



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

<b>Bulletin Number:</b>	B-104		
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<b>Bulletin Name:</b>	Minority and Women Owned Business (MWBE) Coding Guidance		

1. The following guidance is published to further clarify the proper coding of MWBE solicitation for the purpose of entering whether an MWBE was solicited on Procurement Requests and Division of Budget spending control requests:

- a. MWBE solicited: N/A - To be used for OGS contracts, when a bid is to be advertised in the NYS Contract Reporter, and after the MWBE database is checked as per the instructions in the MNBFA Accounting Bulletin B-103 and there are no vendors who offer the product or service.
- b. MWBE Solicited: Yes - If the MWBE database was checked and the offerors of products and services were contacted to give quotes.
- c. MWBE Solicited: No - Should only be entered for an approved sole source or emergency.

2. As published in the Accounting Bulletin B-103, dated July 2010 and the FPM P-003, dated July 2007, all programs should access the data contained in the Empire State Development's Minority and Women owned Business website <http://www.nylovesmwbe.ny.gov/cf/search.cfm> to search for vendors to provide quotes when products and services are not available through preferred sources.

3. If you have questions, please contact Maria Gallerie at [maria.gallerie@us.army.mil](mailto:maria.gallerie@us.army.mil).