



**Division of Minority  
and Women's  
Business Development**

# Certification Made Easy

A “How to” Guide on the New York State MWBE Certification Application

A Division of Empire State Development

11/4/2016

# Division of Minority & Women's Business Development



Division of Minority and  
Women's Business  
Development

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[www.esd.ny.gov/MWBE.html](http://www.esd.ny.gov/MWBE.html)

## Welcome!

In fiscal year 2013-14, the State of New York's Division of Minority and Women's Business Development set a new record for MWBE utilization in state contracting - over 25% of all State spending - representing a total of nearly \$2 billion in contracts to certified MWBEs! Recently, Governor Cuomo set a goal of 30% utilization, the highest in the United States, designed to continue this momentum. This Division aims to meet or exceed this goal, through the continued promotion of equality of economic opportunities for MWBEs and the elimination of barriers to their participation in New York State contracts.

The first step to be considered for these MWBE procurement opportunities with the State of New York is to submit a **NEW Application.**

"Certification Made Easy" is designed to help minority and/or women-owned businesses with the online certification process. There are navigation buttons on the bottom right hand-side on each slide to make it easier to access each section. Our staff are also available to assist with questions on navigation or certification.

We look forward to welcoming you as a New York State MWBE certified business!

Lourdes Zapata  
Executive Director  
Division of Minority & Women's Business Development



**Division of Minority  
and Women's  
Business Development**

# Today's Agenda

- Benefits of the NYS MWBE Certification
- Eligibility Requirements for MWBE Certification
- Creating a Vendor Profile
- Applying for Certification
- Common Documentation Shortfalls
- The New York State Contract Reporter
- Little Known Facts about Certification
- Avoiding Common Application Pitfalls
- Additional Assistance



# Benefits of the NYS MWBE Certification

- Listed on the NYS Statewide MWBE Certification Directory.
- Access to MWBE procurement and/or contracting opportunities with NYS Agencies and Authorities.
- Receive customized alerts for upcoming procurement opportunities. (NYS Contract Reporter)
- Access to statewide network of services and support for MWBEs: invitations for business development workshops, webinars, classes and customized technical assistance.
- Access to lending and bonding programs exclusively for certified MWBEs.



# Eligibility Requirements

Under Article 15-A of the Executive Law, any **for-profit firm that is at least fifty-one percent (51%) owned, operated and controlled by citizens or permanent resident aliens who are either a woman and/or minority is eligible for certification.**

## List of minority groups who are eligible for certification:

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



## An MWBE applicant must successfully demonstrate the following:

- **Ownership, Operation and Control:** All firms seeking MBE, WBE or MWBE certification must be independently owned, operated and controlled by minority and/or women members. The ownership must be real, substantial and continuing, and the minority and/or women members must exercise the authority to independently control the day-to-day business decisions.
- **Personal Net Worth (PNW) Restriction:** Each minority or woman owner, upon whom certification is based, cannot have a personal net worth exceeding \$3.5 million after allowable deductions.
- **Small Business Restriction:** The firm cannot exceed 300 employees.
- **Independent, Active and In Business One Year:** The firm must operate independently of other firms, must demonstrate business activity and, generally, the business is required to be in operation for at least one year.
- **Out of State Applicants:** Firm to be currently certified as a MWBE in their home state, should a similar process exists, and before applying for MWBE certification firm must be registered and authorized to conduct business in the state of New York and have a presence in New York.



# Getting started....

## New York State Contract System

[ny.newnycontracts.com](https://ny.newnycontracts.com)

# 3 Interrelated **BUT NOT** Interconnected Accounts

Three (3) Accounts/Profiles  
(Each requiring its own separate ACTION)

New York State  
Contract System  
Vendor Profile

New York State  
Contract System  
Certification  
Application

New York State  
Contract Reporter

# Accessing NYSCS - ny.newnycontracts.com



**NEW YORK STATE Contract System**  
The NY WORKS for Business

**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

Click on "Apply for Certification"

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



**Division of Minority and Women's Business Development**

# Accessing NYSCS - ny.newnycontracts.com

**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

**Online M/WBE Certification**

Welcome! Thank you for your interest in New York State's Minority and Women's Business Enterprise (MWBE) Certification Program. MWBE certification is administered by Empire State Development's Division of Minority and Women's Business Development. The mission of DMWBD is to promote equality of economic opportunities for MWBEs and to eliminate barriers to their participation in State contracts.

How MWBE Certification benefits your firm:

- o Your certified firm is listed in the public Directory of Certified Minority and Women-Owned Business Enterprises
- o Your firm attracts new business
- o Your firm is sought by agencies seeking contractors and subcontractors
  - o All State Agencies
  - o Public Authorities
  - o Federal Agencies
  - o Corporations
- o Free workshops, seminars, and networking events:
  - o Visit the MWBE Resource Center at [www.nyfirst.ny.gov](http://www.nyfirst.ny.gov)

**Need Help?**

- Download the user manual
- Sign up for a Training Class

**Search for Certified Firms**

- MWBE Directory

**NYSCS Links**

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

If you require technical assistance while completing the application, please use our online support form.

To continue, please select an option below:

**Option 1**

**New Certification**

Your firm is not currently certified with New York State and will submit a New or Fast Track application

- **Create Account**

**Option 2**

**Recertification or Profile Update**

Your firm is currently certified and you would like to update your profile or submit a recertification application.

- If you know your username and password for this system: → Login
- If you need to lookup your account: → Lookup Account

Creating a Vendor Profile – Option 1



**NEW YORK STATE OF OPPORTUNITY.**  
**Division of Minority and Women's Business Development**

# Create Account



### Governor's M/WBE Program

- Press Release
- Executive Order
- 2011 State of the State M/WBE Clip
- 2012 State of the State M/WBE Clip

### Empire State Development

- Who We Are
- M/WBE Division

### Businesses

Want to Certify?

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

### Find NYS Contracting Opportunities

- Bid & Grant Opportunities

### Create Account in System

The process to apply for MBE/WBE certification with New York State involves 2 steps:

- Step 1: Create an account in our vendor management system.
- Step 2: Fill in and submit an electronic application.

Please fill in the information below. The account creation process takes only a couple of minutes, and all information can be updated at any time afterward. You will then be automatically directed to the start of the certification application form.

**Important Note:** If you received any form of notice from New York State, or are currently or previously certified, an account may have been pre-configured for you. Please look up your business to see if an account already exists. You can also check with Customer Service before registering to check for an existing account. If you are currently certified then your firm is already in the system.

If you have questions about this registration process or need more information, please contact Customer Service.

**\* required entry**

#### Section 1: Business Lookup

Tax ID Number  Enter your firm's Tax ID Number and click Lookup to check if an account already exists.  
  
(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

#### Section 2: Business Information

Business Name

DBA Name

Company Type

Company Ethnicity

Company Gender

#### Section 3: Business Contact Information

Main Company Email

Main Phone   Ext.

#### Search for Certified Firms

- M/WBE Directory

#### NYSCS Links

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

Once all information is entered you will see a summary of your business information. Check the box that says “I would like to create an account in this system” and click “Next”



# Making the most of a Vendor Profile

- Why is a Vendor Profile important?
  - Acts as an electronic business card
  - Accessible to other firms and state agencies
  - May lead to potential business opportunities
- Be sure to keep business information current!
- Any business can have a Vendor Profile regardless of certification status.
- The Vendor Profile is not the same as the certification application.



# 3 Interrelated **BUT NOT** Interconnected Accounts

Three (3) Accounts/Profiles  
(Each requiring its own separate ACTION)

New York State  
Contract System  
Vendor Profile

New York State  
Contract System  
Certification  
Application

New York State  
Contract Reporter

# Three Clicks To Launch New Application



State of New York

- Home
- View »
- Search »
- Message »
- Settings »
- Help & Support »
- Logoff
- Show All Hide All

Logged on as:  
Harlan Pruden,  
Certification Made  
Easy

## Certification Application: Available Applications

### New York State MWBE Certification Program

Welcome to the online certification application for New York State! You can electronically apply for the following certifications:

- New MWBE applicants
- Fast Track certifications for firms already hold a DBE, 8(a) or certain other MWBE certifications
- Recertification for current NYS certified MWBEs

To find out if you qualify, click below:

#### [View Qualifications for New York State MWBE Certification](#)

If you do not meet the qualifications, DO NOT CONTINUE. For guidance, please call (212) 803-2414 between the hours of 9:00 am and 5:00 pm Eastern Standard Time or email [MWBEcertification@esd.ny.gov](mailto:MWBEcertification@esd.ny.gov).

If you do qualify, please continue to the next section and click the option that fits your situation.

#### Select an Option

[You have been revoked, denied, or instructed to submit a new application.](#)

[You would like to update your certification profile or report a change.](#)

[Your firm has been or is currently certified by New York State.](#)

[Your firm has never been certified by New York State.](#)

1<sup>st</sup> Click

[Return to Certification List](#)



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# FAST TRACK Application

- New York State based firms certified by:
  - County of Erie and City of Buffalo, Joint Certification Committee \*
  - New York City Department of Small Business Services\* (as a M and/or W)
  - The Port Authority of New York & New Jersey
  - New York & New Jersey Minority Supplier Development Council, Inc.
  - Women President’s Education Organization New York Chapter
- Certified as a Disadvantaged Business Entity with any Federally funded transportation agency in the U.S.
- Certified as Federal 8(a) Disadvantaged Business with U.S. Small Business Administration

The above certifications must be current and have more than three (3) remaining months before expiration to be eligible for FAST TRACK Application.

\*Note: Participating certification program may have geographic restrictions.



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# Pre-Screening Check List

Certification Application: Start Certification Application Help & Tools

**Application Type Information**

Certifying Agency	New York State
Application Type	New Application
Description	New York State M/WBE Certification Standard Application and Affidavit

**New York State New Certification Application**

This application is for NEW Minority/Women Business Enterprise certification.

If your firm is currently certified as a Federal (8(a) firm, a DBE firm in the U.S. DOT program, or as an MBE, WBE, or M/WBE with a qualifying agency in New York State, please return to the previous page and select the matching FastTrack application form.

For guidance, please call (212) 803-2414 between the hours of 9:00 am and 5:00 pm Eastern Standard Time or email [MWBEcert@state.ny.gov](mailto:MWBEcert@state.ny.gov).

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

**Company & Contact Information**

Your Email Address	<input type="text" value="your email address"/>
Company Email	<input type="text" value="your email address"/>
Company Type *	Sole Proprietorship ▼
Application Auto-Fill *	<input type="radio"/> Use existing account information to auto-fill application

The following basic criteria is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only included as a general overview to see if your firm should apply for certification.

**Eligibility Requirements**

Are you certified as a Disadvantaged Business Enterprise (DBE)?  Yes  No

Are you certified as a Federal (8(a) Business?  Yes  No

Are you certified with a local New York agency (New York City/Small Business Services, New York City/School Construction Authority, New York & New Jersey Minority/Supplier Development Council, Inc., Upstate New York Regional Minority Procurement Council, Inc., The Women's President Educational Organization)?  Yes  No

Is your firm seeking M/WBE re-certification or has your certification lapsed?  Yes  No

Is your firm at least 51% owned, operated and controlled by minorities or women?  Yes  No

Does the minority or woman owner exercise the authority to independently control the day-to-day operations of the business?  Yes  No

Is this firm "publicly owned"?  Yes  No

Is this firm "owned wholly or in part by another company"?  Yes  No

Does this firm employ more than 300 full-time equivalent employees?  Yes  No

Does any minority or woman owner, spouse or partner have a personal net worth which exceeds \$3.5 million, minus allowable deductions?  Yes  No

Has this firm been operational and active for at least one year?  Yes  No

Is this firm not-for-profit?  Yes  No

Is this firm incorporated in New York State or does this firm have the Authority to do Business in New York State?  Yes  No

Need Help?  
[Download Page 2 of 3](#)  
[Download Form 2 of 3](#)  
[Sign up for a Training](#)  
[Home](#)

Pre-Screening  
Check-List



**Division of Minority  
and Women's  
Business Development**

# Document List- Mandatory & Required



State of New York

- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff
- Show All Hide All

Logged on as:  
Harlan Pruden,  
Certification Made  
Easy

## Certification Application: Document List Preview for Sole Proprietorship

Help & Tools

In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic or hardcopy format, but must be all of the same format (e.g. all electronic or all hardcopy). Applications and documentation submitted electronically are reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.

**Mandatory** documents must be submitted with your application, there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact us before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation will result in a delay in processing and your firm could ultimately be denied certified.

This document list will continue to be available after you start the certification application (click the **Documents** tab). You can also print the list to **your printer** or a **PDF file**.

### Mandatory Documents

All **mandatory** documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Document	Download File	Document Description
Certification Application Notarization (New Application)	<a href="#">Download</a>	Download, print, sign, notarize and provide this affidavit with your application.
Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	<a href="#">Download</a>	Download, print, complete, sign, date, and notarize the provided form. Taxes cannot be used for this requirement.
Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement		Copies submitted must be true and correct copies of the original business tax returns as submitted to the IRS and any other applicable entities.
Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments		Include all W2s, 1099s, Schedule K-1s and all applicable attachments, etc. Copies submitted must be true and correct copies of the original personal tax returns as submitted to the IRS and any other applicable entities.
Most recent two (2) years of Federal and State PERSONAL tax returns: including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based		Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.
Documented proof of sources of capitalization and investments		
Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts		
Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm		For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident "green" card.
Resumes of all principals, partners, officers and/or key employees of the firm		Show home address and telephone number, all education, training, and employment history with dates.
Current, signed lease or Deed for all locations where your firm conducts business		Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the

Document list will vary depending on business structure & application type

Print or Save the list of mandatory & required documents

Download, Print and Complete these documents



Division of Minority and Women's Business Development

# Document List- Mandatory & Required



State of New York

- [Home](#)
- [View »](#)
- [Search »](#)
- [Message »](#)
- [Settings »](#)
- [Help & Support »](#)
- [Logout](#)
- [Show All](#) [Hide All](#)
- Logged on as: [Harlan Pruden](#)
- [Certification Made Easy](#)

Documented proof of sources of capitalization and investments	Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.
Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts	
Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm	For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident "green" card.
Resumes of all principals, partners, officers and/or key employees of the firm	Show home address and telephone number; all education, training, and employment history with dates.
Current, signed lease or Deed for all locations where your firm conducts business	Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the form of cancelled checks (both front and back).
Business Certificate, including any amendments	
Copy of Certificate of Trade Name or Business Trade Name filed with County Clerk, including amended certificates	If doing business under an assumed name.
If out-of-state business, provide a New York State Vendor Tax Number	Can be obtained by contacting the New York State Department of Taxation and Finance at (800) 972-1233.

## Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

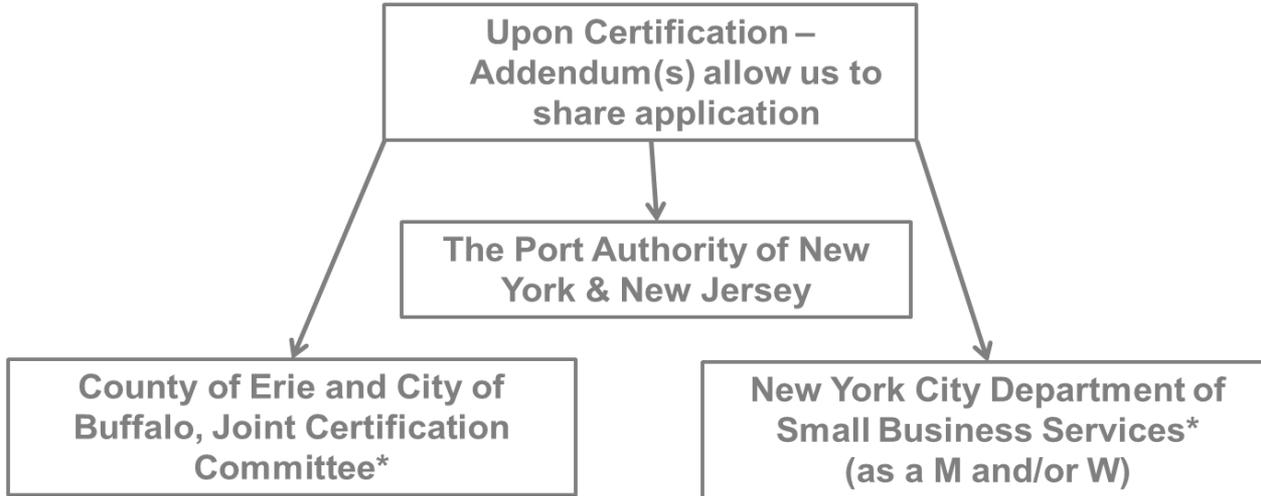
Document	Download File	Document Description
Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth exceeding \$1.3 million	<a href="#">Download</a>	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. <a href="#">Click here to download instructions for filling out the Worksheet.</a>
Proof of gender (any government-issued identification)		Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.
Proof of minority status as described in the definition of MBE under Article 15-A for each Minority who has an ownership interest in the applicant firm		Required for applicants for MBE certification and must explicitly state ethnicity or race. Valid forms of documentation include Birth Certificate - yours or parent, or grandparent; Death Certificate - parent or grandparent; Tribal Card/Records; Military Records; Naturalization Papers - yours, parent or grandparent; official court rule specifically recognizing applicant's minority descent - yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant's parent or grandparent is a member of a minority group as recognized under Article 15-A.
All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.		
Any certification, decertification or denial of certification documentation		Out-of-State firms should attach copy of their home state certification, if similar process exists.
Any employment agreements		
Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual		
Copy of the New York State Vendor Tax Registration		
Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment		
Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business		
Written request for exemption from disclosure regarding trade secrets		
Written request for exemption from public disclosure of certain records maintained by the program		New York State Division of Minority and Women Business Development is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the program. The request for exemption must be in writing and state why the information should be exempted, specifying the items or portions for which the exemption is requested.
Proof of business activity in the form of a signed contract or purchase order		Provide this documentation if the firm has no revenues in the last three years.
Addendum for MWBE Certification with County of Erie and City of Buffalo, Joint Certification Committee	<a href="#">Download</a>	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.
Addendum for MWBE Certification with New York City Department of Small Business Services	<a href="#">Download</a>	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.
Addendum for MWBE Certification with The Port Authority of New York and New Jersey	<a href="#">Download</a>	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.

Addendums "One-Stop" Certification Application



Division of Minority and Women's Business Development

## “One-Stop” Certification Application (only available to New Applicants)



\*Note: Participating certification program have geographic restrictions.



# Certification Application-Main Summary

**Certification Application: Main Summary**

Application status: **Incomplete**  
Application started: 4/7/2014

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

**Application Information**

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	<b>Incomplete</b>
Application Number	1559035
Date for Deletion	<b>7/6/2014 (Extend)</b>
Contact Person	Harlan Pruden (Add user not on list)

**Sections and Documentation**

Section	Actions	Status
Company Profile	Process	Incomplete: 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 0 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

**Signature and Submittal**

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

Delete Application

In 90 days, if the application is not submitted – it will be deleted. This deadline can also be EXTENDED!

Applications are **DELETED** on the date listed and cannot be recovered.



Division of Minority and Women's Business Development

# Extending The Deadline

The page at <https://ny.newnycontracts.com> says:

Extend the date for deletion by one week?

and the system will save your sign and submit.

[Need Help?](#)  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Course](#)

Application status: **Incomplete**  
Application started: 4/7/2014

Fill in each of the sections noted information as you go. Once all the Contact Person noted below, the only user authorized to access this application is someone who needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

**Application information**

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
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**Sections and Documentation**

Section	Actions	Status
Company Profile	<a href="#">Process</a>	<b>Incomplete:</b> 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 4 required; 0 completed of 0 optional
Business Operations	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 7 required; 0 completed of 0 optional
Affiliations	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 1 required; 0 completed of 0 optional
Document List	<a href="#">Process</a>	<b>Incomplete:</b> 0 attached of 13 mandatory; 0 attached of 15 required

**Signature and Submittal**

Section	Actions	Status
Signature	<a href="#">Sign</a>	
Submittal	<a href="#">Submit</a>	

[Delete Application](#)

Click "OK" to **EXTEND** the deadline by **ONE WEEK**. This can be done as many times as you like!



# Certification Application- Company Profile

**Certification Application: Main Summary**

Main | Documents | Signature | Submit | Utilities | Cert List

Certification Made Easy  
Application Type: New Application  
Application Number: 1559035

Application status: **Incomplete**  
Application started: 4/7/2014

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

**Need Help?**  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Class](#)

State of New York

Home  
View >>  
Search >>  
Message >>  
Settings >>  
Help & Support >>  
Logout  
[Show All](#) [Hide All](#)

Logged on as:  
Harlan Pruden,  
Certification Made Easy

**Application Information**

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	<b>Incomplete</b>
Application Number	1559035
Date for Deletion	7/6/2014 <a href="#">Extend</a>
Contact Person	Harlan Pruden <a href="#">Add user not on list</a>

**Sections and Documentation**

Section	Actions	Status
Company Profile	<a href="#">Process</a>	<b>Incomplete:</b> 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 4 required; 0 completed of 0 optional
Business Operations	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 7 required; 0 completed of 0 optional
Affiliations	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 1 required; 0 completed of 0 optional
Document List	<a href="#">Process</a>	<b>Incomplete:</b> 0 attached of 13 mandatory; 0 attached of 15 required

**Signature and Submittal**

Section	Actions	Status
Signature	<a href="#">Sign</a>	
Submittal	<a href="#">Submit</a>	

[Delete Application](#)

Company Profile –  
Click “Process”  
and begin



# Company Profile Completed



## Certification Application: Main Summary

Help & Tools

Main Documents Signature Submit Utilities Cert List

Certification Made Easy  
Application Type: New Application  
Application Number: 1559035

Application status: **Incomplete**  
Application started: 4/7/2014

State of New York

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

Need Help?  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Class](#)

Home

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

View »

Search »

Message »

Settings »

Help & Support »

Logout

Show All Hide All

logged in as:

Harlan Pruden,

Certification Made Easy

### Application Information

Application Type: New Application  
Certifying Agency: New York State  
Business Name: Certification Made Easy DBA NE2SS  
Current Status: **Incomplete**  
Application Number: 1559035  
Date for Deletion: 7/13/2014 (Extend)  
Contact Person: Harlan Pruden (Add user not on list)

### Sections and Documentation

Section	Actions	Status
Company Profile	Process	Complete (Harlan Pruden, 4/8/2014): 10 completed of 10 required; 2 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Complete (Harlan Pruden, 4/8/2014): 1 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 3 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 5 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 6 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 10 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 1 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Green Check Mark – Section Completed!

Attaching & Uploading Documents

### Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	



Division of Minority and Women's Business Development

# Supporting Documents- Electronic or Paper



**Certification Application: Document List** [Help & Tools](#)

[Mail](#) [Document](#) [Signature](#) [Submit](#) [Undo](#) [CertList](#)

Certification Made Easy  
Application Type: New Application  
Application Number: 1559035

Application status: **Incomplete**  
Application started: 4/7/2014

State of New York

Electronic or hardcopy documentation is accepted for this application type. Please select below the format you want to use for this application. *Once a format is selected, all documents for this application must be provided in the same format, e.g. all electronic or all hardcopy. Applications submitted with electronic documentation are able to be received by the organization and reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.*

Home  
View »  
Search »  
Message »  
Settings »  
Help & Support »  
Logout  
[Show All](#) [Hide All](#)

Note: this application allows faxing of documents to the system. Select electronic documentation to use this option.

## Select a Document Format:

**Electronic/Fax**

or

**Hardcopy**

Documents will be electronically attached securely and confidentially to this application. You can also fax documents to the system and they will be automatically attached to the application. This option automatically receives and validates documents, resulting in the fastest processing of your application.

Select Electronic Document Format

Documents will be provided by you in hardcopy format. This option may delay processing while documents are received and validated.

Select Hardcopy Document Format

Submitting Electronic/Fax documents will result in a **FASTER** processing of applications

Mailed hardcopy documents will result in **SLOWER** processing of applications



**Division of Minority and Women's Business Development**

# Attaching Documentation



## Certification Application: Document List

Help & Tools

[Home](#) | [Documents](#) | [Signatures](#) | [Status](#) | [Forms](#) | [Cert List](#)

Certification Made Easy  
Application Type: New Application  
Application Number: 1559035

Application status: **Incomplete**  
Application started: 4/7/2014

State of New York

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

[Instructions for attaching files](#) » [click here to show](#)

Note: this application allows faxing of documents to the system. To use this option, click the Attach All Docs Via Fax button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page.

All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. New York State will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, New York State reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

### Status

Document List Status **Incomplete: 0 attached of 13 mandatory; 0 attached of 16 required**  
Document Format **Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.**  
[\[Clear document format selection\]](#)

[Refresh List](#)

[Attach All Docs Via Fax](#)

[Return](#)

### Mandatory Documents

Mandatory documents cannot be marked as not applicable. All mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<a href="#">Attach Fax</a>	Certification Application Notarization (New Application)	<a href="#">Download</a>	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached
<a href="#">Attach Fax</a>	Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	<a href="#">Download</a>	Download, print, complete, sign, date, and notarize the provided form.	NOT attached
<a href="#">Attach Fax</a>	Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement		Taxes cannot be used for this requirement.	NOT attached
<a href="#">Attach Fax</a>	Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments		Copies submitted must be true and correct copies of the original business tax returns as submitted to the IRS and any other applicable entities.	NOT attached
<a href="#">Attach Fax</a>	Most recent two (2) years of Federal and State PERSONAL tax returns: including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based		Include all W2s, 1099s, Schedule K-1s and all applicable attachments, etc. Copies submitted must be true and correct copies of the original personal tax returns as submitted to the IRS and any other applicable entities.	NOT attached
<a href="#">Attach Fax</a>	Documented proof of sources of capitalization and investments		Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.	NOT attached
<a href="#">Attach Fax</a>	Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of		-	NOT attached

Select "Attach"



# Fax Coversheet

4/7/2014 8:20am



**Instructions to Applicant**

1. Fax this coverage and document package to **(480) 907-3882**.
2. After receiving the confirmation notice, access the application online and verify the document was fully received and attached.
3. Resend the fax, if necessary, to ensure a complete document is attached.

**NEW APPLICATION**

Certification Application Number: 1559035



**New York State**

Applicant's Name: **Certification Made Easy**  
Document #: **1**  
Document Name: **Certification Application Notarization (New Application)**  
Document Status: **Mandatory**  
Document Description/Instructions: **Download, print, sign, notarize and provide this affidavit with your application.**

20292953\_1559035\_00748952

<https://nynewyorkcontracts.com/Functions/CertificationVendor/CertAppDocumentListPdfend.asp?XID=89586CAD-30179CAFID=748952>

Each time “Fax” is selected, a new fax coversheet will be generated. Applicant must place coversheet on corresponding document.



# “Lock-In” Required Documents

The screenshot shows the 'Required Documents' section of the New York State Vendor Tax Registration portal. A dialog box is open, asking 'Update selected documents?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. A red arrow points from the 'OK' button to the 'Lock In' button in the table below. Another red arrow points from the 'Lock In' button to the 'Step 2 - Select "OK"' text on the right.

**Required Documents**

Required documents that are not relevant to your firm can be marked as **not applicable**. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Mark as Not Applicable	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<input type="checkbox"/>	<b>Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth exceeding \$1.3 million</b>	Download	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. <a href="#">Click here to download the provided Filing out the Worksheet.</a>	Attached by Harlan Pruden on 4/7/2014
<input type="checkbox"/>	<b>Proof of gender (any government-issued identification)</b>		Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.	NOT attached
<input type="checkbox"/>	<b>Proof of minority status as described in the definition of MBE under Article 15-A for each Minority who has an ownership interest in the applicant firm</b>		Required for applicants for MBE certification and must explicitly state ethnicity by race. Valid forms of documentation include: Birth Certificate – yours or parent, or grandparent; Death Certificate – parent or grandparent; Tribal Card/Records; Military Records; Naturalization Papers – yours, parent or grandparent; official court rule specifically recognizing applicant's minority descent – yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant's parent or grandparent is a member of a minority group as recognized under Article 15-A.	NOT attached
<input type="checkbox"/>	<b>All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.</b>		-	NOT attached
<input type="checkbox"/>	<b>Any certification, decertification or denial of certification documentation</b>		Out-of-State firms should attach copy of their home state certification, if similar process exists.	NOT attached
<input type="checkbox"/>	<b>Any employment agreements</b>		-	NOT attached
<input type="checkbox"/>	<b>Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual</b>		-	NOT attached
<input type="checkbox"/>	<b>Copy of the New York State Vendor Tax Registration</b>		-	NOT attached
<input type="checkbox"/>	<b>Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment</b>		-	NOT attached
<input type="checkbox"/>	<b>Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business</b>		-	NOT attached
<input type="checkbox"/>	<b>Written request for exemption from disclosure regarding trade secrets</b>		-	NOT attached

Step 1 – After all required documents have been attached, faxed or “Marked as Not Applicable”, select “LOCK IN” to complete this section

Step 2 - Select “OK”



Division of Minority and Women's Business Development

# Return to Main Page

**Certification Application: Document List** [Help & Tools](#)

[Main](#) | [Documents](#) | [Signature](#) | [Submit](#) | [Utilities](#) | [Cert List](#)

**Certification Made Easy** Application status: **Incomplete**  
Application Type: **New Application** Application started: **4/7/2014**  
Application Number: **1559035**

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

**Instructions for attaching files** » [click here to show](#)

**Note:** this application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page.

All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. New York State will review these original documents, including the signed and notarized certification affidavit, during the site visit if applicable. Furthermore, New York State reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

**Status** ?

Document List Status	<b>Incomplete: 0 attached of 13 mandatory; 0 attached, 3 not applicable of 15 required</b>
Document Format	<b>Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.</b> <a href="#">[Clear document format selection]</a>

[Refresh List](#) [Attach All Docs Via Fax](#) [Return](#)

**Mandatory Documents** ?

Mandatory documents cannot be marked as **not applicable**. All **mandatory** documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<a href="#">Attach Fax</a>	Certification Application Notarization (New Application)	<a href="#">Download</a>	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached

Click on MAIN tab  
or the RETURN  
button to go back to  
main application  
page



# Taking a Break from your Application



# Returning to My Application

ny.newnycontracts.com



#### 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



# Returning to Application-3rd Page

Vendor Profile: Certifications [Help & Tools](#)

Business Name: **Certification Made Easy**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)

[Certifications](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

[Apply for Certification](#) [Request Missing Certification](#)

### Current Certifications

No current certifications

### Applications

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Complete, Pending Signature	1559035	New Application	New York State	Started: 4/7/2014	Harlan Pruden	<a href="#">Process</a>

Logged on as:  
**Harlan Pruden,**  
Certification Made Easy

Click "Process"



Division of Minority and Women's Business Development

# Sign and Submit

**Certification Application: Main Summary**

Application status: **Complete, Pending Signature** > [Sign Application](#)  
Application started: 4/7/2014

All sections have been completed and the application is complete. Click the Sign button to electronically sign the application.

**Need Help?**  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Class](#)

**Application Information**

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	<b>Complete, Pending Signature</b> > <a href="#">Sign Application</a>
Application Number	1559035
Date for Deletion	7/8/2014 ( <a href="#">Extend</a> )
Contact Person	Harlan Pruden <a href="#">Add user not on list</a>

**Sections and Documentation**

Section	Actions	Status
Company Profile	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 16 completed of 16 required; 4 completed of 8 optional
Ownership Information for Sole Proprietorship	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 1 completed of 1 required; 0 completed of 0 optional
Commodities and Services	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 4 completed of 4 required; 0 completed of 8 optional
Business Operations	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 6 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 7 completed of 7 required; 0 completed of 0 optional
Affiliations	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 11 completed of 11 required; 0 completed of 0 optional
Outside Consultants	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 2 completed of 2 required; 0 completed of 0 optional
Other Certifications	<input checked="" type="checkbox"/> PROCESS	Complete (Harlan Pruden, 4/7/2014); 1 completed of 1 required; 0 completed of 0 optional
Document List	<input checked="" type="checkbox"/> PROCESS	Complete; 13 attached of 13 mandatory; 3 attached, 12 not applicable of 15 required

**Signature and Submittal**

Section	Actions	Status
Signature	<input checked="" type="checkbox"/> Sign	Pending
Submittal	<input type="checkbox"/> Submit	

**CONGRATULATIONS!!!**  
All that is left is to sign & submit your application

Click "Sign"



# Signing Application



State of New York

- Home
- View »
- Search »
- Message »
- Settings »
- Help & Support »
- Logoff
- Show All Hide All

Logged on as:  
Harlan Pruden,  
Certification Made  
Easy

## Certification Application: Sign Application

Help & Tools

Main Documents Signature Submit Utilities Cert List

### Certification Made Easy

Application Type: **New Application**

Application Number: 1559035

Application status: **Complete, Pending Signature > Sign Application**

Application started: 4/7/2014

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to submit this application for certification on behalf of the applicant firm, and (2) warrants that all documents, information, and statements contained in, attached to, or included with this application are true, accurate and complete as of the date furnished to the State. Submission of this form constitutes making the oath associated with notarization.

You authorize the State of New York or appointed designee to verify the accuracy of the statements contained within your application and supporting documentation to determine whether your firm meets the eligibility standards of the certification program.

\* required entry

Electronic Signature	
Signature *	<input type="text"/>
(type your full, legal name)	
Your Title *	<input type="text" value="Director"/>
Your Organization *	<input type="text" value="Certification Made Easy"/>
Today's Date *	<input type="text" value="4/7/2014"/> (mm/dd/yyyy)

By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Fill in your Name

Disclosure statement

Sign Application



Division of Minority and Women's Business Development

# Submit Application



State of New York



Home

View »

Search »

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Settings »

Help & Support »

Logoff

Show All Hide All

Logged on as:  
Harlan Pruden,  
Certification Made  
Easy

## Certification Application: Submit Application

Help & Tools

Main Documents Signature **Submit** Utilities Cert List

### Certification Made Easy

Application Type: **New Application**

Application Number: 1559035

Application status: **Complete & Signed, Pending Submittal > Submit Application**

Application started: 4/7/2014

## Submit Your Application

OR

## View Your Application

View and Print Application

## Edit Your Application

Edit Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.

- By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.

Submit Application

**NOTE: After firm clicks "Submit Application" - application goes through intake process to check for completeness before it is "RECEIVED" by the Division of Minority & Women's Business Development**

Review, and Print Application

Edit Application

When application is SUBMITTED – no changes can be made to the application



Division of Minority and Women's Business Development

# Common Documentation Shortfalls

- No proof of capital contribution
- Equipment (purchase receipts)
  - Capital (Initial bank statements, copy of check/money order)
  - Expertise (resume reflecting experience/role in business)
- Financial Statement (Accountant not needed!)
- Current signed lease/deed
  - Home based businesses are not exempt from this requirement.
  - Suppliers need to provide proof of warehouse location and an inventory list.

# Common Documentation Shortfalls

- Corporate documents necessary (specific to business structure)
- Proof of race/ethnicity
  - Providing birth/death certificates of parents/grandparents if necessary
- Personal Net Worth Statement
  - Must be filled out even if negative
- Business vehicle registrations
- Certificate of Publication
  - Specific to LLCs
  - Even Out of State firms must get a C.O.P

### 3 Interrelated **BUT NOT** Interconnected Accounts

Three (3) Accounts/Profiles  
(Each requiring its own separate ACTION)

New York State  
Contract System  
Vendor Profile

New York State  
Contract System  
Certification  
Application

New York State  
Contract Reporter

# NYS Contract Reporter

The screenshot shows the top section of the NYS Contract Reporter website. On the left is the New York State logo. To its right are navigation links for "Services", "News", and "Government". Below these are three statistics: "Opportunities posted today" (30), "Opportunities posted in the last 7 days" (163), and "Total available opportunities" (780). The main header area features the "The New York State Contract Reporter" logo and tagline: "NYS' official source of contracting opportunities. Bringing business and government together." A red box highlights a "Log in" button with a right-pointing arrow, and below it, a "Sign up and register for your free account!" link with a "Click here to get started" button. At the bottom of the header is a dark blue navigation bar with four links: "I want to find contracts to bid on", "I want to advertise opportunities", "Learn about the New York State Business Registry", and a fourth link with a right-pointing arrow.

Four large, rectangular buttons are arranged in a 2x2 grid. The top-left button is green and says "I want to find contracts to bid on" with a right-pointing arrow. The top-right button is blue and says "I want to advertise opportunities" with a right-pointing arrow. The bottom-left button is brown and says "Learn about the New York State Business Registry" with a right-pointing arrow. The bottom-right button is purple and says "Learn about doing business with New York" with a right-pointing arrow.

[www.nyscr.ny.gov](http://www.nyscr.ny.gov)



**Division of Minority  
and Women's  
Business Development**

# Utilizing the NYS Contract Reporter

- Create a FREE username/password
- Primes/ NYS Agencies & Authorities advertise opportunities on the NYSCR
- Search for Procurement Opportunities
  - Contract size, location, agency, industry, etc.
- Receive customized alerts based on preferences
- Join the NYS Business Registry for FREE



# Little Known Facts About Certification

- Waiver of one year business requirement
  - Case by case- Must request in writing
  - Only applicable to professional license holders with a NYS license
  - <http://www.op.nysed.gov/opsearches.htm>
- Firms with a pending NYS contract as a prime or sub may have the state agency request an expedited review of their application
- Must re-certify every three years
  - If certification lapses, must submit new application



# Avoiding Common Application Pitfalls

- Do not mail documents before submitting your application.
- Scan and label documents according to the document list!
- When uploading electronically- attach the correct documents for each section.
- Sign and notarize where applicable.
- Respond in a timely manner to requests for information/documentation.
- If your business requires a license, submit a copy of the license.



# Additional Assistance

MWBE HELP DESK

212.803.2414 or 855.373.4692  
MWBEcertification@esd.ny.gov