



INSTRUCTIONS: All information requested below is mandatory for submission. MWBE certification determinations are completed by the Division of Minority and Women's Business Development ("DMWBD"). Due to privacy and confidentiality concerns, DMWBD is unable to provide OCSD with details of, or updates on, any certification application. A notification will be circulated if the MWBE applicant is certified as a NYS MWBE.

REQUIREMENTS: For an MWBE expedite request to be accepted by DMWBD, it must:
1. Be for an MWBE Applicant with a pending application in the New York State Contract System.
2. Be for a procurement and/or contract that has not yet been awarded to any vendor.
3. Include detailed search information of the NYS Directory of Certified MWBEs ("the Directory"), showing that no suitable MWBEs were found and/or were available to perform the work needed. This includes the search criteria and codes utilized to identify existing certified MWBEs, the results of those searches, and specific and detailed written reasons for not utilizing MWBEs resulting from those searches. Screenshots of the MWBE Directory searches and results are required be attached with this expedite request.
\* Failure to meet any of the above criteria, or to fully complete this form, shall mean that the expedite request will not be accepted.

DISCLAIMER: Submission of this request does not guarantee acceptance of the expedite request. Acceptance of the expedite request does not guarantee certification of the MWBE Applicant. After submission of the Expedite Form, DMWBD can be contacted via email at: mwbecertification@esd.ny.gov. Only NYS-certified MWBEs may count towards ESD's MWBE goals.

Submit a completed Expedite package via email to: OCSD@esd.ny.gov for processing

ESD GRANTEE/CONTRACTOR INFORMATION ("REQUESTING ORGANIZATION", "REQUESTOR")
ESD CONTRACTOR/GRANTEE: CONTACT PERSON EMAIL:
CONTACT PERSON: ESD CONTRACT/PROJECT #:
TELEPHONE: CONTRACT/PROJECT NAME:

MWBE APPLICANT INFORMATION
NAME OF FIRM: OWNER PHONE:
OWNER NAME: ADDRESS, CITY, STATE & ZIP:
OWNER EMAIL: MWBE APPLICATION No.:

Table with 4 columns: Contract Date, Contract Number, Description of Goods/Services to be Provided, Contract Amount. Includes a header row and two data rows.



OFFICE OF CONTRACTOR AND SUPPLIER DIVERSITY ("OCSD")
OCSD-7: MWBE Application Expedite Request Form

MWBE DIRECTORY SEARCH

Please provide the search terms and codes (NAICS, NIGP, etc.) utilized in your MWBE Directory search. Please add a separate attachment if additional space is needed.

Copies/screenshots of the searches completed, and the associated results, are required. Commodity code searches are required.

Table with 4 columns: Commodity Code Search Terms & Criteria, Search Results (Per the Directory), If certified MWBEs resulted from you search, please provide a detailed explanation as to why these certified firms do not meet your project needs, Name of Associated Backup/Copy of Search Screenshot Attachment. Rows contain 'firms' in the search results column.

SCOPE OF WORK INFORMATION

Form with fields: DESCRIPTION OF THE NEEDED SCOPE OF WORK, REASON FOR INTEREST IN THE MWBE APPLICANT, HAS THIS FIRM BEEN AWARDED THIS SCOPE OF WORK?, HAS A CONTRACT BEEN EXECUTED WITH THIS FIRM? with checkboxes for YES/NO and date fields.

Submission of this request does not guarantee certification of the MWBE Applicant. ESD and DMWBD reserve the right to ask for additional information on the submitted request. MWBE certification is based SOLELY on the applicant meeting the MWBE criteria as required by Executive Law Article 15-A and its associated regulations.

CERTIFICATION: I, \_\_\_\_\_ (Print Name), the \_\_\_\_\_ (Title) of the Requesting Organization above, do certify that (i) I have read this MWBE Application Expedite Request Form and (ii) to the best of my knowledge, information and belief, the information contained herein is complete and accurate.

SIGNATURE<sup>1</sup>: \_\_\_\_\_ DATE: \_\_\_\_\_

Submission of this form constitutes the Requestor's acknowledgement as to the accuracy of the information contained herein. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, suspension and/or termination of the request.

<sup>1</sup>Electronic signatures ("eSignatures") are accepted. Typed signatures are not accepted.

Links Referenced Above

- New York State Contract System: https://ny.newnycontracts.com/
NYS Directory of Certified MWBEs: https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp