



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

Bulletin Number:	MNBF PC-142		
Date Issued:	3/8/2012	Bulletin issued by:	Robert A. Martin
Bulletin Name:	Utilization of MWBE Vendors in an Emergency		

The purpose of this bulletin is to outline the procedures to be followed by DMNA in relation to emergency purchases and Minority and Women Owned Business Enterprises (MWBE).

As per Executive Order, 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, effective immediately certified MWBE's must be considered in relation to an emergency purchase of commodities and services.

All individuals and departments who have the authority to enact an emergency purchase within DMNA will be required to consider a certified MWBE if available and applicable. If an MWBE is not used, the MWBE Utilization Emergency Purchase Worksheet (attached) must be forwarded to MNBF-PC justifying why there was no MWBE utilized for the task.

Prior to April 1, 2012

The attached worksheet must be submitted along with the Procurement Requisition and back up documentation for each emergency purchase no later than two business days after the emergency.

After April 1, 2012

With the implementation of SFS the emergency purchase will be submitted as a requisition in SFS. All other back up documentation to include the attached worksheet will be submitted no later than two business days after the emergency.

Below is the link that an authorized emergency purchaser 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

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

Attachment:

MWBE Utilization – Emergency Purchase Worksheet

