



**Homeland Security
and Emergency Services**

Grants Program Administration Break-Out Session

November 4, 2019

Finding Certified MWBEs

The screenshot shows the homepage of the New York State Contract Reporter. At the top left is the New York State logo. Navigation links include Services, News, Government, and Local. A central banner displays statistics: 55 opportunities posted today, 269 in the last 7 days, and 930 total available opportunities. The banner also features the site's name, 'The New York State Contract Reporter', its tagline 'NYS' official source of contracting opportunities', and a 'Log In' button with a 'Sign up and register for your free account!' link. Below the banner is a horizontal menu with four items: 'I want to find contracts to bid on', 'I want to advertise opportunities', 'Learn about the New York State Business Registry', and 'Learn about doing business with New York'. At the bottom of the screenshot are four large colored buttons corresponding to these menu items: a green button for 'I want to find contracts to bid on', a blue button for 'I want to advertise opportunities', a brown button for 'Learn about the New York State Business Registry', and a purple button for 'Learn about doing business with New York'.

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

- Make sure your organization is registered
- Advertise contracting/ subcontracting opportunities



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

Finding Certified MWBEs



About
New York State is working harder than ever to make this state the gateway to attract and grow Minority and Women-Owned Business Enterprises (MWBEs).
The New York State Contract System ("NYSCS") enables users to apply for NYS MWBE certification, search for NYS MWBE certified firms, and easily interact with our State agencies and authorities.

MWBE Certification
Apply for NYS MWBE certification or recertification in New York State, or update your vendor profile.

NYS Directory of Certified Firms
Search the NYS MWBE Directory of Certified Firms.

NYS Bid and Grant Opportunities
Find contracting opportunities in New York State.

NYS Program Notices and Trainings
Find and register for upcoming MWBE events, trainings, webinars and program related notices.

MWBE Program Information and Resources
Find additional information and resources through Empire State Development and the Division of Minority and Women's Development (DMWBD).

Account Access
Lookup Vendor accounts or reset user passwords.

System Training
Learn how to fully utilize our system with a live trainer.

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

- ✓ Houses the Directory of over 8,700 Certified MWBEs
- ✓ Can search by...
 - ✓ Business Name
 - ✓ Work Regions
 - ✓ Industry Codes
 - ✓ Geographical location
 - ✓ Business Descriptions
 - ✓ Contact Person



Division of Minority and Women's Business Development

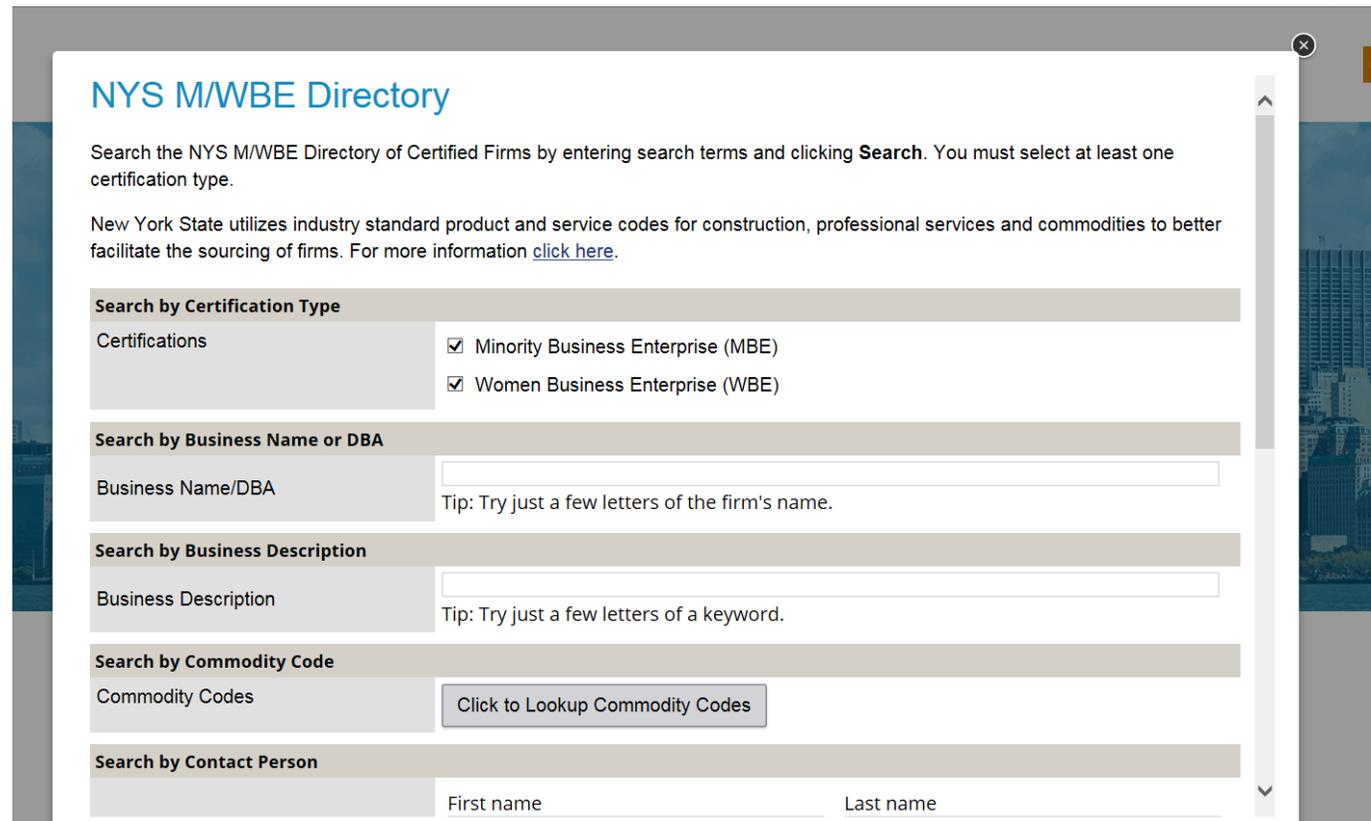
Suggestions On Searching the Directory

- Know and search by industry and commodity codes
- Conduct a search by keywords as a supplement
- Search by “Work Districts/Regions”
- Search by “Location” as a supplement

Minority and Women Owned Business Enterprise Requirements

The NYS Certified MWBE Vendor List can be found at:

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



NYS M/WBE Directory

Search the NYS M/WBE Directory of Certified Firms by entering search terms and clicking **Search**. You must select at least one certification type.

New York State utilizes industry standard product and service codes for construction, professional services and commodities to better facilitate the sourcing of firms. For more information [click here](#).

Search by Certification Type

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

Search by Business Name or DBA

Business Name/DBA
Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description
Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

First name Last name



Minority and Women Owned Business Enterprise Requirements

NYS M/WBE Directory

Search the NYS M/WBE Directory of Certified Firms by entering search terms and clicking **Search**. You must select at least one certification type.

New York State utilizes industry standard product and service codes for construction, professional services and commodities to better facilitate the sourcing of firms. For more information [click here](#).

Search by Certification Type

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

Search by Business Name or DBA

Business Name/DBA
Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description ←
Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

First name Last name

Use the Lookup Commodity Code Link to find vendors that can provide the equipment you are looking to Purchase.

Minority and Women Owned Business Enterprise Requirements

change the selected codeset in the drop down list under the search box. Click **Browse Codes** to view the code set list. When finished, click **Finish** to close this panel.

security

CSI: Construction Specifications Institute Divisions

To sort, click column title.

<u>Actions</u>	<u>Code Type</u>	<u>Code</u>	<u>Code Description</u>
Add	CSI	013553	Security Procedures
Add	CSI	015633	Temporary Security Barriers
Add	CSI	015636	Temporary Security Enclosures
Add	CSI	018633	Electronic Safety and Security Performance Requirements
Add	CSI	050553	Security Metal Fastenings
Add	CSI	083113.53	Security Access Doors and Frames
Add	CSI	083453	Security Doors and Frames
Add	CSI	083456	Security Gates
Add	CSI	084233.13	Security Revolving Door Entrances
Add	CSI	085653	Security Windows
Add	CSI	085656	Security Window Screens
Add	CSI	087153	Security Door Hardware
Add	CSI	088723	Safety and Security Films

In this example we searched security in category CSI: Construction Specifications Institute Divisions



Minority and Women Owned Business Enterprise Requirements

Add	CSI	013553	Security Procedures
Add	CSI	015633	Temporary Security Barriers
Add	CSI	015636	Temporary Security Enclosures
Add	CSI	018633	Electronic Safety and Security Performance Requirements
Add	CSI	050553	Security Metal Fastenings
Add	CSI	083113.53	Security Access Doors and Frames
Add	CSI	083453	Security Doors and Frames
Add	CSI	083456	Security Gates
Add	CSI	084233.13	Security Revolving Door Entrances
Add	CSI	085653	Security Windows
Add	CSI	085656	Security Window Screens
Add	CSI	087153	Security Door Hardware
Add	CSI	088723	Safety and Security Films
Add	CSI	088723.16	Security Films
Add	CSI	088853	Security Glazing
Add	CSI	095753	Security Ceiling Assemblies
Add	CSI	102813.53	Security Toilet Accessories
Add	CSI	104413.53	Security Fire Extinguisher Cabinets
Add	CSI	1086	Security Mirrors and Domes
Add	CSI	108600	Security Mirrors and Domes

Click the Add Button for the categories that match your search.



Minority and Women Owned Business Enterprise Requirements

State

Phone Area Code

Search by Work Districts/Regions

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

Search by Reference

Industry

Business Size

General Location

Location



Click on Search



Minority and Women Owned Business Enterprise Requirements

Vendor	Location	Certification
Mickey Mouse Security	New York, NY	<u>MBE</u>
Donald Duck Enterprises	Syracuse, NY	<u>MBE</u>
Chip and Dale Inc.	YONKERS, NY	<u>MBE</u>
Buzz Lightyear Inc.	Brooklyn, NY	<u>MBE</u>
Minnie Mouse Company	College Point, NY	<u>MBE</u>
Tinkerbell Sales	Long Island City, NY	<u>MBE</u>
Alladin Lighting Supply	Elmont, NY	<u>MBE</u>
Cinderella Shoe Sales	Leroy, NY	<u>WBE</u>
Daisy Duck Cleaning Company	BRONX, NY	<u>MBE</u>
Mr. Incredible LLC	Brooklyn, NY	<u>MBE</u> <u>WBE</u>
Dumbo Trunk Sales	Woodside, NY	<u>MBE</u>

A list of MWBE vendors will be displayed.

Fictitious vendor names are displayed in this example.



Minority and Women Owned Business Enterprise Requirements

Grantees must also submit the following documents:

- DHSES MWBE Utilization Form
- DHSES MWBE EEO Staffing Plan Form A
- DHSES MWBE EEO Staffing Plan Form B (Vendor)
- Reimbursement cannot be made until these forms are submitted

MWBE Forms can be found on DHSES website:

<http://www.dhses.ny.gov/grants/mwbe.cfm>

Minority and Women Owned Business Enterprise Requirements

MWBE Compliance

DHSES requires that all state-funded contracts comply fully with the 30% MWBE goal.

Your MWBE Goal is 30% of your award/contract amount.

Example: $\$50,000 \times 30\% = \$15,000$ MWBE Goal

The amount of your contract that is applied to your MWBE Goal is called the Discretionary Amount. In the example above \$50,000 is your Discretionary Amount.

Some purchases (such as an approved Single/Sole Source purchase) are exempt from MWBE goals and will then reduce your discretionary amount.

Example: $\$50,000 - \$15,200$ (approved sole source) = $\$34,800$ (New Discretionary)

$\$34,800 \times 30\%$ MWBE Goal = $\$10,440$ New MWBE Goal

Minority and Women Owned Business Enterprise Requirements

MWBE Waivers

What happens if I am unable to meet my MWBE goal?

If you are unable to reach your MWBE goal, you will need to request a waiver. A waiver must show **Good Faith Effort** that you tried to reach your MWBE goal.

Information needed in Waiver Request:

- A statement justifying the reason for requesting the waiver
- Dollar amount of the procurement
- A list of the publications your RFP was published in along with the dates published
- A list of all certified MWBE's you solicited for purposes of complying with your MWBE goals
- A list identifying all vendors that submitted proposals, their bid price, who was selected and reason why the vendor was selected
- Describe specific reasons why certified MWBEs were not selected
- A copy of the RFP used to solicit vendors



Minority and Women Owned Business Enterprise Requirements

MWBE Waivers cont.

- If the reason for the MWBE waiver is lack of MWBE's – provide screen shots of your searches on the MWBE website
- If the reason for the MWBE waiver is lack of MWBE response – provide solicitation logs whether it be copies of emails or a spreadsheet of who and how the MWBE's were contacted and their reply or lack thereof. Provide copies of responses made by certified MWBEs to your solicitations when possible.



Minority and Women Owned Business Enterprise Requirements

DHSES MWBE Waiver Form

New York State Division of Homeland Security and Emergency Services
LOCAL ASSISTANCE MWBE WAIVER REQUEST FORM

IMPORTANT: Separate attachments must be included with this form, detailing the basis for a partial or total waiver request. By submitting this document, the grantee (contractor) certifies that the grantee has made a good faith effort to promote MWBE participation pursuant to the MWBE requirements set forth in the grant contract.					
1. Grantee (Contractor) Name:		2. NYS SFS Number :			
1a. Preparer Name/Title: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		3. Federal Identification Number:			
1b. Street Address:		4. Contract Number:		5. Contract Amount:	
1c. City, State, Zip Code:		6. Approved MWBE Goals:			
		MBE % Amount \$		WBE % Amount \$	
7. Type of MWBE Waiver Requested: Full <input type="checkbox"/> Partial <input type="checkbox"/>					
a. MBE Waiver		If partial waiver, please enter the requested revised MBE percentage and amount		% / \$	
b. WBE Waiver		If partial waiver, please enter the requested revised WBE percentage and amount		% / \$	
8. Signature:				Date:	
Telephone Number:			Email Address:		
By signing and submitting this form, the grantee (contractor) certifies that a good faith effort has been made to promote MWBE participation pursuant to the MWBE requirements set forth under the contract. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, and a suspension or termination of the contract.					
Submit to: New York State Division of Homeland Security and /Emergency Services Grant Program Administration (GPA) 1220 Washington Avenue Building 7A,6 th Floor Albany, NY 12242				FOR DHSES USE ONLY	
				REVIEWED BY:	
		DATE:			
		Waiver Granted: YES: __ MBE: __ WBE: __			
		Waiver Denied: __			
		__ Total Waiver __ Partial Waiver			
		__ Conditional (Specific conditions in Comments Section)			
		__ Notice of Deficiency (NOD) Issued NOD Date _____			
Reviewer Comments:					

Instructions for filing out these forms can be found on our website at:

<http://www.dhSES.ny.gov/grants/mwbe/DHSES-GPA-MWBE-Guidance-for-Grantees.pdf>



Homeland Security
and Emergency Services

Minority and Women Owned Business Enterprise Requirements

MWBE Waivers cont.

Waivers Reducing Your Discretionary

As purchases are completed over a multi-year period of performance, you may find that you need to request certain components/purchases of your contract be exempted from MWBE goals. These are referred to as partial waivers reducing your discretionary.

While your MWBE goal of 30% still stays the same, you are asking for this specific purchase to be exempt from MWBE goals.

This waiver, once approved, will reduce your discretionary amount which is the amount of your contract that is applied to your MWBE goal.

Example: \$50,000 contract X 30% MWBE goal = \$15,000 MWBE goal

Partial waiver approved reducing discretionary to \$35,000

\$35,000 x 30% MWBE goal = \$10,500 MWBE goal

You can still attempt to achieve the 30% goal on your original contract amount, but for right now you are asking for this portion of the project to be waived so that you can start working on this project.



Amendment Process

- PRIOR approval required before moving forward
- Amendment requests must be in writing and include:
 - Strong justification for adding/removing items from the budget
 - Information on status of project being removed from the budget i.e. project funded by County/Local funds
 - Snapshot of new budget figures

- **Amendment Request Example:**

We would like to send four members of our hazmat team to a training in Pennsylvania. The training will provide the team with knowledge on proper decontamination techniques. Our original budget had \$10,000 allocated for equipment (portable radios). This purchase came in under budget, leaving us a balance of \$4,000 in cost savings that we would like to use to send our hazmat team to this training.



Training Approval

- **Trainings/Conferences/Out of State Travel**
 - All requests must be submitted and approved PRIOR to attendance and/or travel using the Training/Conference/Out of State Travel Form
 - For travel expenses, you must follow the Federal, State or Local travel policy, whichever is most restrictive, to ensure that grant funds are being used cost effectively

Training - Procurement Guidelines

- **Travel Expenses** - shall be reimbursed at the lesser of the rates set forth in the written travel policy of the subrecipient, the NYS Office of the State Comptroller (OSC) guidelines or United States General Services Administration rates.
- **Documentation** – Travel policies and procedures, travel authorizations, training agenda, sign-in sheets, reimbursement request documents (airline, vehicle rental, hotel, gas, toll & meal receipts, mileage claim forms), credit card statements, check register and cancelled check, DHSES pre-approval for out of state travel.
- **Consultants & Training Schools** – All consultant services must be obtained in a manner that provides fair and open competition. Subrecipients shall retain copies of all solicitations seeking a consultant, written agreements and documentation justifying the cost and selection of the consultant or training school. Any single/sole source procurement requires prior written approval from DHSES.

Sole Source Procurement

In the interest of further enhancing our interoperable communications capabilities, XYZ County requests approval to enter into a non-competitive procurement with ABC vendor for the purchase of portable radios. The cost of this procurement is \$22,527.00 and it will be charged to the FY19 SHSP grant.

XYZ County purchased 31 portable radios from ABC vendor in 2018, and they have assured us that they can provide additional radios that are exactly the same as the previously purchased radios for the same cost. After researching other vendors, we have found that purchasing similar radios from another vendor would cost an additional \$1,859.32. Therefore, it is more cost effective to purchase the new radios from the original vendor.

Purchasing additional radios from the same vendor is in the best interest of XYZ County due to cost savings. Additionally, it is important for all first responders to have the same radio for compatibility reasons. If an individual's radio needs to be sent for repair, that individual can pick up another radio from the department's cache and they will be familiar with the use of that radio.

Thank you for your consideration of this request.

Must include:

- Grant program
- Dollar amount
- Name of vendor
- Brief description of service/equipment
- Uniqueness of service/equipment



Common Observation - Procurement

- **Sole Source**

- Condition – ABC County Emergency Management Office contracted with XYZ Company to conduct a 2-day Hazmat training for the ABC County HazMat Team. The cost for this training was \$11,400. This price includes all instructor fees, travel expenses and course materials for up to 30 students. Included with the documentation reviewed by DHSES was a “Sole Source Justification” letter from the vendor. Also, in the justification space of the County’s purchase request, it is mentioned that the course has been approved by NYS Division of Homeland Security and Emergency Services, however, there was no written pre-approval from DHSES Grants Unit available for our review. A sole source request was subsequently sent to DHSES for approval, but since DHSES does not grant after-the-fact pre-approval, the Grants Unit responded that they would have approved the sole-source request had the County requested such prior to hiring the vendor. Other than the aforementioned, the County provided no written proof from DHSES and therefore is non-compliant with the Contract.

Fiscal Reporting

- **Submit for reimbursement on a quarterly basis**
- **Ensure all fiscal paperwork is completed in its entirety and correct**

Progress Reports

- “Tell your story”
- *No activity this quarter* should rarely be used
- Be sure to check *Final Report* when appropriate



Progress		Project #: EM14-1029-D01 EMPG		Project Status: Executed	
		Participant: Orleans County			
		General		Workplan Outcomes	
Please be sure to complete both tabs of information, General and WorkPlan Outcomes, prior to submitting your report.					
Home Open Save	Reporting Period	July - September			
	Reporting Year	2019			
Submit	Submission Date			Progress Report Status	Unsubmitted
				<input checked="" type="checkbox"/> No Activity this Quarter	<input type="checkbox"/> Final Report
Go to Project Attachment Award Site Review Financial Property Audit	SAR Received Date	<input type="text"/>			
	Grants Funds Spent to Date	\$	<input type="text" value="0.00"/>		
	Date of Last Voucher	<input type="text"/>			
	Total Amount Vouchered	\$	<input type="text" value="0.00"/>		
	Person Submitting Report	<input type="text" value="K. Kelley"/>			
Reports Progress	Comments				
Help Logout	No activity this quarter. We had a heavy response to flooding in our county since July 15 and we have had consistent mitigation and recovery projects that have occurred throughout this quarter. We were unable to engage in grant related work at this time. Work will resume October 1.				
Login ID: kkelley					
4.3.19					
		<input type="button" value="Save"/>	<input type="button" value="Check Spelling"/>		



Participant: Cayuga County

	General	Workplan Outcomes
me pen ve omit	Edit information and press Save.	
to ject hment ard review ncial erty dit	<p>Objective: To enhance regional response teams. (1.1,1.3,1.4,1.6)</p> <p>Task: Purchase allowable CBRNE/Hazmat response equipment. Train appropriate personnel in the proper use of the equipment and place the equipment into service.</p> <p>Outcome Indicator We purchased 4 radios for our Hazmat team. Radios has been received, inventoried, recorded, delivered, and placed in service. An order has been placed for detection equipment and is expected to be received in the next quarter.</p>	
orts ress	Unanticipated Outcome	
elp out		
n ID: lley		
.19	<p>Performance Measure: Identify equipment ordered and received. Provide a brief narrative on the training of personnel and the deployment of equipment. Describe how the project enhanced regional capabilities in the region. Equipment accountability records are properly maintained. Provide explanation if equipment is received but not deployed, and include deployment plans as appropriate.</p> <p>Current Quarter <input type="text" value="0.00"/></p> <p>Prior Quarter <input type="text" value="0.00"/></p> <p>Year To Date <input type="text" value="0.00"/></p>	

	General	Workplan Outcomes
<p>Home Open Save</p>	<p>Edit information and press Save.</p>	
<p>Submit</p>		
<p>Go to Project Attachment Award te Review Financial Property Audit</p>	<p>Objective: Establish/enhance sustainable homeland security training program (1.3, 1.4)</p> <p>Task: Conduct assessment to identify training needs related to homeland security initiatives. Provide authorized training to first responders.</p> <p>Outcome Indicator</p> <p>Sent two hazmat team members and a firefighter to an <u>OFPC</u> /Multi-County Hands on Hazmat spill 2-day training. Training provided helped enhance our <u>CBRNE</u> response capabilities. Also submitted request for October's International Hazmat training and awaiting approval from <u>DHSES</u>.</p>	
<p>Reports Progress</p>	<p>Unanticipated Outcome</p>	
<p>Help Logout</p>		
<p>Login ID: kkelley</p>		
<p>4.3.19</p>	<p>Performance Measure: Training conducted. Provide brief narrative on type of training conducted to include at a minimum the number of personnel trained, the d in the training; roster of attendees maintained on file. Describe how the project enhanced the CBRNE and response team capabilities in the jurisdiction.</p> <p>Current Quarter <input type="text" value="0.00"/></p> <p>Prior Quarter <input type="text" value="0.00"/></p> <p>Year To Date <input type="text" value="0.00"/></p>	

Questions?