



Cornell University

Cornell Procurement Services NYS MWBE Certification Workshop

June 27, 2014

Thomas Romantic

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Welcome and overview

- Increasing spend with diverse suppliers is important to Cornell
- It is a component of the President's "Toward New Destinations" Strategic Diversity Initiative
- NYS certification is a key element in many state agreements and a requirement to obtain state funding
- Suppliers with NYS certification will likely grow their business with Cornell



Process Expectations

- Today, we will introduce you to two individuals that will assist you in understanding and completing the certification application
- After today, EAP will assist in expediting your application by sponsoring your submission
- Cornell's intent is to help you shorten the overall timeframe to process your certification



Introduction of speakers

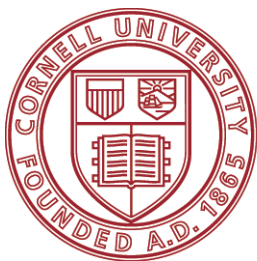
- **Rochelle Layman, Regional Director**
Small Business Development Center (SBDC)
- **Darlene Kanuk, Staff Assistant**
Entrepreneurial Assistance Program (EAP)
SUNY Broome Community College
Continuing Education



**NYS MWBE
Certification
*Streamlined &
Simplified!***

Cornell University Supplier Program

Brought to you in association with:



Cornell University





at Binghamton University

- Twenty-four campus-based centers in NYS
- Regional Offices in Ithaca, Cortland, Norwich, Binghamton and Oneonta
- Specializes in direct one-to-one counseling to small business
- Offers training and instructional programs designed to meet the needs of small business persons
- Provides FREE and CONFIDENTIAL management and technical assistance to start-up and existing small businesses
 - Start-up Information
 - Market Research
 - Business Plan Development
 - Financial Planning
 - Loan Information Assistance
 - Financial Analysis
 - Marketing Plan Development

Program Hand Outs:

1. SBDC Brochure
2. BidLinx Brochure
3. Minority and Woman Business Enterprise Eligibility Criteria
4. New York State Certification Application
5. Personal Net Worth Worksheet
6. Personal Net Worth Definitions
7. Bridge to Success Loan Program
8. EAP Brochure

Topics



**Presentation is
being recorded for
current vendors
located outside of
area.**

- ✓ History
- ✓ NYS MWBE Utilization
- ✓ MWBE Eligibility Requirements
- ✓ Benefits of Certification
- ✓ Application Website & Process
- ✓ EAP Fast Track Program
- ✓ Account Creation
- ✓ Application Instructions
- ✓ Appeal Process
- ✓ Maximize MWBE Certification
- ✓ Marketing Resources
- ✓ Frequently Asked Questions

NYS Law

- NYS Executive Law 15-A – signed into law July 19, 1988
- State Agencies charged with establishing MWBE employment and business participation goals
- Enacted to promote equality of economic opportunity and eradicate barriers that have impeded access by MWBEs to State contracting



The Governor's Mandate



20% MWBE Utilization Statewide

Executive Order No. 8 Removing Barriers to Minority and Women
Business Enterprises' Participation in State Contracting

<http://www.governor.ny.gov/executiveorder/8>

NYS MWBE Team: Initiatives for MWBE Growth

- Increasing utilization of MWBE Firms with the NYS Surety Bond Assistance Program
- Implemented electronic database for certification, monitoring, and reporting
- Ensured accountability with compliance from all State agencies and authorities
- Adopted model RFP and uniform contract language
- Monthly agency/authority meetings

M/WBE Definition

Minority-Owned Business Enterprise (MBE): A business enterprise in which at least fifty-one percent (51%) is owned, operated and controlled by citizens or permanent resident aliens who meet the ethnic definition of minority. *(next slide)*

Women-Owned Business Enterprise (WBE): A business enterprise in which at least fifty-one percent (51%) is owned, operated and controlled by citizens or permanent resident aliens who are women.

Minority Definition

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 Indian or Hispanic origin, regardless of race

Asian-Pacific – Persons having origins from the Far East countries, Southeast Asia or the Pacific Islands

Asian-Indian Subcontinent – Persons having origins from the Indian subcontinent

Native American or Alaskan Native – Persons having origins in any of the original peoples of North America

MWBE Eligibility Requirements



- Ownership interest must be real, substantial and continuing
- Must have and exercise the authority to independently control the business decisions
- Each minority or woman who has an ownership interest must have a **net worth that does not exceed \$3.5 million dollars** (does not include ownership interest in the firm, primary residence, and up to \$500K of present cash value of any qualified retirement savings plan or IRA)
- Firm cannot exceed 300 employees
- Firm must operate independently of other firms
- In operation for at least one year

Required Documents

- Resumes of key personnel
- Bank authorization and/or signatory cards
- Current year-to-date Balance Sheets & Income Statements
- Firm's tax returns for the past 3 years
- Personal tax returns for the past 2 or 3 years
- Personal net worth worksheet and affidavit
- Documented proof of contributions used to acquire ownership
- Minorities - Proof of ethnicity
- Proof of US citizenship
- Proof of your business real estate whether owned/leased
- Any signed 3rd party agreements for equipment, purchase, management or service agreement. Also any employment agreements
- Vehicle registrations for all business used for business
- Any certification, decertification or denial certification documentation
- Relevant licenses, permits or accreditations
- For Sole Proprietorship and partnerships – copy of NYS Vendor Tax Registration
- If there are trade secrets, a written request for exemption from disclosure



Out-of-State Businesses

State of New York



Department of State
Albany

IT IS HEREBY CERTIFIED THAT THE

Domestic (Business) Corporation,

<name>.

was filed in the Department on the 24 day of March, 2018.

Witness my hand and the official seal of the Department of State
at Albany, this 24 day of March, 2018.

Joseph A. Brancatone
Secretary of State

- Should be certified in home state if applicable before application to NYS
- **Must have** a Certificate of Authority to do business in NYS from the Department of State

<http://www.dos.ny.gov/corps/buscorp.html#appauth>

Why Get Certified?



- **Listing in the NYS Directory of Certified Minority and Women-Owned Business Enterprises** used by state agencies and authorities, prime contractors, vendors, municipalities, subcontractors, and the private sector
- NYS's increased utilization goals may assist the growth and development of MWBEs through **increased participation in procurement** activities
- **Access to a variety of loan and bonding programs** as well as programs that provide technical assistance
- <http://www.nyfirst.ny.gov/ResourceCenter/Business/FinancialAssistance/BusinessFinancing.html>

MWBE Application Process

- Complete on-line application
- MWBE Certification looks at documents and notifies you of any missing information
- Analyst performs audit of application and all documents (More information may be requested)
- Interview (phone or on-site)
- Final Determination: Certified, Denied or Rejected
- Process currently taking 3-6 months
- Re-certify every 3 years



<https://ny.newnycontracts.com/Default.asp>



The banner features the New York State seal on the left, the text "NEW YORK STATE Contract System" in large blue and orange letters in the center, and the "The New York Works for Business" logo on the right. Below the text are seven small images: a construction site, a stock market board, a group of people, a laptop with charts, a group of people in business attire, a city street, and a construction site.

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:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

Search for Certified Firms

- MWBE Directory

NYSCS Links

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



NEW YORK STATE Contract System



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System Access Login

Username:

Password:

Login

Search for Certified Firms

- MWBE Directory

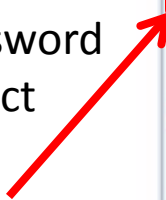
NYSCS Links

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

Current Users:
to lookup your
account or
recertify
Select Account
Lookup** or
Login

**First Time
Users:**

Create a
Username &
&
Password
Select



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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:

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

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

Need Help?

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

Search for Certified Firms

- MWBE Directory

NYS Links

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

Select Option 1
Select Create Account**



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Businesses

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- 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 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

Search for Certified Firms

→ MWBE Directory

NYS CS Links

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

To Create an On-Line Account

Fill in all of the Required Fields

Section 3: Business Contact Information

Main Company Email *

Main Phone * Ext.

Main Fax *

Company Web Site

Company Address *

City *

State/Province * or

Zip Code/Postal Code * or

Country *

Section 4: Company Contact Person

Name *
(first, last name)

Title

Email/Username *

Phone Number * Ext.

Fax Number *

Password requirements

- Password must be at least 8 characters long.
- Password must have at least one lower case letter: a-z
- Password must have at least one upper case letter: A-Z
- Password must have at least one number: 0-9
- Password must have at least one special character: ! @#\$% etc.

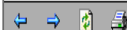
Choose password *

Retype password *

Time Zone *



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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.

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

Select an Option

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

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

[Your firm is NOT currently certified by New York State.](#)

[Your firm is based in New York State and is currently certified as an MBE and/or WBE by one of the entities listed below.](#)

(New York City Small Business Services, New York City School Construction Authority, The Port Authority of New York & New Jersey, New York & New Jersey Minority Supplier Development Council, Inc., The Women's President Educational Organization)

[Your firm is certified as a Disadvantaged Business Enterprise \(DBE\) in the U.S. DOT program from anywhere in the county.](#)

[Your firm is certified as a Federal 8\(a\) Disadvantaged Business with U.S. Small Business Administration.](#)

[Your firm is not certified by any of the New York agencies lists, is not a DBE, and is not Federal 8\(a\) firm!](#)

[» Submit a new MWBE application.](#)

[Return to Certification List](#)

Help & Tools

Need Help?


[Download Part 2 of the user manual](#)

[Sign up for a Training Class](#)

To Begin Your
On-Line Application

Select

Then, Select



Company & Contact Information

Your Email Address

Company Email

Company Type *

Application Auto-Fill *

You can save time by using a previous application to fill in the answers; select an option below:

Use existing account information to auto-fill application

Use New York State New Application

Prior applications with New York State - Relevant previous application data will be copied to the new record.

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

Eligibility Requirements			
Are you certified as a Disadvantaged Business Enterprise (DBE)?		<input type="radio"/> Yes	<input type="radio"/> No
Are you certified as a Federal 8(a) Business?		<input type="radio"/> Yes	<input type="radio"/> 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 Purchasing Council, Inc., The Women's President Educational Organization)?		<input type="radio"/> Yes	<input type="radio"/> No
Is your firm seeking MWBE re-certification or has your certification lapsed?		<input type="radio"/> Yes	<input type="radio"/> No
Is your firm at least 51% owned, operated and controlled by minorities or women?		<input type="radio"/> Yes	<input type="radio"/> No
Does the minority or woman owner exercise the authority to independently control the day to day operations of the business?		<input type="radio"/> Yes	<input type="radio"/> No
Is this firm "publicly owned"?		<input type="radio"/> Yes	<input type="radio"/> No
Is this firm "owned wholly or in part by another company"?		<input type="radio"/> Yes	<input type="radio"/> No
Does this firm employ more than 300 full time equivalent employees?		<input type="radio"/> Yes	<input type="radio"/> No
Does any minority or woman owner, upon which certification is based for this firm have a personal net worth which exceeds \$3.5 million, minus allowable deductions?		<input type="radio"/> Yes	<input type="radio"/> No
Has this firm been operational and active for at least one year?		<input type="radio"/> Yes	<input type="radio"/> No
Is this firm not-for-profit?		<input type="radio"/> Yes	<input type="radio"/> No
Is this firm incorporated in New York State or does this firm have the Authority to do Business in New York State?		<input type="radio"/> Yes	<input type="radio"/> No

Answer All Questions

Continue

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Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	
Current Status	Incomplete
Application Number	
Date for Deletion	6/23/2013 Extend
Contact Person	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 LLC	Process	Incomplete: 0 completed of 6 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 14 mandatory; 0 attached of 16 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

Delete Application

- The On-Line System will track Progress
- Sections do not need to be completed in order
- Ability to download the Application and then transfer Info On-Line

To Submit Application, All Sections MUST be Completed

Save Draft Save & Return Cancel

* required entry

Section Status

Incomplete
- 15 incomplete out of 16 required
- 8 incomplete out of 8 optional

ALWAYS SAVE ENTRIES

The System will Track Progress

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Quick Guide

1.A. This firm is applying for certification as *

Check one or both categories.

Minority Business Enterprise (MBE)

Woman Business Enterprise (WBE)

1.B. Name of applicant firm *

Enter the full legal name of the enterprise. For example, a corporation named ABC Construction, Inc. should be identified as "ABC Construction, Inc.", not as "ABC Construction".

1.C. "Doing Business As" (DBA) Name

Complete if firm does business under an assumed or trade name that is different from its legal name.

1.D. Business Address *

Must represent a physical location; no PO Box allowed.

Address line 1

Address line 2

Address line 3

City

State, Zip, Zip4

1.E. Mailing Address *

Address line 1

Address line 2

Address line 3

City

State, Zip, Zip4

1.F. Business Phone Number *

Ext.

1.G. Alternate Business Number

Ext.

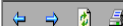
1.H. Fax Number

Example of Section

- Must complete each item
- If required items are left blank, it will be flagged
- If an item is Not Applicable, Enter such in text fields and 999s in numerical fields— do not leave blank



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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 14 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]

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)
Attach Fax	Certification Application Notarization (New Application)	Download	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached
Attach Fax	Department of State registration for all domestic firms	-	-	NOT attached
Attach Fax	Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	Download	Download, print, complete, sign, date, and notarize the provided form.	NOT attached
Attach Fax	Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement	-	Taxes cannot be used for this requirement.	NOT attached
Attach Fax	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
Attach Fax	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

Required Documentation Can Be Attached (uploaded) Directly Into the On-Line Application (Recommended process)

**For those items which require Notarization:
Download the Form, Print-Complete-Sign-Notarize
Scan Document to your PC, then Upload to the Application**

Attach Fax	Operating Agreement and any amendments	-	-	NOT attached
--	--	---	---	--------------

Small Business Development Center Procurement Assistance



State of New York



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Attach (Refresh)	Mark as Not Applicable	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<p>Lock In Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.</p>					
Attach Fax	<input type="checkbox"/>	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	Download	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. Click here to download instructions for filling out the Worksheet.	NOT attached
Attach Fax	<input type="checkbox"/>	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.	NOT attached
Attach Fax	<input type="checkbox"/>	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 decent – 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
Attach Fax	<input type="checkbox"/>	All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Any certification, decertification or denial of certification documentation	-	Out-of-State firms should attach copy of their home state certification, if similar process exists.	NOT attached
Attach Fax	<input type="checkbox"/>	Any employment agreements	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Copy of the New York State Vendor Tax Registration	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	If out-of-state, Certificate of Authority to conduct business in New York State, and any amendments	-	For all out-of-state firms, your firm must have Authority to do Business in New York State before submitting the application for certification.	NOT attached
Attach Fax	<input type="checkbox"/>	Written request for exemption from disclosure regarding trade secrets	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Written request for exemption from public program	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Proof of business activity in the form of	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Addendum for MWBE Certification with M Services	-	-	NOT attached
Attach Fax	<input type="checkbox"/>	Addendum for MWBE Certification with T	-	-	NOT attached
<p>Lock In Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.</p>					

**For those items which are Not Applicable:
Check the Box – then Select “Lock In”**

**All Entries can be Changed or Updated PRIOR
to Submitting Your Application**

Help & Tools Section Offers Several Options

Print hard copy of entries or make a PDF copy

Help & Tools

Support

Training

Printing

[Contact Customer Support](#)

[Training Classes](#)

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Application Type: **New Application**

Application Number:

Application status: **Incomplete**

Application started: **1/26/2016**

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. Not applicable. Furthermore, New York State reserves the right to inspect in person and/or request original documents by mail of any supporting documents.

Each Section offers Self-Help Options

Status

Document List Status	Incomplete: 0 attached of 14 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)
Attach Fax	Certification Application Notarization (New Application)	Download	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached
Attach Fax	Department of State registration for all domestic firms	-	-	NOT attached
Attach Fax	Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	Download	Download, print, complete, sign, date, and notarize the provided form.	NOT attached



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Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	
Current Status	
Application Number	
Date for Deletion	
Contact Person	

Sections and Documentation

Section	Actions	Status
Company Profile		completed of 8 optional
Ownership Information for LLC		completed of 0 optional
Commodities and Services		completed of 9 optional
Business Operations		completed of 0 optional
Company's Assets & Liabilities		completed of 0 optional
Affiliations		completed of 0 optional
Outside Consultants		completed of 0 optional
Other Certifications		completed of 0 optional
Document List		attached of 16 required

**Once All Sections Are Complete,
the Application is Ready for Electronic
Signature and Submittal**

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

[Delete Application](#)



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Loaded on as:

Vendor Profile: Business Information

Business Name: _____

- Main
- General Info**
- Public Profile
- Users
- Commodity Codes
- Contacts
- Employees
- Certifications
- Workforce Composition/EEO
- Questionnaires

Below is your general business information and classification. You can edit any entry. Click **Save Changes** when finished, or click **Return** to cancel any changes.

* required entry

Business Information	
Business Name *	<input type="text"/>
DBA Name	<input type="text"/>
Main Company Email *	<input type="text"/>
Main Phone *	<input type="text"/>
Main Fax *	<input type="text"/>
Main Company Website	<input type="text"/>
DUNS Number	<input type="text"/>
Tax ID Number *	<input type="text"/>
Company Type *	<input type="text"/>
Company Ownership Ethnicity	<input type="text"/>
Company Ownership Gender	<input type="text"/>
County	<input type="text"/>

After Submission, Information Can be Viewed and/or Updated.

Selected Addresses	
Physical *	Main Address: <input type="text"/>
Mailing *	Main Address: <input type="text"/>
Billing *	Main Address: <input type="text"/>
Shipping *	Main Address: <input type="text"/>

All Organization Addresses	
Address Name	
Main Address	<input type="text"/>



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- Hide All

Loaded on as:

Vendor Profile: Public Profile Setup

Business Name
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Public Profile Tab to Enter Information that Potential Customers Would See

As a vendor you can maintain a profile page that other users can view when evaluating

to check the appear

Cancel

* required entry

Business Information

Business Name
Address

Order Information

Enter your order contact information and availability. If you are closed on the weekend, select the Closed checkbox.

Phone *

Ext.

Fax

Email

Hours *

Monday - Friday

Open: 8 00 am Eastern Timezone

Close: 5 00 pm

Saturday

Closed

Open: 8 00 am Eastern Timezone

Close: 1 00 pm

Sunday

Closed

Open: 1 00 am Eastern Timezone

Close: 1 00 am

Additional Information

Customer Service Information

Enter your customer service contact information and availability. If you are closed on the weekend, select the Closed checkbox.

Same as Order Information

Phone

Ext.

Fax

Email

Hours

Monday - Friday

Open: 8 00 am Eastern Timezone



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Vendor Profile: Commodity Codes

Business Name:

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

Listed are commodity and service codes assigned to this business. These codes are unrelated to any other record, including certifications, registrations, and contracts. This list is general in nature and and service codes. To add more commodity or service codes, click [Add Commodity Codes](#).


[Add Commodity Codes](#)

[Delete All Commodity Codes](#)

Assigned Commodity Codes

Type	Code	Description
NAICS	314911	Laundry bags made from purchased woven or knitted materials
NAICS	315999	Apparel findings and trimmings cut and sewn from purchased fabric (except apparel contractors)
NAICS	424990	Textile bags merchant wholesalers
NAICS	493190	Other Warehousing and Storage
NAICS	561439	Document duplicating services (except combined with printing services)
NAICS	56199	All Other Support Services
NAICS	561990	Document shredding services

Commodity Codes are Essential for Contract Notifications



Vendor Profile: Contacts & Owners

Business Name:

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

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

This page details the account preferences for this business.

* required entry

Business Contacts

Select a user for each type of contact.

Main Contact *	<input type="text"/>
Primary Owner *	<input type="text"/>
Sales Contact *	<input type="text"/>
Contracts Contact *	<input type="text"/>
Certifications Contact *	<input type="text"/>
Invoicing Contact *	<input type="text"/>
Prevailing Wage/Certified Payroll Contact *	<input type="text"/>
Insurance/Risk Management Contact *	<input type="text"/>

Contact Info – Business Contacts

Updates can be made as needed



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Vendor Profile: Certifications

Business Name

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Apply for Certification

Current Certifications

No current certifications

Applications

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Received & In Process		New Application	New York State	Started: 2/1/2013 Submitted: 2/25/2013 Received: 2/25/2013		View

Pending/In Process Certifications

Type	Action	Application Date	Organization	Reviewer	Actions
WBE	New	2/25/2013	New York State		

Certification Tab

Application Status and History

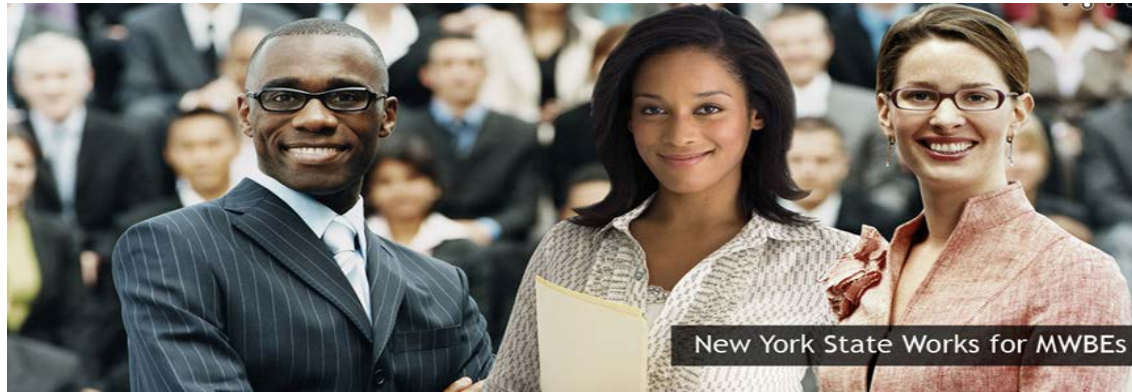
Appeal Process

If denied, the applicant can appeal to an Administrative Law Judge



- Must do so in writing within 30 days of receipt of the denial letter
- Administrative Law Judge schedules and conducts a hearing and then makes a recommendation to the Director
- Director issues a final order
- Article 15-A allows the applicant to pursue an Article 78 proceeding in a court of law if he/she disagrees with the determination.

Current MWBEs Have An Account



To access the already established account:

- Go to ny.newnycontracts.com
- Click on “Account Lookup” on the right hand side of the page
- Search for firm (by company name, Federal ID, contact person, contact information or address)
- Log-in and change your password or click “Username/Password Reminder” and an email will be sent to the email address on file
- Can’t find profile? Submit a “Change Info” or “Request New User” alert from the Account Lookup results

Keep NYS WBE Info Up-to-Date



Review required documentation to update:
<http://www.esd.ny.gov/MWBE/ProfileUpdate.html>

Click "Update Profile" at
<https://ny.newnycontracts.com/Default.asp>

Section	Topics
1	Full Contact Information
2	Business Name Change, DBA Name
3	Capacity: Gross Revenue, Market Area, Employees
4	Ownership Change
5	Business Industry Classification: Adding Commodities
6	Business Industry Classification: Adding Services

Commodity Codes

Identify BOTH ESD and NAICS Commodity Codes



The screenshot displays the 'NEW YORK STATE Contract System' website. At the top, there is a navigation bar with the state seal, the text 'NEW YORK STATE Contract System', and the 'The New NY WORKS for Business' logo. Below the navigation bar are several small images representing various business and construction activities.

The main content area is divided into three columns:

- Governor's M/WBE Program:** Includes links for Press Release, Executive Order, 2011 State of the State MWBE Clip, and 2012 State of the State MWBE Clip.
- Empire State Development:** Includes links for Who We Are and MWBE Division.
- Businesses:** Includes a 'Want to Certify?' section with links for Learn About Certification, Apply for Certification, Recertify, and Update Profile.
- Find NYS Contracting Opportunities:** Includes a link for Bid & Grant Opportunities.

The central section is titled 'NYS M/WBE Directory' and contains a search interface. It includes a description: 'Search the NYS M/WBE Directory of Certified Firms by entering search terms and clicking Search. You must select at least one certification type.' Below this are four search options, each with a text input field and a 'Search' button:

- Search by Business Name or DBA:** Input field for Business Name/DBA. Tip: Try just a few letters of the firm's name.
- Search by Business Description:** Input field for Business Description.
- Search by Commodity Code:** Input field for Commodity Code. A link 'Click to Lookup Commodity Code' is present, with a tooltip that says '(popup window will appear to browse and select from available Commodity Codes)'. A red arrow points to this link.
- Search by Contact Person:** Input fields for Contact Person/Owner, split into First name and Last name. Tip: Use the first letter. Tip: Try just the first few letters.

The right column is titled 'Search for Certified Firms' and includes a link for 'MWBE Directory' and a section for 'NYSCS Links' with links for Home/Login, Contact Us & Support, Password Reminder, Account Lookup, Outreach & Program Notices, and FAQs.

Browsing Commodity Codes

B2Gnow - Google Chrome

https://ny.newnycontracts.com/Common/Codes/CodeLookupBrowse.asp?XID=586&

Select Commodity Codes

CLOSE WINDOW

HELP

Browse the code list clicking **Drill Down** or the the linked code number (available if there are lower tier codes). Click any **Add** link to select a code; when finished, click **Return** to close the window. Click **Search** to search by code number keyword. If multiple code lists are available, you can change the selected list in the drop down list under the search box.

Search Codes

Return

NAICS: North American Industry Classification System

Actions	Code Type	Code	Code Description
Drill Down	Add	NAICS 11	Agriculture, Forestry, Fishing and Hunting (More)
Drill Down	Add	NAICS 21	Mining, Quarrying, and Oil and Gas Extraction (More)
Drill Down	Add	NAICS 22	Utilities (More)
Drill Down	Add	NAICS 23	Construction (More)
Drill Down	Add	NAICS 31	Manufacturing (More)
Drill Down	Add	NAICS 32	Manufacturing (More)
Drill Down	Add	NAICS 33	Manufacturing (More)
Drill Down	Add	NAICS 42	Wholesale Trade (More)
Drill Down	Add	NAICS 44	Retail Trade (More)
Drill Down	Add	NAICS 45	Retail Trade (More)
Drill Down	Add	NAICS 48	Transportation and Warehousing (More)
Drill Down	Add	NAICS 49	Transportation and Warehousing (More)
Drill Down	Add	NAICS 51	Information (More)
Drill Down	Add	NAICS 52	Finance and Insurance (More)
Drill Down	Add	NAICS 53	Real Estate and Rental and Leasing (More)
Drill Down	Add	NAICS 54	Professional, Scientific, and Technical Services (More)
Drill Down	Add	NAICS 55	Management of Companies and Enterprises (More)
Drill Down	Add	NAICS 56	Administrative and Support and Waste Management and Remediation Services (More)
Drill Down	Add	NAICS 61	Educational Services (More)
Drill Down	Add	NAICS 62	Health Care and Social Assistance (More)
Drill Down	Add	NAICS 71	Arts, Entertainment, and Recreation (More)
Drill Down	Add	NAICS 72	Accommodation and Food Services (More)
Drill Down	Add	NAICS 81	Other Services (except Public Administration) (More)
Drill Down	Add	NAICS 92	Public Administration (More)
Drill Down	Add	NAICS 99	Airport Concessions (More)

ESD: New York State ESD Codes

Actions	Code Type	Code	Code Description
Drill Down	Add	ESD A	AGRICULTURE, FORESTRY, AND FISHING
Drill Down	Add	ESD B	MINING
Drill Down	Add	ESD C	CONSTRUCTION
Drill Down	Add	ESD D	MANUFACTURING
Drill Down	Add	ESD E	TRANSPORTATION AND PUBLIC UTILITIES
Drill Down	Add	ESD F	WHOLESALE TRADE
Drill Down	Add	ESD G	RETAIL TRADE
Drill Down	Add	ESD H	FINANCE, INSURANCE, AND REAL ESTATE
Drill Down	Add	ESD I	SERVICES
Drill Down	Add	ESD J	PUBLIC ADMINISTRATION

Top > A (click a higher level code to return to that level)

Actions	Code Type	Code	Code Description
Add	ESD	A-0008	NURSERY STOCK
Add	ESD	A-0250	EROSION PREVENTION
Add	ESD	A-0381	LANDSCAPE ARCHITECTURE
Add	ESD	A-0382	LANDSCAPE CONSULTING
Add	ESD	A-0383	LANDSCAPE SERVICES
Add	ESD	A-0418	BOARDING KENNELS
Add	ESD	A-0685	TREE PRUNING
Add	ESD	A-0686	TREE REMOVAL
Add	ESD	A-0687	TREE SERVICES
Add	ESD	A-0688	TROPICAL PLANTING
Add	ESD	A-0884	PLANTS - INTERIOR DESIGN AND MAINTENANCE
Add	ESD	A-0953	FARMING AND LIVESTOCK
Add	ESD	A-0982	VETERINARY SERVICES
Add	ESD	A-1009	MOWING HIGHWAY CENTER STRIPS AND EDGES
Add	ESD	A-2246	MAPLE SYRUP MANUFACTURER
Add	ESD	A-2373	HORSE FARM
Add	ESD	A-2510	BROKER - NURSERY STOCK
Add	ESD	A-2557	IRRIGATION SYSTEMS

Maximize MWBE Certification



- **Send out a Press Release**
- **Put on all marketing pieces**
- **Contact
MWBE/Purchasing/Diversity/
Procurement Agents at state
entities**
- **MWBE logo is coming**

It's a new era for MWBE participation.

– John Traylor, Chief Procurement Officer; Nov. 2012



NEW YORK STATE MWBE FORUM

New York Works for MWBEs

The Largest Forum on Business Opportunities
WEDNESDAY & THURSDAY • OCTOBER 1 & 2, 2014

EMPIRE STATE PLAZA CONVENTION CENTER / ALBANY, NY



SAVE THE DATE!

WEDNESDAY & THURSDAY • OCTOBER 1 & 2, 2014

REGIONAL NYS MWBE OPPORTUNITIES EXPOS

Between now and the annual NYS MWBE Forum, increase your contract opportunities by visiting one of New York State's Regional MWBE Opportunities Expos. Visit the websites below for more information.

Website Coming Soon

WESTERN NEW YORK

Thursday, April 24

NORTH COUNTRY

Thursday, May 8

MID-HUDSON

Date TBD

Please visit us in the coming weeks for more information on the 2014 NYS MWBE Forum

“E” Book – Guide To Navigating New York State Agency & Authority Business Opportunities

www.nysmwbeforum.org/opportunities



Marketing information about NYS agencies and authorities, their respective missions, and links to upcoming projects

Market to NYS Entities



NYS Directory of Frequently Purchased Products and Services

- Section 2 lists contact information for NYS agencies

<http://www.osc.state.ny.us/reports/fiscal/directorycommodities.pdf>

LinkedIn Group for MWBEs



 M/WBE Forum

Discussions

Members

Promotions

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More...

Examples:

- ***Jacobson is looking for qualified M/WBE subcontractors. You must be union. We are looking for a Glazier Company, Painting Company, and a Carpentry Company (install Doors and Hardware and framing.***
- ***I am helping a friend who is a General Contractor in NJ. He was awarded a job at Homeland Security in NYC and needs WBE/MBE contacts for Plumb, Elect, Mech, Paint and Floor. Thank you, Susan***
- ***11th Annual Queens Small Business & Procurement Expo***
- ***Hi everyone, Just became certified with the New York School Construction Authority to provide Information Technology products and peripherals.***



Contacts

NYS Small Business Development Center

www.nyssbdc.org/binghamton

607-777-4024

www.nyssbdc.org – all New York Center
Contact Information

<http://www.asbdc-us.org/> - locate your
SBDC office across the country

MWBE Certification Unit

MWBEcertification@esd.ny.gov

(212) 803-2414

Empire State Development,

**Division of Minority and Women-
Owned Business Development**

www.esd.ny.gov/mwbe

Albany: (518) 292-5250

Empire State Development,

Entrepreneurial Assistance Program

www.sunybroome.edu/web/www/eap

607-778-5071

**Office of Minority/Women-Owned
Businesses and Community Relations**

New York State Office of General Services

MWBE@ogs.ny.gov

Albany: (518) 486-9284

Questions



Thank You!



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