

Master the Vocabulary of Procurement

Utilize this list of frequently used terms as you search for contracting opportunities with New York State!

Discretionary Purchases: Procurements under \$500,000, within the discretion of the State Agency or Authority, which can be awarded without requiring a formal competitive bidding process.

Industry Standard Codes: A system for classifying business industries. Industry standard codes are used by New York State Agencies and Authorities to find businesses that sell the products and services they need.



Invitation For Bid (IFB): Used in the procurement of commodities (goods), awarded to the responsive and responsible bidder on the basis of the lowest price.

Prime Contractor/Vendor: The business that has the contract with the owner (State Agency or Authority) of the project or job and is responsible for its completion.

Procurement Opportunity: Another term for contracting opportunity.

Request For Proposals (RFP): Public request for proposals to identify vendors. RFP procurements are typically used when factors, in addition to cost, are weighed to select a vendor.



State of New York
Andrew M. Cuomo
Governor

Need Assistance?

MWBE Business Development Unit:

mwbebusinessdev@esd.ny.gov

(212) 803-2433

MWBE Certification Helpline:

mwbecertification@esd.ny.gov

(212) 803-2414

www.esd.ny.gov/mwbe.html



Division of Minority
and Women's
Business Development



Business Development Resource Guide for MWBEs



One Mission

The mission of the Division of Minority and Women's Business Development (DMWBD) is to promote equality of economic opportunities for Minority and Women-owned Business Enterprises (MWBEs) and to eliminate barriers to their participation in state contracts.

DMWBD Business Development Unit

DMWBD's Business Development Unit provides the following services to help NYS certified MWBEs navigate NYS government, both directly and through referrals to state partners.

Technical Assistance

- Online training opportunities
- Procurement strategy counseling
- Bootcamps

Networking Opportunities

- Annual NYS MWBE Forum
- Annual NYS MWBE Regional Opportunities Expos
- Industry Opportunity Days

Special Initiative Programs

- Supply & Demand Utilization Initiative
- Mentor Protégé Program
- Business Growth Accelerator Program



Doing Business with New York State

Free online resources to find contracting opportunities with New York State.

New York State Contract Reporter - Find contracting opportunities for all NYS procurements over \$50,000. www.nyscr.ny.gov

Open Book New York - Find information on active (previously awarded) NYS Agency and Authority contracts and prime contractors. www.openbooknewyork.com

NYS MWBE Contract Opportunities eBook- An annual forecast of procurement opportunities and MWBE Liaison contact information from every NYS Agency and Authority. www.nysmwbeforum.org/opportunities



Access to Capital

ESD offers a variety of financing products for MWBEs to support their participation on New York State Contracts.

Bridge to Success Loan Program - Provides qualified MWBEs with short-term loans for working capital or equipment purchases to facilitate participation in contracting opportunities with New York State.

<https://esd.ny.gov/bridge-success-loan-program>

NYS Surety Bond Assistance Program- Provides technical and financial assistance to help contractors receive a guarantee of up to 30% to secure a surety bond line, bid bond or a performance and payment bond on state and city projects. <https://esd.ny.gov/new-york-state-surety-bond-assistance-program>

Additional Resources

Free or low-cost technical assistance services to help develop your business.

Entrepreneurship Assistance Centers (EAC)
Funded by Empire State Development, these centers provide individuals with new or startup business training and more. <https://esd.ny.gov/sites/default/files/2019-EAC-Contact-List-41019.pdf>

NYS Small Business Development Centers (SBDC)
Funded by U.S. Small Business Administration, these centers help start, build, and grow businesses providing technical assistance and support. www.nyssbdc.org/locations.html

Procurement Technical Assistance Centers (PTAC)
Funded by the U.S. Department of Defense, these centers provide assistance with bidding on government contracts and obtaining various certifications. www.aptac-us.org/find-a-ptac/?state=NY

MWBE TRAINING TUESDAYS

This training is a webinar series that **informs, educates, and equips** MWBEs to be successful vendors for New York State.

Register online for our capacity builder seminars!

1. Visit: <https://esd.ny.gov/doing-business-ny/mwbe>
2. **Click on** 'MWBE Business Development Assistance'
3. **Click on** 'MWBE Training Tuesdays Webinar Series'