



**New York State Division of Military and Naval Affairs  
Office of Budget and Finance  
Accounting Bulletins**

<b>Bulletin Number:</b>	MNBF-PC 139 –B		
<b>Date Issued:</b>	10/5/12	<b>Bulletin issued by:</b>	Maria Gallerie
<b>Bulletin Name:</b>	Minority and Women Owned Business - Obtaining of Quotes		

1. This accounting bulletin is to outline new requirements regarding all state funded and/or processed procurement requests in relation to Minority and Women Owned Business Enterprises (MWBE). This bulletin supersedes Accounting Bulletins MNBF-PC 139-A dated February 22, 2012, B-104 dated August 6, 2010, B-103 dated July 8, 2010 B-89 dated March 3, 2010 and B-88 dated January 11, 2010.

2. As per Executive Order No. 8, dated February 17, 2011, all state agencies must, on an annual basis, purchase 20 percent of its commodities or services from a New York State certified MWBE. The process of reaching the annual goal is cumulative through four quarters of the state fiscal year. Therefore, based on this directive, all certified MWBE's must be solicited before obtaining other quotes. It is mandatory notwithstanding dollar amount that an MWBE be sought prior to submitting a procurement requisition in the Division of the Budget Agency Spending Control Application System (ASCA) and the Statewide Financial System (SFS).

3. The requestor must record in each instance with both ASCA and SFS procurement requests that:

a. A certified MWBE was solicited for quotes and if not, explain why not. For example:

1. Another agency such as OGS will process the actual procurement such as for capital projects, or;
2. The requirement will be advertised in the contract reporter;
3. Or there was no certified MWBE available for that category.

b. If a certified MWBE was found but not selected for the requirement, explain why not. For example:

1. If the certified MWBE did not respond ( it is recommended that as with any vendor a minimum of five days should be given to respond) or;
2. Did not meet the requirements of the request or;
3. The certified MWBE quote was not the lowest cost.

c. A certified MWBE was selected.

4. If the proper information is not indicated on the ASAC or SFS request it will be returned to the requestor. MNBF will not process any request unless it is reflected that a certified MWBE(s) was solicited for a quote and /or selected and if not the appropriate justification. Upon submission, the statewide Strategic Source Team (SST) buy desk may require DMNA to obtain further MWBE quotes and related information. Please keep this in mind in relation to your request process timelines.

5. An emergency is not always considered a justification for non- solicitation of quotes from a certified MWBE vendor. Please refer to the latest version of MNBF PC -142 "Utilization of MWBE Vendors in an Emergency" for guidance.

6. OGS State Contract

MWBE vendors are identified within the State Contract. When a requester is searching the State Contract, available MWBE's must be sought out and solicited for a quote.

7. Geographic Location

When soliciting a certified MWBE the following must apply:

a. If obtaining a service (snow removal, lawn service etc), a certified MWBE must be solicited within a 50 mile radius of the location where the work will be performed.

b. For purchase of a commodity a certified MWBE must be solicited irregardless of geographic location within New York State. It should not be confined to the location where the commodity is to be used.

8. Below is the link that a purchasing requestor can access to obtain a list of certified MWBE's in whatever category and location that may be needed:

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

9. In relation to purchases, it will be incumbent on all program managers to support the agency's and New York State's efforts to reach the 20 percent annual goal.

10. If you should have any questions please contact Maria Gallerie at (518) 786-4962 or your assigned MNBF-PC purchasing agent.