



**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

3/30/2022

# 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 **over** \$50,000 **need** to be advertised in the Contract Reporter
    - ✓ Discretionary purchasing thresholds for Agencies and Authorities, when procuring commodities, services and technology from NYS Certified MWBEs, increased from **\$200,000 to \$500,000**.
  - ✓ 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**



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# 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

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

- ✓ 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.



The screenshot shows the 'My Opportunities' section of the website. It displays a list of 882 open opportunities, with the first four items shown in detail. Each item includes a title, agency, division, issue date, due date, location, category, and ad type. There are also options to view, share, bookmark, or send notifications for each ad.

Opportunity ID	Title	Agency	Division	Issue Date	Due Date	Location	Category	Ad Type	Actions
1	Black Creek Road, CR 147 Rehabilitation	Herkimer County Highway Department	Herkimer County Highway Department	02/16/2021	03/11/2021	Black Creek Road, CR147, Towns of Norway and Ohio	Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction - Construction	General	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this
2	SMD_MATERIALS_MORTISE LOCKS	New York City Housing Authority Supply Management Procurement Department	New York City Housing Authority Supply Management Procurement Department	02/16/2021	03/16/2021	CITY-WIDE	Safety & Security - Commodities	General	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this
3	DO11935 Gulf Interceptor Sewer Relocation – Old Upper Mountain Road Site – Site No. 932112	Environmental Conservation, NYS Department of	Environmental Conservation, NYS Department of	02/16/2021	03/18/2021	Town and City of Lockport, Niagara County, New York	Environmental - Construction	General	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this
4	SMD_MATERIALS_LOCKS AND LOCKSETS	New York City Housing Authority Supply Management Procurement Department	New York City Housing Authority Supply Management Procurement Department	02/16/2021	03/16/2021	CITY-WIDE	Safety & Security - Commodities	General	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this

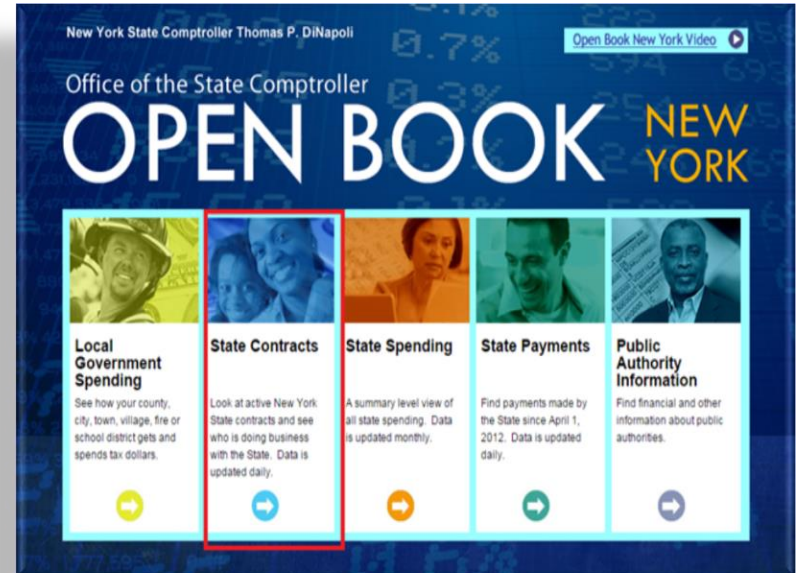


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# Open Book New York

- ✓ 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/)



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# Technical Assistance, Education, and Networking



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# 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>



# 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

## Social Media

Twitter: [@nysmwbe](https://twitter.com/nysmwbe)

LinkedIn: [linkedin.com/showcase/nys-mwbe](https://www.linkedin.com/showcase/nys-mwbe)

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



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