

NEW YORK STATE IS OPEN FOR BUSINESS

Governor Andrew M. Cuomo



- **NYS Small Business and M/WBE**

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- **Minority and Women Owned Business Enterprise & the certification process**

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New York State
Small Business

A New York State Small Business is defined as

- Resident to New York State
- Independently owned and operated
- 100 or fewer employees
- Not dominant in its field

There is no certification process for “New York State Small Business”

New York State
**Minority/Woman-Owned Business Enterprise
(M/WBE)**

A Minority/Woman-Owned Business Enterprise (M/WBE) must be certified by Empire State Development. For information on the certification process, call 800-782-8369 or visit: www.esd.ny.gov

- Certification gives business owners an advantage when marketing goods and services to state government.
- New York State Certification permits a business to be listed in the Directory of Certified Minority and Women- Owned Business Enterprises, which is used by state agencies, authorities and prime contractors statewide.

Eligible ethnic groups:

- Black persons having origins in any of the Black African racial groups.
- Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, or Central or South American descent of either Indian or Hispanic origin, regardless of race.
- Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands.
- Native American or Alaskan native persons having origins in any of the original peoples of North America.

New Requirements:

- A completed personal net worth form for all owners. An owner's personal net worth cannot exceed \$3.5 million.
- Copies of the owner's personal income tax returns with all schedules, statements and attachments for the last 2 years.
- Verification that the applicant business employs no more than 300 people throughout its entire organization.
- Proof of ethnicity with one of the acceptable documents that **states** ethnicity.

State Agency Purchasing (simplified)

- Agency uses **Preferred Sources**; or,
- Agency uses **Centralized (State) Contracts for commodities**; or,
- Agency **conducts its own procurement**, utilizing Service or Technology Contracts; or soliciting goods or services from the business community, this includes Discretionary Spending

For Complete Information Review the Procurement Council Guidelines
<http://www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf>

Preferred Sources

Preferred Source status is granted to

- Dept. of Corrections, Corcraft: www.CORCRAFT.org
- Industries for the Blind of NYS: www.IBNYS.org
- NYS Industries for the Disabled: www.NYSID.org
- Office of Mental Health: www.omh.state.ny.us/omhweb/buyomh/

Individual companies cannot become a Preferred Source. Your company may be able to become a supplier to the Preferred Sources. Contact the Preferred Sources directly for information.

OGS Centralized Contracts

- More than 2,500 exist
- May contain one item or thousands of items
- Total estimated annual value: \$5 billion
- Search Procurement Services Group contracts
- Are used by state agencies, authorities and other eligible entities such as: cities, towns, counties, libraries, school districts, etc.

<http://www.ogs.state.ny.us/Purchase/Search/default.asp>

Types of OGS Centralized Contracts

- **Commodities – mandatory usage**

<http://www.ogs.state.ny.us/purchase/spg/lists/commodty.asp>

- **Services – recommended usage** [http://](http://www.ogs.state.ny.us/purchase/snt/lists/services.asp)

www.ogs.state.ny.us/purchase/snt/lists/services.asp

- **Technology – recommended usage**

<http://www.ogs.state.ny.us/purchase/snt/lists/infotech.asp>

Register for OGS bid opportunities

Online Vendor Registration for Bidder Notification Service (BNS)

- Register your business online at OGS website
- Free & simple process
- Strongly recommend creating a general business e-mail account for bid notifications
(for example: bids@yourcompany.com)

<http://www.ogs.state.ny.us/ovr/Default.asp>

New York State Contract Reporter (NYSCR)

www.nyscr.org

The NYSCR is New York's official publication of procurement activity for New York State agencies, public authorities and public benefit corporations (other than notifications from the Office of General Services). State agencies must advertise procurements of **\$15,000** or more.

NYSCR | NEW YORK STATE CONTRACT REPORTER

Empire State Development

NYSCR is FREE!

- Registration is required for general access
- Enhanced service is \$79 per year for “**E**”**Alert** bid notification service to subscribers
- “**E**”**Alert** subscriber chooses type of message & category(ies) of interest
- “**E**”**alert** display message contains
 - Solicitation title (link to ad)
 - Location of project
 - Name of Agency soliciting goods/services
 - Bid due date

Agency Discretionary Purchasing Authority

Discretionary purchases are procurements made below 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.

Discretionary Purchasing Guidelines

[http://www.ogs.state.ny.us/procurecounc/pdfdoc/
DiscretionaryPurchasingGuidelines.pdf](http://www.ogs.state.ny.us/procurecounc/pdfdoc/DiscretionaryPurchasingGuidelines.pdf)

Discretionary Purchasing Authority Thresholds

- **\$50,000** for most state agencies

Discretionary levels increase to

- **\$200,000** for purchases from a **New York Small Business** or **New York Certified Minority or Woman-Owned Business Enterprise (M/WBE)**
- **\$200,000** for commodities or technology that are recycled or remanufactured

<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/PnpDiscretionaryThresholds.pdf>

Construction Related Projects

Empire State Builder Newsletter

OGS' notification service to construction contractors, suppliers, and design, testing and construction management consultants interested in providing building construction services to New York State.

*Empire State Builder Newsletter is found on
OGS home page under
"Most Requested Links" at www.ogs.state.ny.us*

Other state agencies and authorities advertise construction bid opportunities in the [New York State Contract Reporter](#)

NYSCR Construction Bid Opportunities

State agencies, authorities and public benefit corporations (other than OGS Design & Construction projects) **must** be advertised in the NYSCR at: www.nyscr.org

Find construction projects on NYSCR for

- New York State Dormitory Authority
- State University Construction Fund
- Metropolitan Transportation Authority
- New York State Department of Transportation
- New York State Thruway Authority
- Other state agencies and authorities

Know your buyer — not all government entities have the same rules

- **State Agencies**

Operate under State Finance Law

- **Municipalities** (counties, cities, towns, etc.)

Operate under General Municipal Law

- **Other Entities**

Authorities - operate under Public Authorities Law

School Districts - operate under General Municipal Law & State Education Law

Market to state agencies

- Understand the legal purchasing requirements
- Review the New York State Procurement Guidelines on the OGS website at

www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf

- Use the state agency telephone directory available from the Office for Technology

<http://www6.oft.state.ny.us/telecom/phones/>

Free Technical Assistance

- **Procurement Technical Assistance Centers (PTAC)** – funded by the United States Department of Defense - seven PTAC locations in New York <http://www.dla.mil/db/procurem.htm>
- **Small Business Development Centers (SBDC)** – administered by State University of New York and funded by the Small Business Administration, New York State, and host campuses for SBDC locations <http://www.nyssbdc.org>
- **Look for procurement “how to” workshops, conferences, and other events on the NYSCR**

Internet Resources:

Office of General Services

<http://www.ogs.state.ny.us/purchase/seller.asp>

Empire State Development

<http://www.esd.ny.gov/>

Directory of Small Business Programs

<http://www.esd.ny.gov/SmallBusiness/Data/DirectoryofSmallBizPrograms.pdf>

Doing Business With New York State Procurement Guide

http://www.esd.ny.gov/SmallBusiness/Data/041311_DoinBusinessNYS_ProcurementGuide.pdf

Internet Resources:

Empire State Builder

<http://www.ogs.state.ny.us/BU/DC/ESB.asp>

NYS Contract Reporter

<http://www.nyscr.org/Public/Index.aspx>

NYS Minority & Woman Owned Business Enterprise website

<http://www.nylovesmwbe.ny.gov>

For more information contact:



**New York State
Office of General Services (OGS)
Procurement Services Group (PSG)**
Phone: (518) 474-6717
customer.services@ogs.state.ny.us
www.ogs.state.ny.us



**Empire State Development
Procurement Information Services/
New York State Contract Reporter**
Phone: (518) 292-5220
Or “Contact Us” through the
NYS Contract Reporter
www.nyscr.org

NYS CR | NEW YORK STATE CONTRACT REPORTER

Contact Us