



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

<b>Bulletin Number:</b>	MNBF-PC 139 –A <b>AMENDED BULLETIN</b>		
<b>Date Issued:</b>	2/22/2012	<b>Bulletin issued by:</b>	Maria Gallerie
<b>Bulletin Name:</b>	Minority and Women Owned Business - Obtaining Quotes		

This accounting bulletin is to outline new requirements regarding all state fund procurement requests in relation to Minority and Women Owned Business Enterprises (MWBE).

In accordance with 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. Therefore, based on this directive, beginning immediately, all certified MWBEs must be solicited before obtaining other quotes. It is mandatory that a MWBE quote be sought prior to submitting a procurement request. The requestor must annotate “Yes” or “No” that the selected vendor is a certified MWBE. If the selected vendor is a MWBE, the vendor’s Federal ID number must be noted.

For all purchases, regardless of the dollar amount, it must be annotated on the Procurement Request, Facility Focus Request, or Attachment C that the MWBE database was reviewed for any potential certified MWBEs. If there were certified MWBEs available, but they did not respond, it must be recorded. If there were no MWBEs available for a specific category, it must be annotated, or the request/Attachment C 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, if not, why not.

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

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

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

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