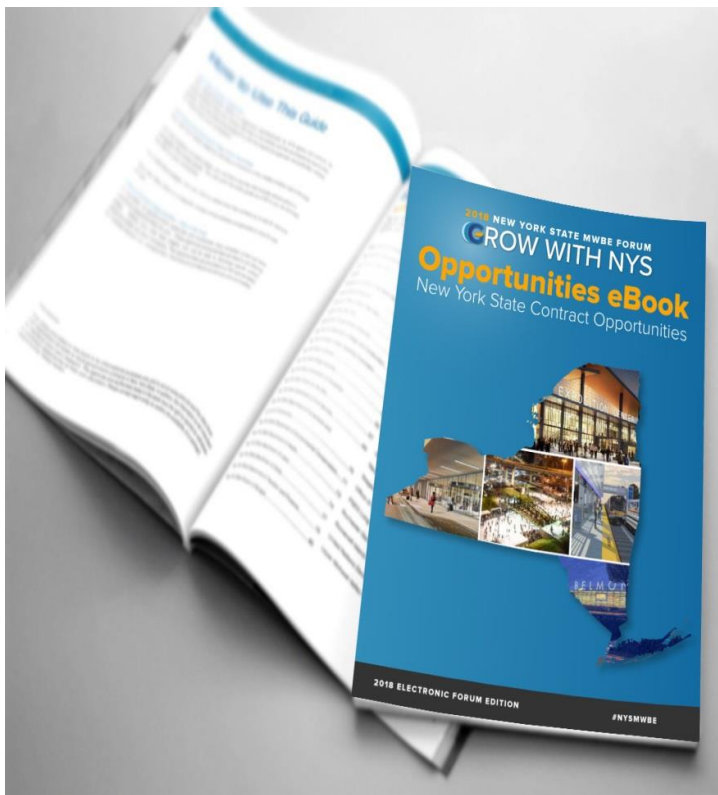
To Find Prime Contractors

Office of the State Comptroller –
Open Book

www.openbooknewyork.com

The screenshot shows the homepage of the Open Book New York website. At the top, it says 'New York State Comptroller Thomas P. DiNapoli' and 'Open Book New York Video'. The main heading is 'Office of the State Comptroller OPEN BOOK NEW YORK'. Below this, there are five columns of content: 'Local Government Spending', 'State Contracts', 'State Spending', 'State Payments', and 'Public Authority Information'. Each column has a small image and a description. The 'State Contracts' column is highlighted with a red border. At the bottom right, there is a logo for 'NEW YORK STATE OF OPPORTUNITY' and the text 'DIVISION OF MINORITY and Women's Business Development'.

MWBE Opportunities eBook



- ❑ **Compiled directory** of all state agencies and public authorities.
- ❑ Hyperlink to agency's **procurement opportunities** posted on website.
- ❑ Use to **develop list of target agencies.**

www.nysmwbeforum.org/opportunities/



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MWBE Division Resources

Business Development: Technical Assistance, Education, and Networking



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MWBE Training Tuesdays Webinar Series

A series of topics that provide capacity-building resources and tools aimed to inform MWBEs on how to successfully do business with the State of New York.

Topics include, but are not limited to:

- Doing Business with NYS Agencies and Authorities
- Certification Made Easy
- Sharing Best Practices: Securing Discretionary Spend Opportunities
- Access to Capital Programs
- How to Respond Successfully to a Request for Proposal (RFP)

Visit our website for upcoming webinar schedules, as well as past presentation print outs: <https://esd.ny.gov/doing-business-ny/mwbe/mwbe-business-development-unit/mwbe-training-tuesdays> or email MWBETraining@esd.ny.gov

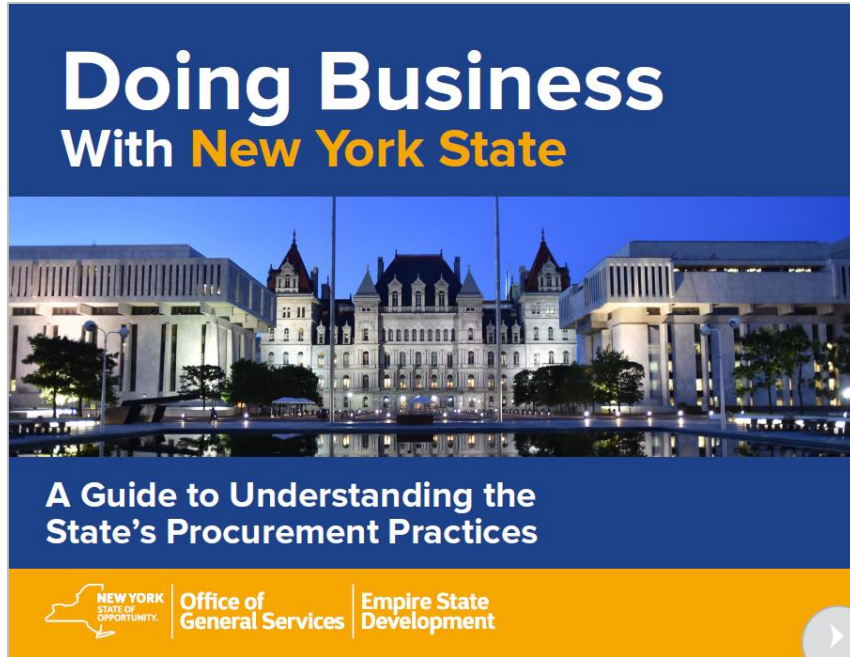


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Free or Low Cost Technical Assistance

- **Procurement Technical Assistance Centers (PTACs)** – Helps firms with certification, RFP bid response, government contracting, seminars, workshops, and other business services. For more information and location: <http://www.aptac-us.org/find-a-ptac/?state=NY#>
- **Small Business Development Centers (SBDCs)** – Helps individuals and businesses with certification, business planning, government contracting, export & import, and other business services. For more information and locations: <http://www.nyssbdc.org/locations.html>
- **Entrepreneurial Assistance Centers (EACs)** – Help individuals with their new and startup businesses. For information and locations: <https://esd.ny.gov/sites/default/files/2019-EAC-Contact-List-41019.pdf>

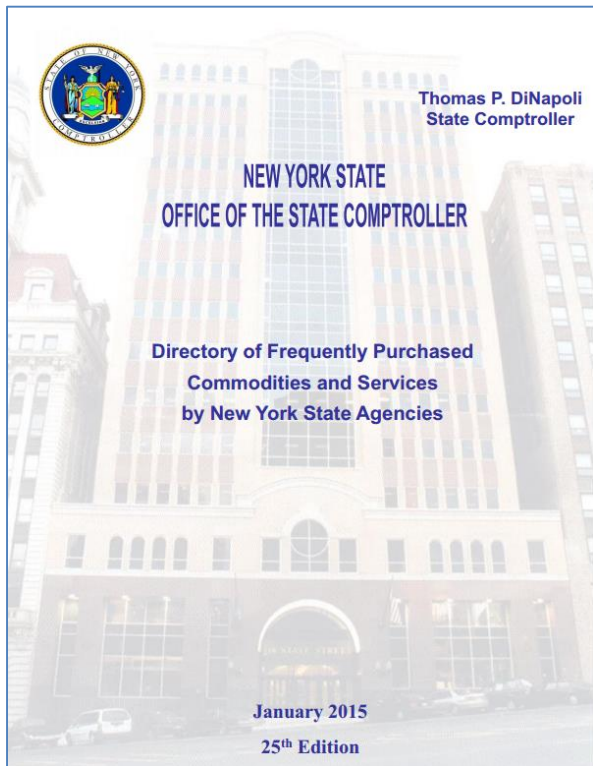
Additional Resources



Doing Business with NYS

- It provides valuable information on procurement practices.
- Everything we've touched on during this webinar is included in this guide!
- Find it online at:
<http://nyspro.ogs.ny.gov/content/doing-business-new-york-state-0>

Resources



- Lists contact information for state agency procurement staff.
- Lists what is most frequently purchased.
- Updated annually.

www.osc.state.ny.us/reports/fiscal/directorycommodities.pdf



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Questions? Contact us!

MWBE Business Development

Resource Hotline:

Phone: 212.803.2433

Email: MWBEBusinessDev@esd.ny.gov

