Doing Business with NYS

How to Leverage your NYS MWBE Certification
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

1st Preferred Sources

2nd Centralized Contracts

3rd Agency-Established Contracts

4th Conduct Agency Procurement
1. 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
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**
MWBE Top Marketing Recommendations

- Capability Statement
- Agency Spending Habits
- Customer Shortlist
- Discretionary Spending
- Engage Key Relationships
- Network & Outreach Events
- Online Presence
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
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/
Technical Assistance, Education, and Networking

- Training Tuesdays Webinars
- Business Growth Accelerator
- Regional MWBE Opportunities Expo Series
- Mentor Protégé Program
- Business Builder Boot Camps
- Industry Opportunities Day
- Annual MWBE Forum

New York State of Opportunity
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](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](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](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
(212) 803-2433

Social Media
Twitter: @nysmwbe
LinkedIn: linkedin.com/showcase/nys-mwbe

Division of Minority and Women’s Business Development
www.esd.ny.gov/mwbe.html