

**Empire State** Development

The NYS Contract Reporter  
*Finding Procurement Opportunities*

Brian Ansari  
Empire State Development  
Division of Minority and Women's Business Development

# NEW YORK STATE CONTRACT REPORTER HOME PAGE

https://www.nyscr.ny.gov/ New York State Departmen... esd.ny.gov New York State ... stormrecovery.ny.g... NEW YORK STATE ...

File Edit View Favorites Tools Help

Bank of America Online Ba... Suggested Sites Get more Add-ons

opportunities 820 NYS' official source of contracting opportunities Bringing business and government together Click here to get started >

I want to find contracts to bid on > I want to advertise opportunities > Learn about the New York State Business Registry > Learn about doing business with New York >

I want to find contracts to bid on >

I want to advertise opportunities >

Learn about the New York State Business Registry

Learn about doing business with New York

Greene, Alexandra (LABOR) RE: Can you send me the list of the attendees Financial S... You're welcome. From: Ansari, Brian [mailto:BAAnsari@esd.ny.gov]

150% 10:06 AM 4/22/2014

# NEW YORK STATE CONTRACT REPORTER PROCUREMENT DETAILS

The screenshot shows the New York State Contract Reporter website interface. At the top, there is a navigation bar with "New York State" and "State Agencies" links, along with a search bar for "all of NY.gov". Below this is a summary section with statistics: "Opportunities posted today: 50", "Opportunities posted in the last 7 days: 156", and "Total available opportunities: 815". The main header identifies the site as "The New York State Contract Reporter" and provides a "Log Out" button and "Contact Us" / "Help" links. A user is logged in as "brianansari".

The main navigation menu includes: My Home, Business Registry, Site Resources, Procurement Resources, Notices and Reports, and Manage Account. A search bar for "open NYSCR ads" is present, along with links for "Advanced Search", "Search the Archives", "My Opportunities", "My Bookmarked Ads", "Open Opportunities", and "Recently Closed Ads".

The "My Opportunities" section shows 175 total opportunities, with 17 bookmarked and 815 open. The current view is "Showing results for: Open Ads" with 5 items displayed. The results are sorted by "Issue Date (latest first)" and show 25 items per page. The first result is:

1	Title:	Hamilton Valley Rd. Bridge Replacement BIN: 3334950	View this ad
	Agency:	Tioga County Public Works	Share this ad
	Issue Date:	04/21/2014	Bookmark this ad
	Due Date:	05/13/2014	Send me notification updates on this
	Location:	Hamilton Valley Rd., Barton, NY	
	Category:	Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction - Construction General	
	Ad Type:		

On the right side, there is a promotional box for "Get leads. Get an inside track. Get noticed." and a "Join the Business Registry" button. Below that is an "Events" section for "MCFL PTAC How to Prepare for a Matchmaker - WEBINAR".

The Windows taskbar at the bottom shows the system clock at 12:33 PM on 4/21/2014, with a zoom level of 150%.

# NEW YORK STATE CONTRACT REPORTER BUSINESS REGISTRY

1 Terms and conditions

2 Primary place of business

3 Create account

4 Enter company information

5 NYSCR categories

6 Enter goods and services

7 Service locations

8 Contact

9 Review

10 Submit

## Welcome to the New York State Business Registry

### Before you begin

Here are a few things you will need to know before you can register:

- 1. What is the Business Registry and how is it different from my NYSCR account?**

When you register to access the NYSCR, you are registering individually to access ads and receive bid notification messages. The Business Registry creates a separate, searchable account for your company (not you). This account provides information about your firm so state agencies or prime contractors can directly contact your firm with contracting opportunities.

Because the Business Registry account is a company account, rather than an individual account, several users from a firm can use it to post ads or search the directory. Each employee that will be accessing your company's Business Registry account must first sign up for an NYSCR user account. Once your employees have established individual user accounts, they can access the Business Registry account using the Business Registry account's shared username and password.
- 2. Is my company already in the registry?** [Click here to search](#)

Because the Business Registry account is a company account, not an individual account, someone from your firm may already have created a Business Registry account. Type in the first few letters of your company name to see if your firm is already listed. If your company has multiple divisions or locations, you may want to register these divisions separately. You will need a DUNS number for each division you register.
- 3. Who can join the registry?**

Any company based in NYS may apply for inclusion in the Business Registry. Companies based in other states or countries may apply for inclusion in the Business Registry provided the state or country in which the company is located.

# SITE RESOURCES

- Tutorials
- Presentations
- Webinars
- FAQ's on the NYSCR

# NEW YORK STATE CONTRACT REPORTER TUTORIALS

The screenshot shows a web browser window displaying the New York State Contract Reporter website. The address bar shows the URL <https://www.nyscr.ny.gov/tutorials.cfm>. The page features a navigation menu with options like 'My Home', 'Business Registry', 'Site Resources', 'Procurement Resources', 'Notices and Reports', and 'Manage Account'. A 'Site Resources' sidebar on the left lists 'Tutorials', 'Webinars', 'Presentations', and 'Site User Manual'. The main content area is titled 'Tutorials:' and contains three tutorial entries, each with a thumbnail image of the tutorial's content page, a title, a description, a running time, and a 'Click here to watch' link. A 'Tutorials' sidebar on the right lists 'How to place a contractor ad', 'How to place my company in the NYS Business Registry', 'Business User Account Overview', and 'See all tutorials'. The Windows taskbar at the bottom shows the system clock as 10:50 AM on 4/21/2014.

**Site Resources**

- Tutorials >
- Webinars >
- Presentations >
- Site User Manual >

**Frequently asked questions about:**

- Business Registry >
- General >
- Placing & Finding Ads >
- Registration >

**Tutorials:**

The following page contains several tutorials developed to provide an overview of the various features and functions of the NYS Contract Reporter website.

**How to place a contractor ad**  
Prime contractors on government funded projects in New York state can place ads in the Contract Reporter for sub-contractors and suppliers. This tutorial reviews step by step, how a Business User submits an ad for a qualifying sub-contractor or supplier.  
Running Time: 4:33  
[Click here to watch](#)

**How to place my company in the NYS Business Registry**  
This tutorial reviews how to add your company to the New York State Contract Reporter Business Registry.  
Running Time: 5:55  
[Click here to watch](#)

**Business User Account Overview**  
This tutorial provides an overview of the features and functions of Contract Reporter business user account.

**Tutorials**

- How to place a contractor ad >
- How to place my company in the NYS Business Registry >
- Business User Account Overview >
- [See all tutorials](#) >

# PROCUREMENT RESOURCES

- Direct resources
- Leverage your certification
- Expand your business scope, services and market

# NEW YORK STATE CONTRACT REPORTER PROCUREMENT RESOURCES

The screenshot shows a web browser window displaying the New York State Contract Reporter Procurement Resources page. The browser's address bar shows the URL <https://www.nyscr.ny.gov/procurement.cfm>. The page features a navigation menu with options like 'My Home', 'Business Registry', 'Site Resources', 'Procurement Resources', 'Notices and Reports', and 'Manage Account'. Below the navigation, there is a section titled 'Procurement Resources:' with a sub-header 'These resources will help you find additional procurement opportunities and connect you to technical assistance providers who can help you bid successfully.' Three resource cards are visible: 'New York State Procurement (NYSPro)', 'Vendor Responsibility', and 'Minority or Woman owned businesses (MWBE)'. The 'New York State Procurement (NYSPro)' card includes a logo of the state of New York with 'NEW YORK STATE PROCUREMENT' and 'OS' text, and a link to visit the website. The 'Vendor Responsibility' card includes a logo of the State Comptroller's Office and a link to visit the website. The 'Minority or Woman owned businesses (MWBE)' card includes a photo of four people and a link to visit the website. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:26 PM on 4/21/2014.

opportunities **815** NYS' official source of contracting opportunities  
Bringing business and government together  
welcome back:  
brianansari

My Home Business Registry Site Resources Procurement Resources Notices and Reports Manage Account

### Procurement Resources:

These resources will help you find additional procurement opportunities and connect you to technical assistance providers who can help you bid successfully.



#### New York State Procurement (NYSPro)

NYS Procurement (NYSPro) is New York's central procurement office, responsible for establishing and managing contracts for core goods and services needed by government entities across the State, including state agencies, local governments, and other authorized users.

[Click here to visit website](#)



#### Vendor Responsibility

Visit the NYS Office of the State Comptroller's website to learn more about Vendor Responsibility (VendRep system), how to obtain a Vendor I.D. number and other information related to New York State's procurement process.

[Click here to visit website](#)



#### Minority or Woman owned businesses (MWBE)

If you are a Minority or Woman owned business, interested in bidding on New York State procurement opportunities, you may want to apply for certification as a NYS Certified Minority or Woman Owned Business Enterprise.

150% 12:26 PM 4/21/2014

# NOTICES AND REPORTS

These allow you to remain abreast of events, notices and projected state agency expenditures on a quarterly and semi-annual basis

# NEW YORK STATE CONTRACT REPORTER

## PROCUREMENT RESOURCES: EVENTS

The screenshot shows a web browser window displaying the 'Events (5)' page on the NYS Contract Reporter website. The browser's address bar shows the URL 'https://www.nyscr.ny.gov/eventsList.cfm'. The page features a navigation menu with 'My Home', 'Business Registry', 'Site Resources', 'Procurement Resources', 'Notices and Reports', and 'Manage Account'. A sidebar on the left contains 'Notices and Reports', 'Events', 'Bulletins', and 'Procurement Reports'. The main content area displays a list of three events, each with a title, agency, date, time, and location, along with 'Find out more' and 'Share this' links. A 'Bulletins' sidebar on the right lists several programs. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:27 PM on 4/21/2014.

Event ID	Title	Agency	Event Date	Event Time	Location
1	MCFL PTAC How to Prepare for a Matchmaker - WEBINAR	Monroe County Finger Lakes Procurement Technical Assistance Center	04/23/2014	10:00 AM	Webinar
2	Western New York MWBE Opportunities EXPO	Economic Development, NYS Dept. of	04/24/2014	8:30 a.m.	Allen Hall - University of Buffalo
3	SBA Women-owned Small Business (WOSB) Federal Contract Program Workshop - Rochester, NY	Monroe County Finger Lakes Procurement Technical Assistance Center	04/24/2014	10:00 a.m.	

# QUARTERLY AND SEMI-ANNUAL REPORTS

- How do you use it?
- How do know who to contact?

# NEW YORK STATE CONTRACT REPORTER

## QUARTERLY REPORTS

**Project Procurement Report:**  
 Quarterly Projected Procurement Report for Apr 2014 - Jun 2014

State Agencies and SUNY & CUNY Campuses are required to submit reports of projected procurements, the value of which is estimated to be between \$5,000 and \$50,000 for state agencies, and between \$10,000 and \$50,000 for SUNY & CUNY campuses.

Search:  Show 10 entries

Agency	Division	Contact	Contract Categories
Agriculture & Markets, NYS Dept. of	NYS Fair Division 581 State Fair Boulevard Syracuse, NY 13209	Barbara Godfrey 315-487-7711	<ul style="list-style-type: none"> <li>Construction Horizontal: Highways &amp; Roadways; Maintenance, Repair &amp; New Construction - <i>Commodities</i></li> <li>Construction Vertical: Building Construction; Rehabilitation &amp; New Construction - <i>Commodities</i></li> <li>Educational &amp; Recreational - <i>Commodities</i></li> <li>Facilities, Maintenance, Repair &amp; Building Operations - <i>Consulting &amp; Other Services</i></li> <li>Fuels &amp; Lubricants - <i>Commodities</i></li> <li>Miscellaneous - <i>Commodities</i></li> <li>Office Furniture, Supplies &amp; Equipment - <i>Commodities</i></li> <li>Printing - <i>Consulting &amp; Other Services</i></li> <li>Telecommunications - <i>Commodities</i></li> </ul>
Alcoholism & Substance Abuse Services, NYS Office of	Finance Unit 1450 Western Avenue Room 400 Albany, NY 12203	Cheryl Haskins 518-485-2176	<ul style="list-style-type: none"> <li>Medical &amp; Health Care - <i>Consulting &amp; Other Services</i></li> </ul>
Central NY Regional Transportation Authority	Procurement 200 Cortland Ave. Syracuse, NY 13205	Tara Laws 315-442-3317	<ul style="list-style-type: none"> <li>Construction Vertical: Building Construction; Rehabilitation &amp; New Construction - <i>Construction</i></li> <li>Facilities, Maintenance, Repair &amp; Building Operations -</li> </ul>

# NEW YORK STATE CONTRACT REPORTER QUARTERLY AND SEMI-ANNUAL REPORTS

https://www.nyscr.ny.gov/reportsList.cfm

New York State Departemen... esd.ny.gov New Yor... stormrecov... NEW YORK... NY Excel NFL coach ...

File Edit View Favorites Tools Help

Bank of America Online Ba... Suggested Sites Get more Add-ons Page Safety Tools ? >>

**Notices and Reports**

- Events >
- Bulletins >
- Procurement Reports >**

## Quarterly and Semi-annual Projected Procurement Reports

State Agencies, SUNY & CUNY Campuses, NYS Public Authorities and Benefit Corporations are required to submit reports of projected procurements on a quarterly and semi-annual basis. The reports displayed below forecast procurements between \$5,000 and \$50,000 quarterly and over \$200,000 semi-annually classified by NYS Contract Reporter contracting categories.

### Quarterly Projected Procurement Reports

State Agencies must submit for projected procurements between \$5,000 and \$50,000. SUNY/CUNY must submit for projected procurements between \$10,000 and \$50,000.

- [Apr 2014 - Jun 2014](#)
- [Jan 2014 - Mar 2014](#)
- [Oct 2013 - Dec 2013](#)
- [Jul 2013 - Sep 2013](#)
- [Apr 2013 - Jun 2013](#)
- [Jan 2013 - Mar 2013](#)

### Semi-annual Projected Procurement Reports

The following reports contain projected procurements over \$200,000 by State Agencies, SUNY and CUNY campuses and NYS Public Authorities and Benefit Corporations.

- [Jan 2014 - Jun 2014](#)
- [Jul 2013 - Dec 2013](#)
- [Jan 2013 - Jun 2013](#)

#### Events

**MCFL PTAC How to Prepare for a Matchmaker - WEBINAR**  
How to Prepare for a Matchmaker - WEBINAR  
Join us for a Free Webinar on April 23 If you are planning on ...  
[Read More >](#)

**Western New York MWBE Opportunities EXPO**  
Dear MWBE Firm, On behalf of the Empire State Development's Division of Minority and Women's Business Development, you are invited to ...  
[Read More >](#)

**SBA Women-owned Small Business (WOSB) Federal Contract Program Workshop - Rochester, NY**  
SBA Women-owned Small Business (WOSB) Federal Contract Program Workshop About: On October 7, 2010, the U.S. Small Business Administration published ...  
[Read More >](#)

[See all events >](#)

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12:28 PM  
4/21/2014

# NEW YORK STATE CONTRACT REPORTER

## SEMI-ANNUAL REPORTS

**Notices and Reports**

- Events >
- Bulletins >
- Procurement Reports >

### Projected Procurement Report: Semi-annual Projected Procurement Report for Jan 2014 - Jun 2014

[View Printer Friendly](#)

State Agencies, SUNY & CUNY Campuses, and NYS Public Authorities and Benefit Corporations are required to submit reports of projected procurements, the value of which is estimated to be over \$200,000

Search:

Show **10** entries

Agency	Division	Contact	Contract Categories
Aging, NYS Office of	Budget Services Unit 2 Empire State Plaza Albany, NY 12223	Rebecca Frament 518-473-2850	<ul style="list-style-type: none"> <li>Miscellaneous - <i>Commodities</i></li> <li>Office Furniture, Supplies &amp; Equipment - <i>Commodities</i></li> </ul>
Albany Port District Commission	Albany Port District Commission 106 Smith Blvd. Albany, NY 12202	Terrence Hurley 518-463-8763	<ul style="list-style-type: none"> <li>Advertising, Graphic Arts, &amp; Marketing - <i>Consulting &amp; Other Services</i></li> <li>Architectural, Engineering &amp; Surveying - <i>Consulting &amp; Other Services</i></li> <li>Financial - <i>Consulting &amp; Other Services</i></li> <li>Information Technology - <i>Commodities</i></li> <li>Photography &amp; Video - <i>Consulting &amp; Other Services</i></li> <li>Printing - <i>Consulting &amp; Other Services</i></li> <li>Real Property, Office, Hotel, Conferences &amp; Meeting Space - <i>Consulting &amp; Other Services</i></li> <li>Safety &amp; Security - <i>Consulting &amp; Other Services</i></li> <li>Transportation, Bus, Rail, Marine &amp; Aviation - <i>Consulting &amp; Other Services</i></li> <li>Vehicles &amp; Equipment - <i>Consulting &amp; Other Services</i></li> </ul>
Alcoholism & Substance Abuse Services, NYS Office of	Finance Unit 1450 Western Avenue	Cheryl Haskins 518-485-6320	<ul style="list-style-type: none"> <li>Medical &amp; Health Care - <i>Consulting &amp; Other Services</i></li> </ul>

# HOW TO MANAGE YOUR ACCOUNT ON THE NEW YORK STATE CONTRACT REPORTER

This is how you ensure you get the  
information that is relevant to you  
and your business

# NEW YORK STATE CONTRACT REPORTER

## YOUR OPPORTUNITIES PROFILE

View/Update My Opportunities Profile  
Current Selections

**Categories:**  
See matrix below

**Counties:**  
State Wide

**Ad Types:**  
All

**Categories**

\*Please select 1 to 16 categories/classifications in which you are interested

Category/Classification	Com- modities	Consult. /Other Services	Const. Prof. Services	Const.
Administrative & Technical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Advertising, Graphic Arts, & Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Agriculture, Forestry, Gardening, Landscaping, Lawn Maintenance & Snow Removal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Apparel, Textile & Leather	<input type="checkbox"/>	<input type="checkbox"/>		
Architectural, Engineering & Surveying	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# ARE YOU RECEIVING E-ALERTS?

- Have you signed up?
- Has it worked?

# NEW YORK STATE CONTRACT REPORTER E-ALERT NOTIFICATIONS

The screenshot shows a web browser window displaying the New York State Contract Reporter website. The address bar shows the URL <https://www.nyscr.ny.gov/business/accountEAlerts.cfm>. The page features a navigation menu with options like My Home, Business Registry, Site Resources, Procurement Resources, Notices and Reports, and Manage Account. A sidebar on the left lists account management options. The main content area is titled "e-Alert Notifications" and includes a form to toggle "Turn on eAlert bid notifications?". The form has radio buttons for "Yes" (selected) and "No". A red warning message is displayed below the form, advising users to "white list" the website in their spam filter settings. A green "Update" button is located at the bottom of the form. The top of the page displays statistics for opportunities posted and a user login area.

Opportunities posted today: 50  
Opportunities posted in the last 7 days: 156  
Total available opportunities: 815

The New York State Contract Reporter  
NYS' official source of contracting opportunities  
Bringing business and government together

Log Out  
Contact Us  
Help  
Welcome back: brianansari

My Home Business Registry Site Resources Procurement Resources Notices and Reports Manage Account

Manage Account  
My Opportunity Profile  
My Account Information  
My E-Alert Notifications  
My Ad Update Notifications

e-Alert Notifications  
*\* indicates required field*

e-Alert Notifications

Turn on eAlert bid notifications? Yes  No

To ensure you receive email messages from the Contract Reporter, you should "white list" "www.nyscr.ny.gov" in your spam filter settings and add "www.nyscr.ny.gov" as a "Trusted Site".

Update

150% 12:31 PM 4/21/2014

# HAVE YOU SIGNED UP FOR AD NOTIFICATIONS?

This means if an ad is changed in any way, you will be notified.

If the scope or date of submission changes you will be kept abreast of these changes.

# NEW YORK STATE CONTRACT REPORTER AD UPDATE NOTIFICATIONS

The screenshot shows a web browser window displaying the New York State Contract Reporter website. The address bar shows the URL <https://www.nyscr.ny.gov/business/adsNotifications.cfm>. The page features a navigation menu with tabs for My Home, Business Registry, Site Resources, Procurement Resources, Notices and Reports, and Manage Account. A search bar is present with the text "Search open NYSCR ads" and a search term input field. Below the search bar, there are several search options: Advanced Search, Search the Archives, My Opportunities, My Bookmarked Ads, Open Opportunities, and Recently Closed Ads. The main content area displays a summary of opportunities: My Opportunities (175), Bookmarked Opportunities (17), and Open Opportunities (815). Below this, it shows "Showing results for: My Ad Update Notifications: (0)". There are three tabs: Open Ads, Closed Ads, and Archived Ads. A large message box with a warning icon states: "You currently do not have any ad update notifications. You can add notifications by clicking on the 'Send me notifications on this' button for each ad." On the right side, there is an "Events" section with two items: "MCFL PTAC How to Prepare for a Matchmaker - WEBINAR" and "Western New York MWBE Opportunities EXPO". The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:32 PM on 4/21/2014.

# HOW CAN YOU FIND OUT IF NEW YORK STATE BUYS WHAT YOU SELL?

- Sales, sales, sales, sales..
- Gap analysis
- Research?

# NEW YORK STATE CONTRACT REPORTER

## SEARCH EXISTING ADS

The screenshot shows a web browser window with the URL <https://www.nyscr.ny.gov/business/adsArchiveSearch.cfm>. The page is titled "Search Archived Ads" and features a search form with the following fields and filters:

- Search term (Title, Description, Contract Number):** A text input field with the placeholder "Enter Keyword or Phrase:".
- Issue date range:** Two date input fields labeled "\*From:" (04/21/2013) and "\*To:" (04/21/2014).
- Agency Filter:** A dropdown menu with the prompt "Agency Filter (enter a portion of the agency name):".
- Classifications Filter:** A dropdown menu.
- Categories Filter:** A dropdown menu.
- County Filter:** A dropdown menu.
- Ad Type Filter:** A dropdown menu.
- MBE/WBE/DBE Contracting goals:** A dropdown menu.

A "Search" button is located at the bottom right of the search form. On the left side, there is a sidebar with navigation links: "Search open NYSCR ads", "Advanced Search", "Search the Archives", "My Opportunities", "My Bookmarked Ads", "Open Opportunities", and "Recently Closed Ads". Below these links is a purple box with the text "Get leads. Get an inside track. Get noticed. First you have to get registered" and a "Join the Business Registry" button.

On the right side, there is an "Events" section with two event listings:

- MCFL PTAC How to Prepare for a Matchmaker - WEBINAR**: How to Prepare for a Matchmaker - WEBINAR. Join us for a Free Webinar on April 23 If you are planning on... [Read More](#)
- Western New York MWBE Opportunities EXPO**: Dear MWBE Firm, On behalf of the Empire State Development's Division of Minority and Women's Business Development, you are invited to... [Read More](#)

Below the events section, there is another listing for "SBA Women-owned Small Business (WOSB) Federal Contract Program Workshop - Rochester, NY" with a "Read More" link and a "See all events" button at the bottom.

The browser's taskbar at the bottom shows various application icons and the system clock displaying 12:34 PM on 4/21/2014.

# BOOKMARKING PROCUREMENTS

- Why do it?

# NEW YORK STATE CONTRACT REPORTER BOOKMARKING PROCUREMENTS

The screenshot shows the New York State Contract Reporter website interface. At the top, there are statistics for opportunities posted today (50), in the last 7 days (156), and total available opportunities (815). The main header includes the site name and a search bar. Below the header is a navigation menu with options like My Home, Business Registry, Site Resources, Procurement Resources, Notices and Reports, and Manage Account. The main content area displays search results for 'My Opportunities' (175), 'Bookmarked Opportunities' (17), and 'Open Opportunities' (815). A specific search result is highlighted for 'Conservatory Greenhouse Replacement' by Cornell University, with a due date of 05/13/2014. The interface also includes a sidebar with search filters and a right-hand panel with promotional messages and event listings.

# SEARCHING FOR THE RIGHT PROCUREMENT

- What is right for me?

# NEW YORK STATE CONTRACT REPORTER

## SEARCHING THE RIGHT PROCUREMENT

The screenshot displays the New York State Contract Reporter website interface. The browser address bar shows the URL: <https://www.nyscr.ny.gov/business/adsClosedRecently.cfm>. The page features a navigation menu with options like 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the navigation, there are several filters and a main list of procurement opportunities.

**Filters:**

- Classifications:**
  - Commodities
  - Consulting & Other Services
  - Construction Professional Services
  - Construction
- Categories:**
  - Administrative & Technical
  - Advertising, Graphic Arts, & Marketing
  - Agriculture, Forestry, Gardening, Landscaping, Lawn Maintenance & Snow Removal
  - Apparel, Textile & Leather
  - Architectural
- Location:**
  - Long Island Region**
    - Nassau
    - Suffolk
  - New York City Region**
    - Bronx

**Procurement Opportunities List:**

Item	Title	Agency	Issue Date	Due Date	Location	Category	Ad Type	Actions
1	Information Technology - Commodities	Discretionary procurements less than \$50,000						Send me notification updates on this
2	SUV	State University of New York (SUNY) SUNY Delhi	04/15/2014	04/16/2014	SUNY Delhi, 454 Delhi Drive, Bush Hall, Delhi, NY 13753	Information Technology - Commodities	Discretionary procurements less than \$50,000	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this
3	OCA-DoT 041114 - eLearning	Unified Court System, NYS Court Administration, NYS Office of	04/14/2014	04/15/2014		Information Technology - Consulting & Other Services	Discretionary procurements less than \$50,000	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this
4	Fluoridation Training and Equipment	Health, NYS Dept. of Center for Environmental Health	04/11/2014	04/18/2014		Environmental - Commodities	Notice of sole/single source or procurement exempt from advertising	View this ad, Share this ad, Bookmark this ad, Send me notification updates on this
	Webcasting, Video Conferencing and Related Hosting Services	Alcoholism & Substance Abuse Services, NYS Office of Finance Unit						View this ad, Share this ad, Bookmark this ad

**Right Side Content:**

- Matchmaker - WEBINAR:** How to Prepare for a Matchmaker - WEBINAR. Join us for a Free Webinar on April 23. [Read More](#)
- Western New York MWBE Opportunities EXPO:** Dear MWBE Firm, On behalf of the Empire State Development's Division of Minority and Women's Business Development, you are invited to... [Read More](#)
- SBA Women-owned Small Business (WOSB) Federal Contract Program Workshop - Rochester, NY:** SBA Women-owned Small Business (WOSB) Federal Contract Program Workshop About On October 7, 2010, the U.S. Small Business Administration published... [Read More](#)
- Bulletins:** 2014 Aquatic Plant Management Program [>](#)

The Windows taskbar at the bottom shows the system clock as 12:36 PM on 4/21/2014.

# UNDERSTANDING HOW TO USE THE TABS

# NEW YORK STATE CONTRACT REPORTER USING TABS

« Back Closed Ads: Elevator Maintenance

Get leads.  
Get an inside track.  
Get noticed.

First you have  
to get registered

[Join the Business Registry](#)

Title:	Description		
Elevator Maintenance	Change(s) to the ad are shown below:		
Agency:	Date / time	Description	Changed by
Mental Health, NYS Office of Manhattan Psychiatric Center	02/21/2014 6:06 PM	change in Scope	Julie Oryell
Contract Number:	02/21/2014 6:03 PM	Change in Scope and Dates	Julie Oryell
OMH01-#C000252- 3650420	02/21/2014 6:03 PM	Change in Scope and Dates	Julie Oryell
CR Number:	02/21/2014 6:02 PM	Change in Mandatory Site Visit and Scope of work	Julie Oryell
2000103	02/21/2014 6:00 PM	Change in Mandatory Site visit due to change in scope of work	Julie Oryell
Date of Issue:	02/21/2014 5:53 PM	Change in due date to accomodate revised scope	Julie Oryell
01/09/2014	02/12/2014 12:46 PM	CHANGE OF DATES DUE TO INCLEMENT WEATHER	Julie Oryell
Due Date/Time:	02/12/2014 12:41 PM	REVISED DATES due to INCLEMENT WEATHER	Julie Oryell
03/21/2014 3:00 PM Revised due to change in scope	01/23/2014 4:56 PM	Change the category column to Cons. Other/svcs	Julie Oryell
County(ies):	01/23/2014 4:52 PM	Change the region to New York specific	Julie Oryell
New York	01/23/2014 2:31 PM	change the location of the deliveries of the goods from statewide to NYC county	Julie Oryell
Location:	01/23/2014	Contract term change from 3 years	Julie Oryell
Manhattan Psychiatric Center			
Classification(s):			
Facilities, Maintenance, Repair & Building Operations - Consulting &			

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# NYS SMALL BUSINESS REGISTRY

- What is it?
- What is its Purpose?

# NEW YORK STATE CONTRACT REPORTER SMALL BUSINESS REGISTRY

<https://www.nyscr.ny.gov/nysBusinessReg.cfm>

## Get leads, get an inside track, get noticed Join the free NYS business registry today!

### What is the Business Registry?

For state agencies, the NYS Business Registry will function as a bid list for agency procurements, including discretionary purchases, as well as extend an agency's outreach for advertised procurements. Agency users can search the Registry by NYSCR category, by NAICS code or by keyword in the company description, and filter by NYS small business enterprise (SBE), minority/women-owned business enterprise (MWB/E) and other discretionary spending criteria.

The Business Registry account is a company account, rather than an individual account, so several users from a firm can use it to post ads. Each employee that will be accessing your company's Business Registry account must first sign up for an NYSCR user account. Once your employees have established individual user accounts, they can access your Business Registry account using the Business Registry account's shared username and password.

[Join the NYS business registry!](#)

### Who can join the registry

Any company based in NYS may apply for inclusion in the Business Registry. Companies based in other states or countries



# NEW YORK STATE CONTRACT REPORTER SMALL BUSINESS REGISTRY DETAILS

The screenshot displays the New York State Contract Reporter Small Business Registry website. At the top, there is a navigation bar with the New York State logo and 'State Agencies'. Below this, a search bar is present. The main content area is divided into several sections:

- Summary Statistics:** Opportunities posted today (50), Opportunities posted in the last 7 days (156), and Total available opportunities (815).
- Header:** 'The New York State Contract Reporter' with the tagline 'NYS' official source of contracting opportunities. Bringing business and government together'. A 'Log Out' button and 'Contact Us'/'Help' links are also visible.
- Navigation Menu:** My Home, Business Registry, Site Resources, Procurement Resources, Notices and Reports, and Manage Account.
- Search Results:**
  - Search Business Registry: Enter search term
  - Advanced Search, Show all Companies, About the Registry, Join the Registry
  - Filter your results by: Classifications (Commodities, Consulting & Other Services, Construction)
  - NYS Business Registry**
  - Showing results for: Business Registry: (1273)
  - Sort by: Company Name (a-z), Display: 5
  - 1 2 3 ... 255 Next >>
  - 1** Company: 212/Harakawa Inc. Find out more
  - NYSR Category: Advertising, Graphic Arts, & Marketing - Consulting & Other Services
  - NAICS: 541430 - Art services, graphic
  - Contact: Jennette Cheung
  - Email: marketing@twotwelve.com
  - Website: www.twotwelve.com
- Events:** MCFL PTAC How to Prepare for a Matchmaker - WEBINAR, Western New York MWBE Opportunities EXPO.

The Windows taskbar at the bottom shows the system clock at 10:21 AM on 4/21/2014, and the taskbar includes icons for various applications like Internet Explorer, File Explorer, and Microsoft Office.

# NEW YORK STATE CONTRACT REPORTER ADVANCED SEARCH IN SMALL BUSINESS REGISTRY

The screenshot displays the New York State Contract Reporter website's advanced search page. The browser's address bar shows the URL <https://www.nyscr.ny.gov/business/businessRegistrySearch.cfr>. The page header includes navigation links for 'Contact Us' and 'Help', and a welcome message for 'briansari'. A statistics box on the left indicates '156 Opportunities posted in the last 7 days' and '815 Total available opportunities'. A main navigation bar contains 'My Home', 'Business Registry', 'Site Resources', 'Procurement Resources', 'Notices and Reports', and 'Manage Account'. The central content area features a search box with 'Advanced Search' selected, and a list of filters: 'Classifications Filter (NYSCR)', 'Categories Filter (NYSCR)', 'County Filter', '2012 North American Industry Classification System (NAICS) Codes', 'Construction Specifications Institute (CSI) Codes', and 'MBE/WBE/DBE Filter'. A right-hand sidebar lists 'Events' such as 'MCFL PTAC How to Prepare for a Matchmaker - WEBINAR' and 'Western New York MWBE Opportunities EXPO'. The Windows taskbar at the bottom shows the system clock at 10:24 AM on 4/21/2014.

## NEW YORK STATE CONTRACT REPORTER

# TAKEAWAYS FOR TODAY

- You have more information at your fingertips than ever before
- You will need to learn the agency culture in order to properly position yourself for success
- The New York State Contract Reporter is a great business intelligence resource for you
- The Small Business Registry is a great resource to help you expand your reach as a MWBE to find opportunities and to learn of other firms you may be able to collaborate with
- Work with Business Development for strategies to work with NY State
- Check emails for alerts for procurement and training opportunities.

NEW YORK STATE CONTRACT REPORTER

Go to [www.nyscr.org](http://www.nyscr.org) to find out more

Thank you!