



2014

Purchasing Forum & Trade Show *Planting Seeds Today for Tomorrow's Success*



Andrew M. Cuomo
Governor
State of New York

RoAnn M. Destito
Commissioner
Office of General Services



2014
**Purchasing Forum
& Trade Show**
May 14 & 15

Successful MWBE Program Implementation



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Successful MWBE Program Implementation

- What is new in the Division of Minority and Women's Business Development
- Affect on your agency?
- MWBE requirements as a procurement official
- Your agencies overall MWB goal attainment

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Today's Presenters

- Brian Ansari, Business Development
- Dwight Flynn, Compliance Director

Division of Minority and Women's
Business Development, Empire State
Development

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- **Agencies and Authorities**
 - search for MWBEs for discretionary purchases
- **Primes**
 - search to locate subcontractors and suppliers
- **Procurement Staff**
 - Verify certification
 - Confirm capacity and capabilities
- **Industry Code Match**
 - Know contract requirements to match industry code classification

Searching the Directory

NY Contract System

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>

There are different methods of searching (NAICS, ESD Codes, business description)

Indicating optional features

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Development

ertification
ification

tracting

opportunities

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Search by Commodity Code

Commodity Code

[Click to Lookup Commodity Code](#)
(popup window will appear to browse and search available Commodity Codes)

Search by Contact Person

Contact Person/Owner

First name

Last name

Tip: Use the first letter.

Tip: Try just the first few letters.

Search by Location

City

State

Zip Code

Phone Area Code

Search by Work Districts/Regions

Work Districts/Regions

Selection of any combination below will find firms that have at least one assigned work district/region match.

- [Home/Login](#)
- [Contact Us & Support](#)
- [Password Reminder](#)
- [Account Lookup](#)
- [Outreach & Programs](#)
- [FAQs](#)

Phone Area Code

Search by Work Districts/Regions

Work Districts/Regions

Selection of any combination below will find firms that have at least one assigned work district/region match.

- | | |
|---|--|
| <input type="checkbox"/> Capital Region | <input type="checkbox"/> Mohawk Valley |
| <input type="checkbox"/> Central NY | <input type="checkbox"/> North Country |
| <input type="checkbox"/> Finger Lakes | <input type="checkbox"/> NYC |
| <input type="checkbox"/> Long Island | <input type="checkbox"/> Southern Tier |
| <input type="checkbox"/> Mid-Hudson | <input type="checkbox"/> Western NY |

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
 Women Business Enterprise (WBE)

Search by Reference

Industry

None selected 

Business Size

None selected 

General Location

None selected 

Location

None selected 

[Search Again](#)

Download Search Results:

[to Excel](#)

[to CSV](#)

Include Commodity Codes in download

>> **6985** businesses with **8060** certifications found <<

Search Results

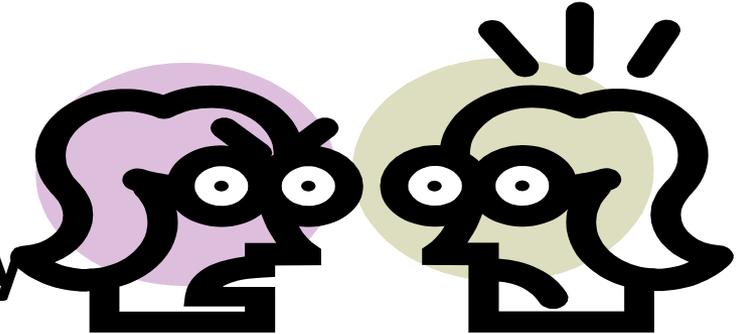
Click the certification type for contact information and certification details

Discretionary purchase pathway

- MWBE engagement part of your pathway to procurement?
- Do you engage MWBE's on your discretionary procurements?
- Are you working with your MWBE liaison?
- Does your program staff assist you?
- How?

Primes Agencies and Authorities are required to make every effort to locate MWBE firms for contract opportunities.

**Inaccurate profile?
Agency WILL NOT FIND you
You will miss an opportunity**



If an agency or prime contractor cannot find any firm in the MWBE directory, this contract opportunity will NOT go to an MWBE firm.

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NYS Contract System

The New York State Contract System is the gateway to online interface for Minority and Women Business Enterprises (MWBEs)

Enables businesses to easily interact with the state agencies and authorities and

Allows transparency and monitoring of the procurement process

Supports Outreach management to communicate to MWBE vendors

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The New York State Contract System will be used by agencies and authorities subject to article 15-A to do contract audits to evaluate how effective agencies are in meeting their MWBE goals

- Quickly getting notices regarding MWBE compliance issues and payment verification
- Ease in submitting reports for MWBE goal plans and utilization
- Robust contract monitoring and improved tracking of expenditures
- MWBE compliance and payment verification
- A vendor module where Prime Contractors must input and maintain accurate contract information, and report subcontractor payment information online.
- Increased transparency and monitoring of Prime & Agency activity with regard to contract issues and payments.
- There will be a way for MWBE vendors will be able to communicate with the Primes through the system.

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Benefits of Contract Compliance module to MWBE firms:

- Track real-time participation against goals
- All subcontractor payments are self-reported and verified electronically, including prompt payment status
- Contracts are monitored and the resulting payments are tracked throughout the term of the contract.
- All data is tied into quarterly utilization reports

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MWBE Business Development

Provides information and resources to MWBEs including:

- Information on how to sell to New York State;
- Information on current New York State contracting opportunities;
- Tools for launching and expanding your business;
- Information on business training, technical support, access to capital programs

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CONNECT FIRMS TO CONTRACTING OPPORTUNITIES

Increased Outreach Activity

Customized Bidders Lists

Targeted Prime Outreach

Increased participation with Regional and County and Local Contracting Opportunities

BUILD THE BUSINESS CAPACITY OF CERTIFIED FIRMS

State Partner Referrals for One-on-One Training & Technical Assistance

Direct Business Assistance contact the MWBE Ombudsman Business Advisor

MWBE Training Tuesdays

CONNECTING FIRMS TO RESOURCES

Access to Capital

NY State Small Business Resources

Employee Recruiting & Job Development

HELP NAVIGATING STATE GOVERNMENT

Permits/ Licensing

Resolving Contract Issues

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- Works with firms to help them expand their footprint with New York State
- Make introductions to other MWBE's for partnering opportunities
- Hosts /participates matchmakers in support of NYS entities that have MWBE utilization goals.

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Contract Compliance and Agency Services

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ESD MWBE

- NYS Executive Law 15-A
- NYS Contract System
- Contract Compliance Module
 - Audits (payment reporting)
 - Required Fields
 - Disparity Study Fields
- Goal Setting
- Exemptions & Exclusions
- Waivers
- Good Faith Efforts
- Contracts vs. POs
- Vendor View

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NYS Executive Law 15-A

- Executive Law Article 15-A (§§ 310-317) governs requirements for the participation of minority- and women-owned business enterprises (“MWBEs”), minority group members and women in New York State contracting. The objective of Article 15-A is to promote equality of economic opportunities for MWBEs, minority group members and women and to eliminate barriers to their participation in state contracting.
- The Division of Minority and Women’s Business Development (“DMWBD” or the “Division”) oversees the statewide MWBE program operated by “state agencies” (which includes, inter alia, state agencies and public authorities) as defined by Article 15-A. The Division is charged with three primary functions: (1) to encourage and assist state agencies that are engaged in contracting activities to award a fair share of state contracts to MWBEs; (2) to review applications by businesses seeking certification as an MWBE and to maintain a directory of certified MWBEs; and (3) to promote the business development of MWBEs through education and outreach to state agencies and MWBEs.

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NYS Contract System

- Utilization Reporting
 - Quarterly
- Goal Plan
 - Yearly
- Contract Compliance Module
 - All 15A eligible purchases
- Vendor View

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Reporting

- Utilization
- Goal Plan

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Contract Compliance Module

- Monitor contracts and the resulting payments throughout the term of the contract
- Track real-time MWBE utilization against contract goals
- Locking In/Creating Contracts
- Contracts vs. POs
- Required Fields
- Disparity Study Fields
- Manage payments
 - Audits
 - SFS uploads
 - Agencies that use SFS must monitor to ensure import accuracy

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On this page, you can compose your contract. There are two steps to this process: (1) Composing and (2) Reviewing your contract. When you're finished composing your contract on this page, click Review at the bottom of the page.

* required entry

Contract Information ?

You must enter a contract title and maximum value. The assigned department field is optional.

Contract Title *	<input type="text"/>
Contract Number *	<input type="text"/>
Contract Value (\$) *	<input type="text"/>
Contract Secondary Status	None selected ▾
Contract Holder/Owner *	Department of Economic Development <small>Name shown to contractors as the contract owner/paying organization when responding to compliance audits</small>
Department *	None selected ▾
Project Number	<input type="text"/>

Contract Dates ?

Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.

Award/Start Date *	<input type="text"/> (mm/dd/yyyy)	(Projected) End Date *	<input type="radio"/> Date: <input type="text"/> (mm/dd/yyyy) <input type="radio"/> Duration: <input type="text"/> year(s) ▾
Notice To Proceed Date	<input type="text"/> (mm/dd/yyyy)	Approval Date	<input type="text"/> (mm/dd/yyyy)

Prime Contractor Information ?

The contract must be assigned to a prime contractor. Enter the B2Gnow user number for the prime contractor, or click [Get Vendor](#) to search and select a user.

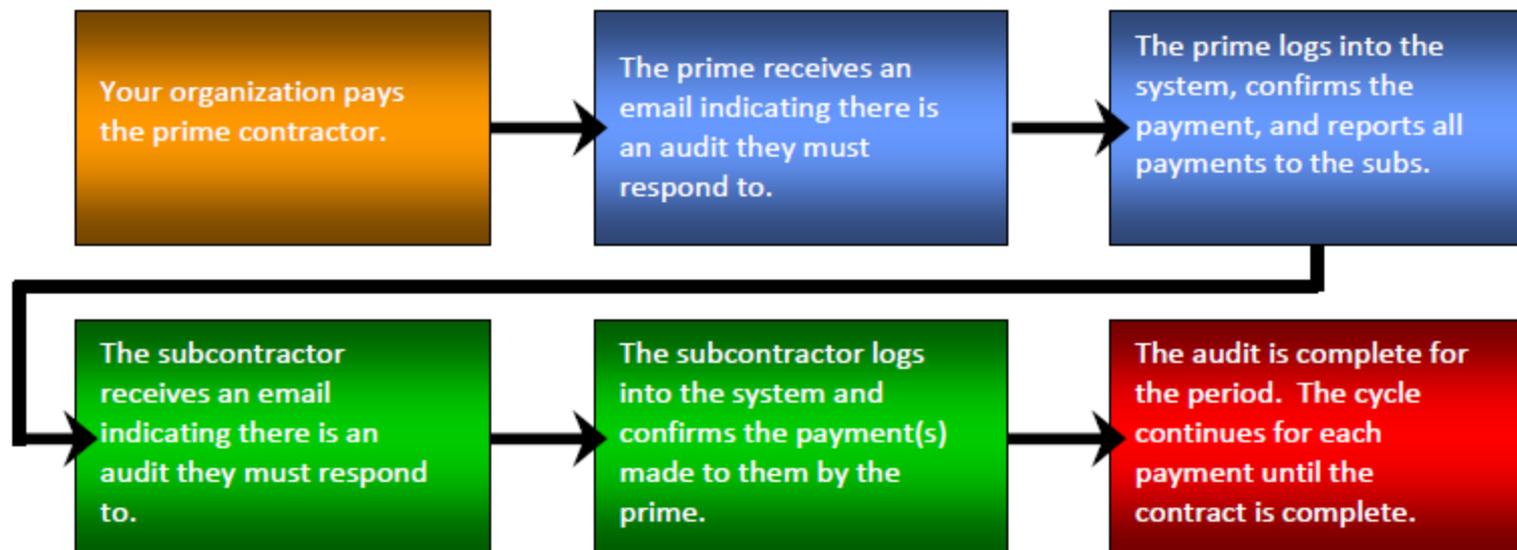
Prime Contractor *	Type name of prime contractor <small>- use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting prime, the contact and address fields will auto-fill</small> <input type="text"/> or Get Vendor from vendor database
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Understanding the audit process

After a contract has been created and your organization begins making payments to the prime contractor, the contract is ready for auditing. Contract settings determine whether audits are generated monthly, per payment, or on demand. The following image represents the audit process.



On the Compliance Audit Summary tab, you can view contract progress to date. The summary compares the awarded amounts to the actual payments. If the prime contractor meets or exceeds the contract goal, the progress bar is green. If the prime contractor misses the goal, the progress bar is red.

Miscellaneous

- Goal Setting
- Exemptions
- Exclusions
- Waivers
- Good Faith Efforts
- Finance Law 163(3)
- Contracts vs. POs

Vendor View

- Primes and subcontractors can view their own contracts
- Primes and subcontractors can confirm payments on line
- Primes and subcontractors can privately consult with their contracting agency or authority
- Subcontractors can report prompt payments

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NEW YORK STATE Contract System



Governor's M/WBE Program

- Press Release
- Executive Order
- 2011 State of the State MWBE Clip
- 2012 State of the State MWBE Clip

Empire State Development

- Who We Are
- MWBE Division

Businesses

Want to Certify?

- Learn About Certification
- Apply for Certification
- Recertify
- Update Profile

Find NYS Contracting Opportunities

- Bid & Grant Opportunities

Welcome to the New York State Contract System!

New York State Works for MWBEs

New York is working harder than ever to make this state the place to do business.

This website is the gateway to attract and grow minority-owned and women-owned businesses.

The system makes the state certification process more user friendly and enables businesses to easily interact with the state agencies and authorities who are responsible for implementing the Minority- and Women-Owned Business Enterprises (MWBE) program.

System Access Login

Username:

Password:

Search for Certified Firms

- MWBE Directory

NYSCS Links

- Home/Login
- Contact Us & Support
- Password Reminder
- Account Lookup
- Outreach & Program Notices
- FAQs

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The New York State Contract System is powered by B2Gnow Software.

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State of New York



Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

[Show All](#) [Hide All](#)

 Logged on as:
Julia Roberts,
 nystestvendor5

Dashboard

Displaying records assigned to
 No information available
 for display in dashboard.

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Apply for Certification](#)
[Take a Training Class](#)

Alert

 No Activated Alerts. [View Pending Alerts.](#)

System News

⚠ Special Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

 » [View events & RSVP today](#)

Configure

Vendor Control Panel: Contract Audits Help & Tools

Messages | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages. Show ALL Incomplete Audits

Show ONLY records assigned to you

0 - 0 of 0 records displayed: Previous Page < Page 1 > Next Page Records per page 20 Refresh Table

To resort click on column title. To filter click on the drop down menu.

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
All	< 90 days	All	All	

No audits found. Select different filter criteria.



State of New York

- Home
- View >>
- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
- My Utilization Plans
- My Outreach
- My Events
- My Questionnaires
- My Messages
- My Prevailing Wage
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff
- Show All Hide All
- Logged on as: Julia Roberts, nystestvendors

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What are your takeaways for today
Business Development is here
to assist you in your
procurement challenges
Take advantage of the agency
trainings that take place
throughout the year to
support your MWBE efforts

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