

Master the Vocabulary of Procurement

Utilize this list of frequently used terms as you search for contracting opportunities with New York State!

Discretionary Purchases: Procurements under \$200,000, within the discretion of the State Agency or Authority, which can be awarded without requiring a formal competitive bidding process.

Industry Standard Codes: A system for classifying business industries. Industry standard codes are used by State Agencies and Authorities to find businesses that sell the products and services they need.



Invitation For Bid (IFB): Used in the procurement of commodities (goods), awarded to the responsive and responsible bidder on the basis of the lowest price.

Prime Contractor/Vendor: The business that has the contract with the owner (State Agency or Authority) of the project or job and is responsible for its completion.

Procurement Opportunity: Another term for contracting opportunity.

Request For Proposals (RFP): Public request for proposals to identify vendors. RFP procurements are typically used when factors, in addition to cost, are weighed to select a vendor.

The DMWBD wants to be a partner in your success! If you need business development assistance to help grow your business please contact us at mwbebusinessdev@esd.ny.gov!



Empire State
Development

State of New York
Andrew M. Cuomo

Governor



Division of Minority
and Women's
Business Development



Business
Development
Resource
Guide for
MWBEs



Need Assistance?
MWBE Business Development Unit:
mwbebusinessdev@esd.ny.gov

MWBE Certification Helpline:
mwbecertification@esd.ny.gov

For All NYS MWBE Inquiries:
MWBE Resource Hotline
(855) ESD-4MWB (373-4692)

www.esd.ny.gov/MWBE



Doing Business with New York State

Free online resources to find contracting opportunities with New York State.

New York State Contract Reporter - Find contracting opportunities for all NYS procurements over \$50,000. www.nyscr.org

Open Book New York - Find information on active (previously awarded) NYS Agency and Authority contracts and prime contractors. www.openbooknewyork.com

NYS MWBE Forum Contract Opportunities eBook- An annual forecast of procurement opportunities and contact information from every NYS Agency and Authority. www.nysmwbeforum.org/opportunities



Capital Support and Networking Programs

ESD offers a variety of financing products for MWBEs to support their participation on New York State Contracts.

Bridge to Success Loan Program - Provides qualified MWBEs with short-term loans for working capital or equipment purchases to facilitate participation in contracting opportunities with New York State.

Small Business Revolving Loan Fund- Provides MWBEs and small businesses improved access to financing, including micro loans for working capital, acquisition of property or equipment and refinancing of debt.

NYS Surety Bond Assistance Program- Provides technical and financial assistance to help contractors receive a guarantee of up to 30% to secure a surety bond line, bid bond or a performance and payment bond on state and city projects.

Business Mentor, NY- A free easy -to-use social network that allows entrepreneurs and volunteer business mentors to connect. <http://www.esd.ny.gov/BusinessPrograms.html>

One Mission

The mission of the Division of Minority and Women's Business Development is to promote equality of economic opportunities for Minority and Women-owned Business Enterprises (MWBEs) and to eliminate barriers to their participation in state contracts.

DMWBD Business Development Unit

DMWBD's Business Development Unit provides the following services to help NYS certified MWBEs navigate NYS government, both directly and through referrals to state partners.

Technical Assistance

- Online training opportunities
- Procurement strategy counseling
- Special programs for newly certified MWBE firms

Networking Opportunities

- Annual NYS MWBE Forum
- Regional MWBE Expos
- Industry roundtable events

Special Initiative Programs

- Supply & Demand Utilization Initiative
- Mentor Protégé Program



Additional Resources

Free or low cost technical assistance services to help develop your business.

Entrepreneurial Assistance Centers (EAP)
Funded by Empire State Development, these centers provide individuals with new or startup business with training. www.esd.ny.gov/BusinessPrograms/EAP.html

NYS Small Business Development Centers (SBDC)
Funded by U.S. Small Business Administration, these centers help start, build, and grow businesses providing technical assistance and support. www.nyssbdc.org/locations.html

Procurement Technical Assistance Centers (PTAC)
Funded by the U.S. Department of Defense, these centers provide assistance with bidding on government contracts and obtaining various certifications. www.aptac-us.org/find-a-ptac/?state=NY

MWBE TRAINING TUESDAYS

This training is a webinar series that **informs**, **educates**, and **equips** MWBEs to be successful vendors for New York State.

Register online for our capacity builder seminars!

1. Visit ny.newnycontracts.com.
2. Navigate to the blue selection box on the right side of the screen and click "Outreach & Program Notices."
3. Search active listings for events and sessions titled "Training Tuesdays" or "Contracting Opportunity" and click "View."
4. Click "RSVP Now" to register for the event of your choice!