



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

# **Doing Business with New York State and Navigating the New York State Contract Reporter**

**A “How To” Guide on the New York State Procurement Process**

**A Division of Empire State Development**

6/17/2020

# 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)

Learn more at: [www.nyspro.ogs.ny.gov/content/buying-preferred-source-0](http://www.nyspro.ogs.ny.gov/content/buying-preferred-source-0)



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# 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 discretionary spending:

✓ Discretionary Purchase:

- 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
- Purchases above \$50,000 **do** need to be advertised in the Contract Reporter
- Quarterly reports are required and published in the Contract Reporter for anticipated agency purchases between \$5,000 and \$50,000
- Agencies must justify both vendor selection and reasonableness of the price.

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



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# Agency Order of Purchasing Priority

## Discretionary Buying Thresholds

- ✓ \$50,000 for State agencies
- ✓ \$85,000 for OGS Agency-Specific Contracts
- ✓ \$125,000 for SUNY
- ✓ **\$500,000 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





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# Locating Contracting Opportunities

# New York State Contract Reporter

www.nyscr.ny.gov

Showing results for: Open Ads: 801

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

- The NYS Contract Reporter is the official publication of procurement activity for all New York State agencies, public authorities and public benefit corporations.
- State agencies must advertise procurements of \$50,000 or more when soliciting bids for commodities, services and construction projects.
- 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.

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



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# Opportunity Profile

- Create your Opportunity Profile to suit your interests.
- Hover over Manage Account in the blue menu bar, select My Opportunity Profile from the drop down menu.
- A daily e-Alert notification email will be sent to you with new ads that are posted every business day.
- Choose up to 16 categories/classifications.
- Scroll down and turn on the e-Alert system to receive the daily emails.

## Categories

\*Please select 1 to 16 categories/classifications in which you are interested

Category/Classification		Com- modities	Consult. /Other Services	Const. Prof. Services	Const.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Administrative & Technical	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Advertising, Graphic Arts, & Marketing	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Agriculture, Forestry, Gardening, Landscaping, Lawn Maintenance & Snow Removal	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Apparel, Textile & Leather	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Architectural, Engineering & Surveying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Construction Vertical: Building Construction; Rehabilitation & New Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Educational & Recreational	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Facilities, Maintenance, Repair & Building Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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# Business Registry

- Once your personal user account has been created, you can create an account for your business.
- The Business Registry is of list of businesses that state agencies can search to outreach for discretionary spending (purchases under \$50,000).
- Look for the Business Registry tab in the blue menu bar.
- Contractors can also advertise for subcontractors in the Business Registry section.

The screenshot shows the top navigation bar with 'My Home', 'Business Registry' (highlighted in yellow), and 'Site Reso'. Below this is a search box titled 'Search Business Registry' with an input field 'Enter search term' and an 'Advanced Search' button. To the right is the 'Advanced Search Business Registry' section, which includes a search term input field labeled 'Search term (company name a', a 'Enter Keyword or Phrase:' input field, and two filter sections: 'Classifications Filter (NYSCR):' and 'Categories Filter (NYSCR):'.



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# Contractor Ads

My Home Business Registry Site Resources Procurement Resources Notices and Reports Manage Account

Search open NYSCR ads  
Enter search term >

Advanced Search >  
Search the Archives >  
My Opportunities >  
My Bookmarked Ads >  
Open Opportunities >

**Company ads**

Open Ads	0	>	Open advertisements from your company
Pending Ads	0	>	Advertisements submitted and pending approval

**Enter new ad**

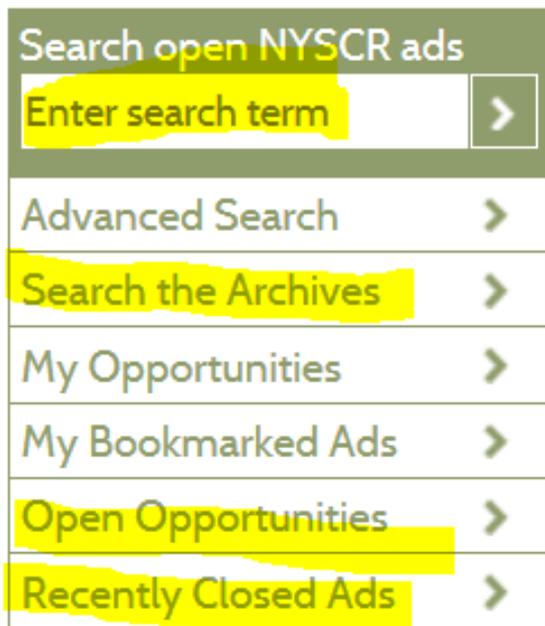
**Search Business Registry**  
Find qualified vendors by searching and sorting the NYSCR Business Registry

- Prime contractors on state projects and not-for-profits on NYS government funded projects can place ads in the Business Registry for MWBEs and SDVOBs sub-contractors and suppliers.
- Users must have a user account and a Business Registry account.



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# How to Search for Open, Closed, and Archived Ads



Search open NYSCR ads

Enter search term >

Advanced Search >

Search the Archives >

My Opportunities >

My Bookmarked Ads >

Open Opportunities >

Recently Closed Ads >

- New, Closed and Archived ads are all searchable.
- Enter as few words as possible for more accurate results
- Enter unique terms.
- Searches are conducted from the green boxes located on the left side of the website.

# Typical Ad

## Open Ad: Intercollegiate Athletics Insurance

Title:	Description	Contact Info	Documents	Updates	Bid Results/Awards	
Intercollegiate Athletics Insurance	<p>Binghamton University seeks an experienced firm to provide Broker Services for the Inter-Collegiate Athletic Insurance Program beginning in the 2020-2021 academic year. The University expects the awarded firm to provide broker services comprised of exemplary customer service, conforming to the University's needs, and offer competitive pricing. The selected firm will be responsible for all aspects of the student athletic program insurance, including carrier solicitation when requested, ongoing servicing of students and staff, handling of claims and claim adjudication, and billing/reconciling. The broker must provide demonstration of the broker's ability and experience to perform the necessary services required. If you are interested in providing a proposal, please request the full RFP from the designated campus contact.</p> <p>Service-Disabled Veteran-Owned Set Aside: No Minority Owned Sub-Contracting Goal: 19.6% Women Owned Sub-Contracting Goal: 17.4% Service-Disabled Veteran-Owned Business Contracting Goal: 6% Disadvantaged Owned Sub-Contracting Goal: 0% Due date: 07/07/2020 2:30 PM Contract term: One Year County(ies): All NYS counties Location: Binghamton University Athletics</p>					Share this ad
Agency:						Share this ad
State University of New York (SUNY)						Bookmark this ad
Division:						Print to PDF
SUNY Binghamton						Send me notification updates on this
Contract Number:						View subcontracting opportunities
20/21/001						
CR Number:						
2066448						
Date of issue:						
06/12/2020						
Due Date/Time:						
07/07/2020 2:30 PM						
County(ies):						
All NYS counties						
Location:						
Binghamton University Athletics						
Classification(s):						
Medical & Health Care - Consulting & Other Services						

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



Division for Small Business

## Open Ad: Microfocus Security Fortify Static Code Analyzer License

Title	Description	Contact Info	Documents	Updates	Bid Results/Awards
Microfocus Security Fortify Static Code Analyzer License	NYSIF is seeking proposals from qualified firms capable of providing Microfocus Security Fortify Static Code Analyzer Licenses, as further described in the Request for Quotes (RFQ). This procurement opportunity is limited to New York State small businesses certified as Minority or Women Owned Businesses pursuant to Article 15-A or small businesses certified as Service-Disabled Veteran Owned Businesses pursuant to Article 17-B of the New York State Executive Law. The value of the resulting contract from this procurement will not exceed \$500,000.				
Agency:					
Insurance Fund - NYS					
Division:					
Procurement Unit					
Contract Number:					
2020-63-IT					
CR Number:					
2066446					
Date of Issue:					
06/12/2020					
Due Date/Time:					
07/08/2020 2:00 PM					
County(ies):					
All NYS counties					
Classification(s):					
Information Technology - Commodities					
Opportunity Type:					
Discretionary procurements between \$50,000 and \$500,000					

Share this ad

Bookmark this ad

Print to PDF

Send me notification updates on this

View subcontracting opportunities

## When viewing procurement notices, look for:

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



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# Events and Bulletins

- Opportunities are listed for business owners to attend free or low cost clinics or presentations.
- PTACs, SBAs and state agencies post various events and bulletins.
- Located in the drop down menu under Notices and Reports in the blue menu bar.

Business Registry Site Resources Procurement Resources **Notices and Reports**

### Events (2)

Sort by: Event date (earliest first) Display: 5

1	Title:	Webinar: Get Verified as SDVOSB with the VA	<a href="#">Find out more</a>
	Agency:	Rockland Economic Development Corporation PTAC	<a href="#">Share this</a>
	Event Date:	09/11/2019	
	Event Time:	1-2:30 pm	
	Location:	Webinar	
2	Title:	Developing a Capability Statement & Marketing Tips for Government Contracting	<a href="#">Find out more</a>
	Agency:	Rockland Economic Development Corporation PTAC	<a href="#">Share this</a>
	Event Date:	09/25/2019	
	Event Time:	1-2 pm	
	Location:	Webinar	



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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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# MWBE Top Marketing Recommendations



# NYS 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.nysmwbeform.org/opportunities/](http://www.nysmwbeform.org/opportunities/)

# Open Book NY

- ✓ 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)

The screenshot shows the homepage of the Open Book NY website. At the top, it identifies the New York State Comptroller Thomas P. DiNapoli and includes a link for 'Open Book New York Video'. The main heading is 'Office of the State Comptroller OPEN BOOK NEW YORK'. Below this is a navigation menu with five categories: 'Local Government Spending', 'State Contracts', 'State Spending', 'State Payments', and 'Public Authority Information'. The 'State Contracts' category is highlighted with a red border. Each category includes a brief description and a right-pointing arrow icon.

Local Government Spending	State Contracts	State Spending	State Payments	Public Authority Information
See how your county, city, town, village, fire or school district gets and spends tax dollars.	Look at active New York State contracts and see who is doing business with the State. Data is updated daily.	A summary level view of all state spending. Data is updated monthly.	Find payments made by the State since April 1, 2012. Data is updated daily.	Find financial and other information about public authorities.



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# Business Development Unit: Technical Assistance, Education, and Networking



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# Free Technical Assistance Resources

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



# Thank You

Contact us!

Business Development

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

(212) 803-2433

Monday thru Friday, 9:00AM – 5:00PM

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



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