

City of New York Minority and Women-owned Business Enterprise Program

FY 2009 Compliance Information

(July 1 – June 30, 2009)

Pursuant to New York City Administrative Code § 6-129 (l)(1)

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Introduction

This report, which together with the Agency Procurement Indicators Fiscal Year 2009 (“API”), published by the Mayor’s Office of Contract Services (MOCS), provides all of the information and data required by Local Law 129 (LL 129) for Fiscal Year 2009 (July 1, 2008-June 30, 2009). The report is jointly submitted to Speaker Christine C. Quinn of the City Council by the Director of Mayor’s Office of Contract Services, as City Chief Procurement Officer, and by the Commissioner of the Department of Small Business Services (SBS). The API report contains prime contractor utilization figures for City certified Minority and Women-owned Business Enterprise (M/WBE) in the procurement, industry, gender and ethnicity categories defined by LL129, and comprehensive utilization figures for City-certified subcontractors disaggregated, by categories defined by the law.

With respect to the requirements of § 6-129(1)(2), the report demonstrates that in Fiscal Year 2009 each agency and the City has made substantial progress towards achieving citywide goals established by the law. SBS determines substantial progress as tailored, substantiated and unique initiatives that contribute to:

- Transparency and Outreach: the open and clear sharing of information on procurement practices, goods and services procured and contract availability;
- Accessibility: the enhanced accessibility of contracts to minority and women owned firms and increased ability of those firms to do business with the City;
- Contracts Awarded: the year on year level of M/WBE utilization in LL 129 goal areas

Since the passage of LL 129, SBS has worked aggressively to develop the City’s M/WBE Program through wide-ranging initiatives that provide multiple services to certified companies, purchasing agencies, and prime contractors. In 2005, Mayor Michael R. Bloomberg signed LL 129 to reaffirm the City’s commitment to provide greater incentives for eligible companies to certify and for City agencies to increase utilization of M/WBE vendors. SBS, in collaboration with MOCS, has implemented a comprehensive plan for the statutory ramp up period established by the law which includes Fiscal Years 2007 through 2009. As detailed below, the certified companies benefit by receiving access to capacity building services, networking events, a listing on the the City’s Online Directory of Certified Businesses, technical as well as bidding assistance. In Appendix A, the report details the steps agencies have taken to initiate and ramp up their efforts to comply with the law’s requirements.

It is evident that the efforts of the City are paying off. Contract awards to certified companies have increased each year of the program and interest in the program, as evidenced by new certifications and recertification rate that continues to increase. During the three years that the law has been in effect, certified companies have been awarded over 19,000 prime and subcontracts valued at over \$1.2 billion.

We have accomplished much during this three-year ramp up period, but there is still extensive work to do. We will continue to develop our program to ensure proper long-term scalability and management to meet the needs of our M/WBE firms, City buyers, and prime contractors.

The M/WBE Program

Fiscal Year 2009 saw several enhancements to the M/WBE program. First, SBS established a new Buyer Services unit led by an Assistant Commissioner, and comprised of an account management team for City agencies. The account management team works with agencies to improve their performance in contracting with M/WBEs; provide frequent reporting on M/WBE utilization and compliance with

Local Law 129; engage program staff at the buying agencies to increase awareness of M/WBE companies; and help agencies adopt successful strategies used by other agencies.

On June 15, 2009, SBS and MOCS implemented a recent amendment by the Procurement Policy Board (PPB) to its small purchase rule – an amendment that emphasizes the importance, for these purchases valued at over \$5,000, up to and including \$100,000, of allowing new vendors to compete and win awards. The amended rule is expected to increase opportunities for M/WBEs by requiring agencies to rely upon the randomly drawn bidders (including M/WBEs) from the City’s bidder lists, rather than adding additional firms (typically firms with which the agencies have previously done business) to these solicitations.

In addition, on July 21, 2009, at the Third Annual Citywide Procurement Fair, Mayor Bloomberg announced a new initiative that would provide for more transparency and accountability through the publication of M/WBE progress reports. Agencies will be evaluated in key categories, such as micro purchases, small purchases, and sub-contracts and the information will be made public online.

While implementing these enhancements, SBS has remained focused on the key components of the M/WBE program, specifically:

- Reaching out to eligible companies
- Simplifying and facilitating certification
- Fostering business growth
- Equipping buyers to find certified companies
- Holding agencies accountable

Reaching out to Eligible Companies

During Fiscal Year 2009, SBS certified 611 new M/WBEs and recertified 261 M/WBEs, bringing the number of City-certified companies to 2,200, an increase of 37% over the previous year. With the help of the City Council and other community partners, SBS has been able to reach more companies that are ready, willing and able to do business with the City.

Various community partners, including those funded by City Council, have helped extend the reach of SBS’ certification and outreach efforts. These organizations support the growth of M/WBEs throughout the five boroughs with local outreach and marketing, workshops, networking events, and assistance in certification application preparation and business development. SBS also collaborated with trade associations, industry membership organizations and local chambers of commerce on more than 136 events throughout the fiscal year in order to spread the word about the benefits of certification and identify companies interested in and eligible for certification. Significant sources of referrals for certification also came from agency buyers and prime contractors.

Simplifying and Facilitate Certification

SBS has worked hard to simplify certification without compromising standards. We have streamlined the application, increased the certification period from two to five years and expedited the application process for companies that are already certified with other regional certification entities. These efforts,

combined with the outreach described above, have encouraged more companies to seek opportunities in City procurement.

In addition, SBS is leveraging its own agency-wide resources through its network of NYC Business Solution Centers, located throughout the city, to provide technical support to companies entering the certification process. Earlier this fiscal year, the Centers began offering a new service to companies to help them compile and thoroughly review their business documents before the submission of their applications. This additional service is intended to ensure a higher quality application, making it easier and quicker for submission and agency review.

Fostering Business Growth

As we grow our base of certified companies, we are finding ways to better connect companies with City contracting opportunities. Our Vendor Services unit is improving the collection of information on each of our certified companies. They also direct companies on where to look for opportunities based on what they sell, review the company information that will be posted on our Online Directory, recommend training services, and register companies for targeted e-mail alerts of new opportunities. The service representatives are available to help companies resolve any issues that may arise while performing on City contracts. SBS has been working diligently for both M/WBE vendors and City buyers, to better connect certified companies with contracting opportunities.

SBS' educational services include training courses taught by industry experts and one-on-one guidance on bid preparation. In Fiscal Year 2009, nearly 400 companies attended our regularly scheduled workshops, "Selling to Government", and "I'm Certified, Now What?" *Fundamentals of Construction Management*, a seven course continuing education program attracted 117 participants. In addition, 73 certified firms took advantage of *Breaking New Ground*, our free one-on-one technical assistance service that provides guidance on responding to City contract solicitations, managing projects, and post-bid analysis. SBS and Columbia University also completed the first year of a pilot mentorship program for City-certified minority and women-owned construction companies. The program provided 22 companies a full year of construction management curriculum, the opportunity to bid on designated contracts with Columbia University Facilities, and access to supporting services and events.

SBS continued its efforts to reduce or eliminate barriers to competition. We assisted 25 companies in expediting their payment requests from prime contractors and City agencies. To reduce the need for such interventions, SBS educates M/WBEs on how to properly submit payment requisition paperwork and assists firms with their initial submission.

SBS also helps firms meet performance bond requirements, by educating them on the process for acquiring bonds through a Risk Management course. Additionally, SBS provides individual bond packaging assistance. In Fiscal Year 2009 we worked with and referred 14 companies to a network of sureties and surety agents with whom SBS has established relationships.

Connecting Certified M/WBE's to Opportunities

Throughout the year, SBS hosts invitation-only networking events in collaboration with other City agencies, exclusively for City-certified companies. On July 21, 2009, SBS hosted the Third Annual Citywide Procurement Fair, a full-day conference bringing together M/WBEs and procurement

personnel from City agencies. Partnering with MOCS, SBS convened representatives from certified firms and agency exhibitors for a day of workshops and networking. Mayor Michael Bloomberg and Council Speaker Christine Quinn addressed the audience and both highlighted the City's efforts to support the M/WBE community. This year's fair brought together over 40 City agencies and authorities, prime contractors, public utilities, and over 400 M/WBE attendees. While results from this year's Fair are not yet known, attendees at the Second Annual Citywide Procurement Fair, won over 2,200 contracts, valued at nearly \$15 million in Fiscal Year 2009. Such events provide a forum to make connections and build relationships. Throughout the year, City agencies work with SBS to host exclusive networking events that link M/WBEs with upcoming contracting opportunities within their agencies. Many of these are noted in Appendix A.

In addition to networking events, SBS in collaboration with MOCS, City Council, and City and State transportation agencies, held a half day information session titled, "How to Benefit from Stimulus Funding: Sub-contracting Opportunities through DBE Certification". This event was in direct response to the allocation of over \$5 billion in stimulus funds provided through the American Recovery and Reinvestment Act of 2009 (ARRA) to New York City. The event brought together a variety of speakers to inform City-certified M/WBE firms on how Federal Stimulus funding is being utilized by the City. The presentation included an overview of the allocation of stimulus funds, and the online NYC Stimulus Tracker; a review of the federal Disadvantaged Business Enterprise (DBE) program and how City certified M/WBE firms can qualify; and how businesses can participate in capital projects associated with the stimulus funding. The workshop was attended by 122 representatives from M/WBE businesses, community organizations, and trade associations.

Equipping Buyers to Find Certified Companies

SBS and MOCS held 12 agency training sessions in Fiscal Year 2009 at the City's Procurement Training Institute (PTI), the topics included LL 129 Program Compliance, developing Fiscal Year 2010 M/WBE Utilization Plans, and M/WBE Capacity Building. Agency representatives from Department of Citywide Administrative Services and Department of Environmental Protection also co-facilitated sessions on best practices for micro purchase utilization.

SBS and MOCS also created a new training for M/WBE subcontractor program administration. The session introduced a checklist of agency requirements and a quarterly subcontractor utilization form. To ensure prime contractors are aware of their subcontractor obligations, SBS also continues to offer direct assistance to prime contractors in completing subcontractor utilization plans and identifying qualified M/WBE subcontractors.

In addition, SBS promotes the use of the Online Directory of Certified Businesses to both agency buyers and prime contractors. Early in Fiscal Year 2009, SBS enhanced the Online Directory to include content exclusively geared towards City buyers and prime contractors. Buyers can now learn about upcoming training sessions, request a specialized training session, view profiles of newly certified companies and request assistance from Buyer Services. Account Managers from the Buyer Services Unit can answer specific M/WBE related questions, as well as refer companies to meet agency procurement needs. Since the unit's inception, account managers have provided 722 referrals to 15 agencies, and provided 11 prime contractors with 62 referrals of M/WBE companies.

For agencies that subcontract at high volumes, account managers provide even greater assistance that includes identifying which contracts require subcontracting goals and providing support in monitoring

compliance. Account Managers also work directly with prime contractors at various stages of the procurement process.

Hold Agencies Accountable

The Citywide progress reports to be published this fall will be a further step in promoting accountability in the administration of the program. These reports will provide a comprehensive assessment of agency performance and efforts demonstrated throughout the fiscal year. Account managers play a critical role in helping agencies implement initiatives that will enable them to continue to make substantial progress toward LL 129 goals. These initiatives foster an open and clear sharing of information on procurement practices, the enhanced accessibility of contracts to minority and women-owned firms, and increased M/WBE participation at all contracting levels in city procurement.

With respect to the data required by § 6-129 (l)(1) (xi), in Fiscal Year 2009, over 217 prime contracts with subcontracting goals were awarded. An audit program is underway to determine compliance for five percent of eligible prime contracts and five percent of eligible subcontracts awarded pursuant to these prime contracts. The audit results summary for Fiscal Year 2009 contracts will be included in the next report pursuant to LL 129.

Conclusion

SBS, together with MOCS, developed a comprehensive implementation plan for the ramp up period established by LL 129. The plan has effectively certified more companies; trained City agency procurement staff and prime contractors on all provisions of the law; matched vendors with contract opportunities; provided capacity-building services to certified firms; and released comprehensive baseline data to the agencies and to the public, to ensure accountability. We have made a lot of progress but there is still much more to do. We are committed to work with the City Council to increase our ability to help M/WBE companies win contracts with the City.

APPENDIX A: Steps that agencies have taken to imitate and ramp up their efforts to comply with the requirements of § 6-129 (1)(2)

AGENCY	INITIATIVES
Administration for Children's Services	<ul style="list-style-type: none"> • Increased solicitation of M/WBEs for micro and small purchases • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Added M/WBE to agency forms to ensure consistent outreach to vendors • Coordinated efforts with SBS to encourage eligible vendors already doing business with the agency to certify • Perform audit of FY09 small and micro purchases to assess areas for increased M/WBE utilization • Included M/WBE information in agency-wide E-bulletins, which is distributed to all 7,000 ACS employees • Encouraged certification by mailing letters and M/WBE program brochures to agency vendors • Called vendors already doing business with the agency to inform them about certification and refer them to SBS • Advertised solicitations in Minority-focused periodicals • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair, Celebrating Successful M/WBEs Awards reception, and SBS Goods and Services Networking event
Department for the Aging	<ul style="list-style-type: none"> • Increased solicitation of M/WBEs for small purchases • M/WBE program information given to all unit directors and executive staff • Held meeting with DFTA senior staff to encourage contracting with MWBE vendors • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Continued quarterly reviews of M/WBE Utilization • Continued internal M/WBE tracking system for current and new contractors that may be eligible for certification and encouraged certification • Distributed M/WBE Program brochures with Requests For Proposals • Encouraged all inquirers seeking contract opportunities to register with SBS or partner with an M/WBE • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair • Provided debriefing to an unsuccessful M/WBE bidder • Advertised solicitations in minority publications and notified list of community based organizations
Department of Buildings	<ul style="list-style-type: none"> • Increased solicitation of M/WBEs for micro and small purchases • Staff attended Procurement Training Institute sessions sponsored by the SBS and MOCS • Included M/WBE program language in all solicitations • Encouraged certification, including calling eligible vendors already doing business with the agency • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair and the SBS Goods and Services Networking event • Distributed procurement informational packages for vendors
Department of Citywide Administrative Services	<ul style="list-style-type: none"> • Continued use of new forms to track M/WBE micro purchases (50%+ in awards to M/WBEs) • Continued documentation of M/WBE outreach efforts • Continued compliance tracking and reporting for micro and small purchases by division • Participated in on-going training on LL129 requirements • Provided training to agency programmatic staff on Monitoring Local Law 129 of 2005 and the Subcontracting Requirements • Co-instructed two PTI sessions focused on Best Practices for M/WBE Utilization • Increased solicitation of M/WBEs for small purchases • Referred several companies to SBS for certification - 3 firms completed the process and were certified • Advertised solicitations in minority publications • Hosted M/WBE Workshop and Networking event with buyers from every major unit at DCAS

AGENCY	INITIATIVES
<p>Department of Citywide Administrative Services</p>	<ul style="list-style-type: none"> • Held Pre-bid meetings for all contracts with M/WBE Subcontractor Utilization goals which included an explanation of the program and how to fill out Schedule B • Conducted Pre-award meetings with vendors to discuss M/WBE Subcontractor requirements and held one-on-one and group meetings with M/WBEs • Referred prime contractors to SBS for assistance in locating M/WBE subcontractors. Worked closely with potential M/WBE subcontractors to assist with any issues preventing them from being approved to work on DCAS projects • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair (taught a workshop and sent 6 buyers for the networking session), SBS Celebrating Successful M/WBEs Awards Program, Matchmaker event with US Department of Commerce, Minority Business Development Agency, SBS Goods and Services Networking Event, 7th Annual Queens Business & Procurement Expo, Asian Women in Business Annual Conference, National Association of Women Business Owners Fall event, Bronx Hispanic Chamber of Commerce Minority Business Networking Night, The Technology Sector MWBE Jumpstart Event, SBS' Prime Contractor Networking Event • Participated in workshops to inform M/WBEs about City procurement policies, including 2 sessions of "I'm Certified, Now What?"
<p>Department of Correction</p>	<ul style="list-style-type: none"> • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Conducted staff training and one-on-one meetings on M/WBE initiatives • Increased solicitation of M/WBEs for small and micro purchases • Discussed M/WBE certification and program at every pre-bid and pre-proposal conference • Encouraged vendors already doing business with the agency to certify • Participated in events with targeted outreach to M/WBEs, including the SBS Goods and Services Networking Event and Celebrating Successful M/WBEs Awards reception • Discussed M/WBE requirement at all "kick-off" / post-registration meetings • Reached out to non-responsive M/WBEs with regard to micro and small purchases
<p>Department of Design and Construction</p>	<ul style="list-style-type: none"> • Provided on-going training for agency procurement and other unit personnel • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Increased solicitation of M/WBEs for small purchases • Encouraged vendors already doing business with the agency to certify • Continued posting M/WBE program information and link to SBS info on agency website • Continued posting M/WBE goals for specific projects on website • Participated in workshop to inform M/WBEs about City procurement policies, including one session of I'm Certified, Now What? • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair (taught a workshop), SBS Prime Contractor networking event for M/WBEs, Regional Alliance's Contractor Networking event, Construction Authority, Professional Women in Construction, M/W/DBE Contracting Opportunity Conference sponsored by NYS DOT • Enhanced M/WBE marketing strategies by continuing to post preliminary Pre-Bid results to our website • Enhanced M/WBE marketing strategy while increasing agency transparency by adding the Plan holders List to our website • Instituted Quarterly Meetings with MWBE firms who have submitted bids on agency projects. At these meetings Program Directors and Assistant Commissioners from the Structures Unit are invited to discuss upcoming projects and ACCO staff are invited to discuss what the agency looks for in evaluating bids and proposals
<p>Department of Environmental Protection</p>	<ul style="list-style-type: none"> • Procurement office held bi-monthly M/WBE utilization compliance reviews • Ongoing meetings with field reps and buyers to discuss program issues and aid implementation • Prevailing Wage meetings with Resident Engineers also includes M/WBE program info • Micro and small purchase buyers updated regularly on new M/WBE firms • Discussed LL129 and program goals at pre-bid and pre-award meetings • Increased solicitation of M/WBEs for micro purchases • Increased solicitation of M/WBEs for small purchases • Encouraged prime and sub vendors already doing business with the agency to certify • Encouraged M/WBEs to compete on DEP project opportunities

AGENCY	INITIATIVES
<p>Department of Environmental Protection</p>	<ul style="list-style-type: none"> • Discussed the M/WBE requirements at pre-bid meetings and offered help on LL129 program implementation • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair (taught a workshop), Competitive Edge, Regional Alliance, PWC, Asian Women in Business conference, NYS Federation of Hispanic Chambers of Commerce event, SBS Prime Contractor Networking Event, M/W/DBE Contracting Opportunity Conference • Participated in workshop to inform M/WBEs about City procurement policies, including one session of I'm Certified, Now What? and How to Benefit from Stimulus Funds: Contracting Opportunities through DBE Certification • Continued outreach program to small and micro sellers and engaged in one-on-one meetings with certified firms wanting to do business with the agency
<p>Department of Finance</p>	<ul style="list-style-type: none"> • Increased solicitation of M/WBEs to 15 for small purchases • Encouraged certification by including M/WBE applications in all IFB and RFP books • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair • Encouraged prime contractors to search for and hire M/WBE subcontractors • Stressed agency M/WBE sub contracting goals in all pre-bid or pre-proposal conferences • Trained contracting officers and buyers in LL129 requirements and forms • Instructed approximately half a dozen firms to register as NY M/WBE's • Discussed the goals and legislation requirements with our internal customers • Distributed materials, forms, memos regarding MWBE compliance to Contracts staff
<p>Department of Health and Mental Hygiene</p>	<ul style="list-style-type: none"> • Encouraged certification to minority and women-owned firms that were not certified with city • Reached out to small vendors potentially eligible for certification • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair and IT M/WBE Jumpstart event • Trained Executive Staff in an effort to gain support from the highest level of the agency • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Provided on-going training session on LL129 Implementation and how to use the Online Directory for procurement staff • Trained all agency Core Procurement Liaisons and Contract Managers trained to access the SBS website and mark as favorite • Worked with SBS to generate a lists of certified M/WBEs capable of bidding on various prime and sub contracts • Meet with M/WBEs to determine available products/services • Worked with SBS to implement as many best practice recommendations with agency processes as practical • Implemented compliance reporting • ACCO presents agency goals and accomplishments to Commissioner / Executive staff • Increased solicitation of M/WBEs for small and micro purchases • Continuously monitoring P card Activity for M/WBE usage
<p>Department of Homeless Services</p>	<ul style="list-style-type: none"> • Encouraged vendors already doing business with the agency to certify • Marketed city's M/WBE program by distributing M/WBE program brochures to vendors in agency's bid distribution office • Assisted contractors in identifying certified M/WBEs • Trained prime contractors in M/WBE program requirements and offered assistance on LL129 program at Pre-Bid Conferences • CSB Contract Officers conduct a detail review of M/WBE requirements at applicable Pre-Bid Conferences. Vendors are referred to SBS for training. • M/WBE subcontracting requirements reviewed at all pre-bid conferences for contracts with goals • Co-hosted a networking event for Prime contractors to meet M/WBE subcontractors and hear from program staff about upcoming projects

AGENCY	INITIATIVES
<p>Department of Homeless Services</p>	<ul style="list-style-type: none"> • Participated in events with targeted outreach to M/WBEs, including Annual Citywide Procurement Fair, SBS Goods and Services Networking event, and SBS' Prime Contractor Networking event • Co-hosted a networking event for Prime contractors to meet M/WBE subcontractors and hear from program staff about upcoming projects • At CSB Pre Bid Conferences, a copy of the attendance log is distributed to attendee to facilitate communication between primes and sub contractors • Increased solicitation of M/WBEs for micro and small purchases • Purchasing staff are required to access M/WBE firms for all purchases under \$5,000 including the use of the P-Card • Continued monitoring of program implementation within the agency by M/WBE Task Force, headed by the Deputy Commissioner of the Office of Community Partnerships/M/WBE officer, Assistant Commissioner and agency ACCO, Deputy Counsel of Legal Affairs and staff to implement internal initiatives, monitor agency performance and detail procedural compliance with LL129 • Held a series of internal meetings with program and procurement staff to explain LL129 and its procedural impacts • A procurement agency wide meeting was held in which the importance of complying with the new small purchase procedures was underscored. Smaller meetings are being held to provide more intense trainings • All applicable Pre-Bid and Pre-Proposal Conferences incorporated an extensive review of Utilization Plans
<p>Department of Information Technology and Telecommunications</p>	<ul style="list-style-type: none"> • Encouraged firms already doing business with the agency to get certified • Encouraged State certified M/WBE vendors (from OGS) to become certified with SBS • Utilized the SBS Online Directory to create mailing lists for bids and proposals • Advertised in minority- focused publications • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair (member of the Planning Committee) • Encouraged prime contractors to partner or subcontract with M/WBEs • Engaged in outreach activities to encourage M/WBEs to compete • Held unsuccessful bidder/proposer debriefings with certified M/WBEs • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Increased solicitation of M/WBEs for small purchases • Increased solicitation of M/WBEs for micro purchases • Notified SBS of M/WBE bidders whose prices were double the winning bid for them to provide technical assistance • Joint NYS/NYC M/WBE Jump Start Event – DoITT collaborated with the NYS Office for Technology and the Empire State Development Division of --M/WBE Development, SBS and MOCS to host a network event for M/WBE technology companies and leading technology companies designed to provide the opportunity to broaden their vendor base and partnering. Over 40 major technology companies participated, setting up tables with representatives and informational materials. The event gave over 160 M/WBE technology firms the opportunity to network with leading information technology companies • NYC IT Forum - The New York City Corporate Roundtable, a part of the New York State IT Forum, is expected to launch in Spring 2009. Working together with SBS and the NYS IT Forum, DoITT has secured a discounted membership to the Roundtable for City-certified firms. The Roundtable is a consortium of NYC agencies, small and large technology firms, for the purpose of sharing knowledge and ideas that facilitate public sector progress in technology.
<p>Department of Investigation</p>	<ul style="list-style-type: none"> • Encouraged certification to minority and women-owned firms that were not certified with city • Participated in events with targeted outreach to M/WBEs • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Increased solicitation of M/WBEs for small and micro purchases • Instituted compliance reporting • Performed monthly internal review of small and micro purchases to assure that the agency is on track to meet the goals

AGENCY	INITIATIVES
Department of Juvenile Justice	<ul style="list-style-type: none"> • Encouraged certification to minority and women-owned firms that were not certified with city • Contacted small vendors potentially eligible for certification • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Performed monthly internal review of small and micro purchases to ensure maximum participation by M/WBE firms • Worked closely with certified firm Centro Dental Dominicano to assist with responsibility determination and to allow the agency to award a small purchase contract to the firm in the amount of \$100,000 • Participated in events with targeted outreach to M/WBEs, including Citywide Procurement Fair • Increased solicitation of M/WBEs for small purchases • Bid 100% of eligible micro purchases to M/WBEs • Designate dedicated staff to M/WBE program, including an M/WBE liaison that reports directly to the agency head
Department of Parks and Recreation	<ul style="list-style-type: none"> • Made certification applications available in the area where vendors pick up bid-documents • Encouraged certification to minority and women-owned firms that were not certified with city • Reached out to small vendors potentially eligible for certification • Participated in events with targeted outreach to M/WBEs, including SBS Goods & Services Networking event, Prime Contractor Networking event, Citywide Procurement Fair, Hispanic Business to Business, Celebrating Successful M/WBEs Awards reception, Annual AIA Conference Society of Marketing Profession Services Principal's Breakfast Program held January 14th. The primary focus was "Beyond the Paperwork How to Win Public Agency Projects." EDC, CUNY and Port Authority were also on the panel. • Taught a workshop at the Citywide Procurement Fair • Participated in workshops to inform M/WBEs about City procurement policies, including two sessions of "I'm Certified, Now What" • Awarded 5 M/WBEs Design Excellence Contracts for Architectural and Landscape Architectural Design work with not-to-exceed values of \$4 million each • Increased solicitation of M/WBE firms for Micro purchases • Increased solicitation of M/WBE firms for Small purchases • Work with SBS to identify potential subcontractors and sub-consultants for referral to agency prime bidders/proposers • Conduct quarterly meetings with procurement staff to monitor M/WBE utilization • Staff trained regularly on M/WBE issues
Department of Probation	<ul style="list-style-type: none"> • Increased solicitation of M/WBEs for small purchases • Encouraged vendors already doing business with the agency to certify • Encouraged certification by distributing M/WBE program brochures, calling, and e-mailing vendors • Displayed and distributed SBS pamphlets that explain how MWBE vendors can get certified • Continued use of tracking system to monitor M/WBE utilization for small purchases • Increased monitoring of outreach for micro & small purchases to ensure optimal outreach • Increased solicitation of M/WBEs for small purchases • Screened all micro purchases for M/WBE utilization • Whenever a non-MWBE vendor is selected, staff is required to illustrate that MWBE vendors were solicited. If not, approval for that procurement is denied and staff will either provide evidence to confirm MWBE were solicited or re-solicit vendors • Conduct one on one meeting with vendors to explain the benefits and how to become certified MWBE vendors • Encouraged certification to minority and women-owned firms that were not certified with city • Solicit quotes from MWBE contractors listed on OGS and GSA contracts whenever the items requested by the Program are available on the contract • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Held semi-annual meetings with Bureau Contracting Officers to ensure they have the latest list of qualified M/WBE vendors • Include language in RFP's and solicitations on how MWBE vendors can get certified

AGENCY	INITIATIVES
Department of Sanitation	<ul style="list-style-type: none"> • Transported interested M/WBE sub-contractors to Pre-bid meetings for Marine Transfer Station contracts to network with prime bidders • Distributed list provided by SBS of capable M/WBE subcontractors in the trades identified to be subcontracted by primes on the Marine Transfer projects, each project has an estimated PSR amount of \$150M - 200M • Mailed certified M/WBEs an invitation to bid on all "CSB"'s & "RFP"'s over \$1 million • Shared DSNY collected vendor information with other city agencies, specifically DEP and DCAS • Advertised competitive sealed bid contracts and RFP's in minority publications, including Minority Commerce Weekly • Contacted winning bidders to encourage them to certify and/or work with certified suppliers and subcontractors • Required that all small and micro purchases go through a procedural checklist to be submitted to the ACCO office for tracking • Followed up on contacts from networking events by forwarding their information to buyers across the agency • Participated in events with targeted outreach to M/WBEs, including the SBS Goods and Services networking event, SBS' Prime Contractor Networking Event, Professional Women in Construction, Forum hosted by the Hispanic Chamber of Commerce, US Dept. of Commerce Minority Business Development forum, SBS' Goods & Services Networking Event, SBS' Celebrating Successful M/WBEs Awards Program, IT M/WBE Jumpstart Event, Competitive Edge, Asian Women in Business Procurement Conference, 7th Annual Queens Business & Procurement Expo, and the Citywide Procurement Fair. Participated in the citywide procurement fair planning committee and led a workshop at the fair • Hosted a targeted M/WBE networking event for M/WBE Goods and Services firms • Participated in workshops to inform M/WBEs about City procurement policies, including three sessions of "I'm Certified, Now What" • Continued meeting with M/WBE firms that were contacted via e-mail to invite them to meet the ACCO's office one on one or at various outreach seminars • Encouraged bid follow-up meetings whenever a solicitation received "no bids" from M/WBE vendors to ascertain the reason(s) for no bid, and encourage losing vendors to find out the winning bid • Documented M/WBE "success stories" for SBS • Followed up on non-responsive M/WBEs by forwarding findings to SBS • Informed SBS of situations where an M/WBE who wins a contract fails to deliver • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS and annual internal session sponsored by ACCO office • Increased solicitation of M/WBEs for small and micro purchases • Established open market orders (OMO) based on need for a category of goods not available on requirement contract. M/WBEs selected for OMOs would have demonstrated ability to successfully provide goods
Department of Transportation	<ul style="list-style-type: none"> • Instituted M/WBE compliance tracking, Weekly compliance activity reports are submitted weekly to the Deputy ACCO M/WBE Director and the M/WBE Liaison • Offered Losing Proposer debriefings; we only offer the losing Bidders the Bidders list • Assigned additional staff to administer the M/WBE program; Deputy ACCO to oversee contract compliance issues, including M/WBE program • Hired 3 new staff members; an Associate Investigator, a prevailing wage Investigator and a temporary employee to assist with monitoring M/WBE contracts that have M/WBE goals and attend BID Openings and Cost Negotiation Meetings • Participated in events with targeted outreach to M/WBEs and DBEs including, ACCION Women Business Owners meeting, Asian Women in Business Annual Conference, Citywide Procurement Fair (including teaching a workshop), SBS' Prime Contractor Networking event, Professional Women in Construction, Down State Industry conference at the Jacob Javits Convention Center, IT M/WBE Jumpstart Event, and project-specific events with DBE goals such as the Lincoln Center Development Project

AGENCY	INITIATIVES
Department of Transportation	<ul style="list-style-type: none"> • Co-hosted M/W/DBE Contracting Opportunity Conference with one federal agency, three city agencies and 1 state agency on March 4, 2009 at 26 Federal Plaza where M/WBE's were able to network with prime contractors and DBE certification was encouraged • Participated in workshops to inform M/WBEs about City procurement policies, including "How to Benefit from Stimulus Funds: Contracting Opportunities through DBE Certification" hosted by SBS and City Council • M/WBE program and requirements are discussed at Pre-bid meetings • Encouraged small purchase buyers to reach out to SBS to identify M/WBE vendors • Encouraged DBE vendors to certify with the City as M/WBEs and vice versa, ahead of two large Federally-funded projects for the Brooklyn Bridge (\$508.6M) and the Manhattan Bridge (\$149.4M) • Encouraged firms already doing business with the agency to certify with SBS, these referrals are being tracked as well. Twenty-five (25) referrals in FY09 • Advertised solicitations in minority publications, including the Amsterdam News, Minority Commerce Weekly, and El Diario as well as publishing opportunities on the agency website • Continue to distribute the Vendor's Guide to doing business with the agency at events and agency locations • Held meetings with certified firms wishing to do business with the agency • Awarded over \$100 million dollars in subcontracts required on Federally funded projects with DBE goals to firms that are also certified with the City as M/WBEs • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Increased solicitation of M/WBEs for micro and small purchases • Encourage M/WBE vendors to enroll in the P-Card program and tell them about the benefits of using the P-Card
Department of Youth and Community Development	<ul style="list-style-type: none"> • Encouraged certification by distributing M/WBE program brochures to vendors • Participated in events with targeted outreach to M/WBEs, including Citywide Procurement Fair • Increased solicitation of M/WBEs for small and micro purchases
Financial Information Services Agency	<ul style="list-style-type: none"> • Encouraged certification with vendors already doing business with the agency • Contacted SBS when conducting solicitations to request additional M/WBEs to include • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair and the IT M/WBE Jumpstart Event • Increased solicitation of M/WBEs for small and micro purchases • Encouraged NYS/OGS and GSA vendors that responded to intergovernmental bids to become certified NYC MWBE vendors • Asked incumbent vendors in specific services areas where M/WBEs appear to be underrepresented to provide information about SIC and Commodity codes so we could expand our searches for MWBE candidates prior to issuing new solicitations • Added language to all solicitations encouraging M/WBE vendors to participate, whether subject to goals or not. • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Awarded 49 intergovernmental contracts valued at \$340,915 to NYC Certified M/WBEs
Fire Department	<ul style="list-style-type: none"> • Letters were sent to approximately 30 known M/WBE organizations encouraging links to FDNY website • Promoted subcontracting opportunities to potential contractors and sub contractors at pre-bid conferences and in the bid documents • Created a Guide to Doing Business with the Fire Department for distribution at events and conferences • Participated in events with targeted outreach to M/WBEs, including Citywide Procurement Fair, Asian Women in Business conference, Prime contractor networking event, US Chamber of Commerce M/WBE session, and SBS Goods and Services Networking event • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Staff attended training sessions with SBS and MOCS on LL129 implementation with procurement personnel • Increased solicitations of M/WBEs for small and micro purchases

AGENCY	INITIATIVES
Fire Department	<ul style="list-style-type: none"> • Encouraged certification to minority and women-owned firms that were not certified with city • Use the Online Directory of certified firms to conduct outreach to M/WBEs • Provided one-on-one M/WBE Certification assistance to individual firms • Included language encouraging M/WBEs to bid on all CSBs and RFPs along with required language on solicitations with subcontracting goals • FDNY provides information on its website concerning eligibility for certification and links to the SBS website • Reduced the size and scope of contracts to make them more accessible, geographically split to reduce the size and scope • Approximately 40 procurement staff members receive on-going training at the Agency and through PTI • FDNY conducts regular meetings with all procurement staff members to enhance M/WBE utilization
Housing Preservation and Development	<ul style="list-style-type: none"> • Encouraged certification with firms already doing business with the agency, especially those pre-qualified with the Division of Maintenance • Advertised bid notices in Minority Commerce Weekly for solicitations up to \$1M • Contacted certified firms to inform them about subcontracting opportunities via phone and e-mail • Participated in workshops to inform M/WBEs about City procurement policies • Hosted HPD Workshops for certified firms every other month: Lead Law 101 Certification, Safe Work Practices and Upcoming HPD Opportunities • Promoted HPD's contractor training program at area CUNY colleges to M/WBE and LBE firms • Hosted Contractor Opportunity Fair for M/WBE sub-contractors to network with 6 Construction Management firms under contract to the agency. The event also featured representatives from HPD's Housing Education Services, the U.S. Small Business Administration and the Dept. of Small Business Services • Increased solicitation of M/WBEs for micro and small purchases • Monitored the use of M/WBE subcontractors on Demolition contracts and Construction Management contracts • Participated in 19 events with targeted outreach to M/WBEs, including the SBS' Prime Contractor Networking Event, US Dept. of Commerce MBDA -Procurement 'Matchmaker, Celebrating Successful M/WBEs Awards reception, Regional Alliance of New York's Contractor Networking event, SBS' Goods and Services Networking 'Event, Citywide Procurement Fair (Planning Committee), IT M/WBE Jumpstart Event • Outreach to Small Business Development Centers at CUNY colleges to promote the two Contractor Training Programs held at Medgar Evers College in Brooklyn • Met with bidders on the HPD Demolition panel to explain LL129 and M/WBE participation • Created MWBE website at agency site. Webpage titled: "Opportunities for Small, Local, Minority and Women Owned Firms"
Human Resources Administration	<ul style="list-style-type: none"> • Advertised all formal solicitations in Minority Commerce Weekly • Encouraged vendors already doing business with the agency to get certified • Distributed SBS M/WBE certification applications at pre-bid conferences • Participated in events with targeted outreach to M/WBEs, SBS's Celebrating Successful M/WBEs Award Reception, and SBS Goods and Services -Networking event, the Annual Citywide Procurement Fair, Technology Sector MWBE Jumpstart Event, National Minority Supplier Development Council's conference • Participated in workshops to inform M/WBEs about City procurement policies, including "I'm Certified, Now What" (4 staff members participated) • Increased solicitation of M/WBEs for micro and small purchases • Concerted efforts by MIS unit to solicit M/WBEs for micro-purchase and small purchases • Corporation Counsel directive required employees to solicit M/WBEs for most contracts, and to inform ACCO of results when seeking approval for procurement • Attended Procurement Training Institute sessions sponsored by SBS and MOCS • Created a list of resources including M/WBE directories from other jurisdictions and professional organizations

AGENCY	INITIATIVES
Law Department	<ul style="list-style-type: none"> • Contacted bar associations, including minority and women's bar associations, and medical professional organizations to identify firms for certification and advise them of contracting opportunities • Added M/WBE program information to agency website • Published articles promoting M/WBE program in the New York Law Journal and the New York County Lawyers newsletter • Became a "public partner" of the National Association of Minority & Women Owned Law Firms • Sought help in identifying M/WBE expert witnesses for litigation from the following organizations, Association of Black Psychologist, National Medical Association, American Academy of Orthopedic Surgeons, American Psychiatric Association, and National Hispanic Medical Association • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair, the Hispanic Bar Association's networking event, and New York State Federation of Hispanic Chambers of Commerce event • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Submitted good faith M/WBE utilization plan to SBS agency utilization plan to SBS
NYC Economic Development Corporation	<ul style="list-style-type: none"> • Encouraged certification with vendors already doing business with the agency • Contacted SBS when conducting solicitations to request additional M/WBEs to include • Participated in workshops to inform M/WBEs about City procurement policies, including "How to Benefit from Stimulus Funds: Contracting Opportunities through DBE Certification" hosted by SBS and City Council • Participated in events with targeted outreach to M/WBEs, including the Citywide Procurement Fair, IT M/WBE Jumpstart Event, and Prime Contractor Networking Event • Sponsored match making event with NYC DOT, Dept. Commerce, DDC, DEP, LMCCC for prime contractors and contractors • Completed email blasts throughout the year to certified M/WBEs to join the NYCEDC's Vendors List • In support of upcoming NYCEDC projects, hosted special meetings to inform M/WBE vendors about the potential opportunities • All projects and details, including the M/WBE goals are posted on NYCEDC website • Posted on the website and/or included M/WBE vendor information with bid/project documents • Discussed and provided information about LL129 and the MWBE program at the pre-bid/pre-proposal meetings • Started and maintained M/WBE Task Forces to engage M/WBE community in major projects initiated by NYCEDC like Willets Point • Provided one-on-one M/WBE Certification assistance to individual firms • Provided debriefings to M/WBEs who requested it after unsuccessful bids/proposals • Met with M/WBE firms on one-on-one • Added language to all solicitations encouraging M/WBE vendors to participate, whether subject to goals or not • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Provided monthly LL129 training to NYCEDC staff • Over \$11 million in subcontracts valued over \$1 million awarded to M/WBES
Office of Emergency Management	<ul style="list-style-type: none"> • Participated in events with targeted outreach to M/WBEs, including Citywide Procurement Fair • Increased solicitation of M/WBEs for micro and small purchases
Office of Management and Budget	<ul style="list-style-type: none"> • Encouraged certification to companies that were not currently certified • Participated in events with targeted outreach to M/WBEs, including Citywide Procurement Fair • Increased solicitation of M/WBEs for small and micro purchases • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • In each IFB and RFP, in addition to including a description in Schedule A, added a one page notice in large print that describes the M/WBE program and the requirements thereof

AGENCY	INITIATIVES
Police Department	<ul style="list-style-type: none"> • Increased solicitation of M/WBEs for small and micro purchases • Coordinated with SBS to expand the pool of M/WBEs bidding/winning small purchases • Continued monitoring of micro and small purchases, bidding and awards to certified firms • Encouraged vendors already doing business with the agency to certify • Amended IFB and RFP pick-up forms to ask vendors for M/WBE information • Provided informational material and applications to non-certified M/WBEs • Encouraged certification • Added a one page notice to bid documents announcing the M/WBE program and providing information on the program • Advertised in Minority Commerce Weekly. Discussing advertising possibilities with El Diario (Spanish) and Epoch Times (Chinese) • Participated in events with targeted outreach to M/WBEs including the Goods and Services Networking Event, Annual Citywide Procurement Fair, IT M/WBE Jumpstart event • Participated in workshops to inform M/WBEs about City procurement policies, including "I'm Certified, Now What" and the RFP workshop at the Citywide Procurement Fair • Worked with M/WBEs that requested assistance with the procurement process, including one-on-one sessions • Offered unsuccessful bidders/proposers debriefings • Trained prime contractors about the program and instructed them on subcontracting goals at all pre-bid and pre-proposal conferences • Continued disseminating an agency brochure describing the contracting opportunities at the NYPD and how to go about identifying opportunities with the Department • Established of a NYPD Vendor Assessment Committee to help direct interested vendors to the best liaisons for contract opportunities for the goods/services they provide • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS
Small Business Services	<ul style="list-style-type: none"> • Encouraged vendors already doing business with the agency to certify, including inviting SBS staff to attend vendor meetings to provide certification applications and instructions • Procurement staff notified vendors of expiration of M/WBE status and encouraged recertification • Encouraged Requirements contract holders to subcontract agency work to a certified M/WBE, specifically with design and printing through Vanguard • Participated in events with targeted outreach to M/WBEs, including Procurement Matchmaker event, NYS Federation of Hispanic Chambers of Commerce Expo, Celebrating Successful M/WBEs Awards reception, Competitive Edge Conference, Women's Leadership Exchange Conference, SBS Goods & Services Networking Event, and the Citywide Procurement Fair • Participated in workshops to inform M/WBEs about City procurement policies, including one session of "I'm Certified, Now What" • Met with M/WBEs to inform them of procurement policies • Held unsuccessful-bidder/proposer debriefing sessions • Staff attended Procurement Training Institute sessions sponsored by SBS and MOCS • Increased solicitation of M/WBEs for small purchases to include at least 5 additional M/WBEs • Informed SBS of vendors who had incorrect/invalid contact information in Vendor Source and could not be contacted to receive notice of request for bid • Awarded 3 contracts valued at \$4.9 million to certified M/WBEs outside the purview of LL129 goals (Human Services industry) • Increased transparency of procurement practices and accessibility of contract opportunities by posting solicitations on agency website • Disallowed the addition of "suggested" vendors to Small Purchase solicitations, other than certified firms, in January 2009 to encourage increased competition from M/WBEs on Small Purchases