

Doing Business with New York City



Becoming A Government Contractor

City of New York

The City of New York buys goods and services between \$13 and \$18 billion annually. From the paper and computers used in agency offices, to the gardening equipment to maintain the parks, to the salt for snow removal. The City purchases services as varied as foster care for children, janitorial services for public facilities, and architects to design new buildings. We hire construction contractors to rehabilitate roadways and bridges, build new facilities to protect the City's drinking water, and improve playgrounds throughout the City.

Registration

To register your firm as a New York City vendor, call (212) 857-1680 or enroll online at <http://www.nyc.gov/html/mocs/html/business/bidderform.shtml> using commodity codes. The City uses National Institute of Government Purchasing (NIGP). A further description of these codes is described below.

NIGP Commodity Codes

- NIGP commodity codes are a listing of over 98,900 codes and sub-codes that categorize everything that the City buys from computer hardware to construction services. The system allows the City to group vendors and procurements by these categories, which allows for ease in solicitations and reporting.
- To ensure that you only receive solicitations for services you provide, you must make sure that the commodity codes you have entered for your company profile are correct.
- Vendors can contact the Vendor Enrollment Center to inquire about codes entered under the company's profile. Codes can be added or deleted upon vendor's request. Call 212-857-1680
- For a complete list of NIGP codes, please follow the link : https://a069-webapps12.nyc.gov/moc/pages/code_list.pdf or go to our Online Directory at www.nyc.gov/buycertified and click on the last tab ("Industry List").

When the Vendor Enrollment Application is complete the vendor will receive a 10 digit Vendor Number. Below are other local agencies and their registration information.

INDEPENDENT AGENCIES	REGISTRATION INFORMATION
Port Authority New York and New Jersey	www.PANYNJ.gov
Health and Hospitals Corporation	www.nyc.gov/cityrecord http://nyc.gov/html/hhc/html/contracting/contracting.shtml (212) 442-3853
Metropolitan Transportation Authority	http://www.mta.info/nyct/procure/nyctproc.htm
NYC Department of Education	http://schools.nyc.gov/Offices/DCP/default.htm
NYC Economic Development Corporation	http://www.nycedc.com/Web/AVAILABLEPROJECTS/AvailableProjects.htm
NYC Housing Authority	www.nyc.gov/nycha (212) 306-6751
NYC School Construction Authority	http://schools.nyc.gov/Offices/SCA/DoingBusiness/default.htm

Contract sizes for New York City

Micro: < \$5,000 - Simple transaction b/w buyer and seller, no formal advertising required

Procurement Method/Considerations:

- Purchases are made at a reasonable price without formal competition
- Opportunities not publicly advertised
- Agencies use P-Cards for much of this purchasing

Small: < \$100,000 - Five + five certified M/WBE vendors (others may be added)

Procurement Method/Considerations:

- Agencies solicit vendors randomly using "5+5" method
- Commodity codes drive the solicitation list
- Awarded to the lowest responsive, responsible vendor
- Opportunities not publicly advertised

Large: > \$100,000 - Publicly advertised according to commodity code

Competitive Sealed Bids (CSB)

- Vendors submit sealed bids based on specifications
- Lowest-priced responsive and responsible vendor is selected
- Used for: goods, construction, and standard services

Competitive Sealed Proposals (CSP)/Request for Proposals (RFP)

- Vendors have expertise, experience, and an approach to meet agency needs
- Technical proposals and pricing are submitted separately
- Used for: human and professional services

Finding Opportunities

Bid Locations

Vendors may also review new solicitations in **The City Record**, the official journal of New York City government. It includes procurement solicitations for all agencies, also available in print or online

<http://www.nyc.gov/nycvendoronline/home.html>

Research of Procurement

- Annual Procurement Indicators 2009 Report –
http://www.nyc.gov/html/mocs/downloads/pdf/procurement_indicators_2009.pdf
- **Procurement rules** are provided by:
 - City of New York – Procurement Policy Board -
www.nyc.gov/html/mocs/ppb/html/rules/rules.shtml

The Government procures in three major categories:

NYC purchases **goods** through the Division of Municipal Supply Service (DCAS-DMSS).

Each agency buys its own **services**—there is no centralized clearinghouse.

Dept. of Design and Construction (DDC), is the primary source of **construction** contracts. Other local sources of construction opportunities:

- PANYNJ: Port Authority of NY/NJ
- SCA: NYC School Construction Authority
- HHC: Health and Hospitals Corporation
- NYCHA: NYC Housing Authority
- HPD: Housing Preservation and Development
- DCAS: Department of Citywide Administrative Services

New York State

New York State agencies purchase commodities, services, and technology to address needs or solve problems in the performance of agency mission. For more information on the state's procurement process and guiding principles, visit the [New York State Procurement Guidelines](#) issued by the New York State Procurement Council.

Order of Purchasing Priority

State agencies undertake procurements through several methods and must follow the following order of precedence when choosing the appropriate procurement vehicle:

First: Preferred source offerings;

Second: Centralized State contracts

Third: Agency or multi-agency established contracts

Fourth: Agency conducts its own procurement, including discretionary spending

For more information on doing business with New York State and further information on the above-referenced procurement methods, visit [A Guide to Understanding the State's Procurement Practices](#), issued by the Office of General Services (OGS) and the Empire State Development Corporation.

Contract Size for Discretionary Spending

Discretionary Threshold < \$50,000

- Agencies can purchase services and commodities without formal competition

Discretionary Threshold < \$200,000

- Agencies have discretionary threshold for SBE or MWBE, changed in new legislation. A reasonable price must be demonstrated

Finding the Right Opportunity

Preferred Source

While it is not possible for any private business to become a Preferred Source, it is possible for a business to partner with a Preferred Source.

There are four Preferred Source organizations in New York State:

1. New York State Department of Correctional Services Division of Industries – Corcraft
2. Industries for the Blind of New York State
3. New York State Industries for the Disabled
4. New York State Office of Mental Health

To identify opportunities to partner, contact the Preferred Source directly for more information.

Centralized State Contracts

The New York State Office of General Services (OGS) is responsible for the state's system of centralized contracts.

To receive automatic e-mail notifications on **bid opportunities**, updates, and other information, register with the [OGS Online Bidder Notification Service](#) following the simple steps below:

Step 1: Identify your two-digit Product and Service Classification

- Select the Product and/or Service Classification areas that fit your business. [Click here](#) to search for your Product and Service Classification (you may use the KEYWORD search to find Classifications that you may wish to select OR view the list of classifications provided).
- Carefully review the Classification list returned by the search to ensure that you select the correct two-digit Classification before you make the actual selections for your Profile in Step 2 below.
- If you need help in identifying the Product and Services Classifications that match your business interests, you may contact Customer Services during normal business hours at (518) 474-6717.

Step 2: Register for Online Vendor Registration for Bidder Notification Service

- Visit the [OGS Online Bidder Notification Service](#) and fill out some basic information about your business including your **e-mail address**: The email address of the business you represent will become the primary identifier for this registration. To ensure e-mail and bid notifications are received, businesses should create a general business e-mail account.
- After you have registered, if you have not received the email confirmation within 24 hours, please contact customer.services@ogs.state.ny.us or call 518-474-6717.

Step 3: Receive e-mail notices from the Bidder Notification Service

- Once your registration is complete and there is a solicitation matching the product and/or service classification codes you selected, then you will receive an announcement via email. Please be sure to follow the instructions contained in the solicitation.

Backdrop Contracts

The New York State Office of General Services (OGS) also establishes backdrop contracts that prequalify vendors for provision of services. *Note: OGS Backdrop Contracts are used for almost all New York City computer and IT purchases.* For more information on backdrop contracts, visit the [New York State Procurement Guidelines](#).

New York State Contract Reporter

The New York State Contract Reporter (NYSCR) is New York State's official publication of procurement activity. It contains notices of upcoming commodity bid openings and bid results from state agencies, public authorities, and public benefit corporations.

It is now **free of charge** for general access online at www.nyscr.org. Sign up for this weekly electronic procurement opportunities newsletter. Ads are searchable, archived, and retrievable.

In addition, NYSCR now offers an e-mail alert bid match system for paid subscribers. For \$79 annually, the NYSCR system will send email alert messages when new solicitations appear in the NYSCR.

New York State Construction Opportunities

Find construction-related opportunities in New York State on the following two official websites:

- [New York State Contract Reporter](#)
- [The Empire State Builder Newsletter](#)

You may also search for construction-related opportunities with the following public authorities:

- [Dormitory Authority of the State of New York \(DASNY\)](#)
- [Metropolitan Transportation Authority \(MTA\)](#)
- [State University Construction Fund](#)

USEFUL LINKS FOR SELLING TO STATE GOVERNMENT

[Seller Information and Bid Opportunities](#)

[Bid Opening Results](#)

[Guide for Small Businesses](#)

[Procurement Guidelines](#)

Becoming A Government Contractor

Federal Government

The world's largest buyer of goods and services is the Federal Government, with purchases totaling more than \$500 billion per year. Federal agencies are required to establish contracting goals, with at least 23 percent of all government buying targeted to small firms.

Registration

In order to do business with federal agencies you must register in CCR. Before you begin your registration, here are **FOUR** key items you will need:

- Taxpayer Identification Number (Fed TIN) or Employer ID Numbers (EIN). [Click Here](#) to request an EIN/TIN from the IRS. For more information visit <http://www.irs.gov/> or call 1-800-829-4933.
- Data Universal Numbering System (DUNS). [Click Here](#) to request a DUNS number from Dun and Bradstreet (D&B).
- Your firm's financial information: your bank's account number and type; ABA routing number; points of contact for the following: Automated Clearing House (ACH), Remittance, and Accounts Receivable.
- Information about your business: gross receipts, number of employees, and appropriate North American Industry Classification System (NAICS) codes. [Click Here](#) for more detail about NAICS.

To register in CCR, go to <http://www.ccr.gov> and click on "Start New Registration."

Get To Know SBA website:

- Take online federal procurement training modules to improve your company's odds to win federal prime and subcontracts at <http://www.sba.gov/contractingopportunities/owners/index.html> - At your own pace, free of charge.

How The Federal Government Buys- General Services Administration (GSA) Schedules:

- General Services Administration (GSA) Schedules are also referred to as Multiple Award Schedules (MAS) and Federal Supply Schedules (FSS)
- Contracts for use by other Government agencies
- GSA establishes long-term government-wide contracts with commercial firms.
- Schedules provide access to over 11 million commercial supplies (products) and services at volume discount pricing.
- Government orders from GSA Schedule contractors or through the [GSA Advantage!®](#) online shopping and ordering system.
- Vendors interested in becoming GSA Schedule contractors should review [Getting on Schedule](#), in order to fully understand the process involved in obtaining a GSA Schedule contract.
<http://www.gsa.gov/portal/content/104465>

How the Federal Government Buys:

- <\$3,000 usually purchased by credit card (micro-purchases – No Small Business set Asides (SBSA))
- >\$3,000 up to \$150,000 must be set-aside (reserved exclusively) for small business. >\$150,000 must consider 8(a), HUBZone, SDVOSB, (soon WOSB and EDWOSB) before SBSA and before “Unrestricted/Full and Open (F&O)” (all businesses large and small may participate)

Finding the Right Opportunity

The [FedBizOpps](#) is the federal government website for business opportunities over \$25,000. Government agencies post information directly to FedBizOpps. Businesses marketing their goods and/or services, can easily search, monitor, and retrieve opportunities solicited by the federal government.

Before you begin, you will need:

- *Data Universal Numbering System (DUNS)*. [Click Here](#) to request a DUNS number from Dun and Bradstreet (D&B)
- Company information
- Personal information

For a demonstration video on how to register step by step, click on [Vendor Registration](#). For an overview of the FBO website, click on [General Overview](#), and to find out how to use search agents, watch lists, and export controlled documents, click on [Advanced Functionality](#).

Please visit <https://www.fbo.gov/> to begin your registration. You can reach the FedBizOpps Help Desk by clicking on help@fbo.gov for more assistance.