



## Minority and Women Owned Business Program

**(866) 946-9733**  
**www.opwdd.ny.gov**



### OPWDD is open for business

At OPWDD, our motto is “putting people first”. With that in mind, we are committed to providing a variety of residential supports and services for people with developmental disabilities.

The range of these services are varied, which includes 37,048 Residential Services, 73,482 Family Support Services and 44,500 Clinical Services through both State and not-for-profit providers.

Every year, we contract and purchase a wide variety of goods and services from businesses both large and small. In doing so, we are firmly committed to ensuring that the agency take affirmative measures to effectively implement a meaningful Minority and Women Owned Business Program within OPWDD which results in tangible and measurable improvements in the amount of business that we and our contractors do with MWBEs.

Our success will improve services to disabled individuals by expanding both the number and diversity of vendors and suppliers that assist us in accomplishing our overall mission, help to redress inequities in State procurement processes and contribute to economic development by supporting local businesses and keeping State tax dollars in the community – outcomes fully consistent with our agency mission of "putting people first".

*Laurie A. Kelley*

Laurie A. Kelley, Acting Commissioner

### Who Qualifies as a MWBE?

- At least 51% owned by one or more minority group members;
- At least 51% owned by U.S. Citizen who are women;
- An enterprise in which minority and/or women ownership interest is real, substantial and continuing;
- An enterprise in which minority and/or women has and exercises the authority to control and operate, independently, the day-to-day business decisions of the enterprise; and
- An enterprise authorized to do business in NYS and which is independently owned and operated.

Please visit New York State Empire State Development's website if you would like to start the certification process.  
<http://www.esd.ny.gov/MWBE/Certification.html>



## How Do We Send Out Requests for Solicitations?

Once we have processed your application and you have been added to our Bidder's Mailing List, we will enter your company's name in our computer database. We will make a separate entry for each kind of product or service you sell. (For example, if you company sells electronic parts, telephone equipment, and radio equipment, you will be added to our vendor list in all three procurement categories)

OPWDD's procurement staff also does a thorough search of ESDC's MWBE Certification Database to obtain prospective vendors for inclusion in our solicitations as well.

Then when OPWDD needs one of the products or services you provide, you will automatically receive a request to submit a proposal or quote.

When you receive a request to bid from OPWDD, simply fill out the quotation form provided to you and return it to us by the day and time it is due (this will be clearly printed on the solicitation).

## How do I Get Started?

- Pursue MWBE certification status.
- Keep abreast of MWBE opportunities within state agencies by subscribing to the New York State Contract Reporter at <http://www.nyscr.org/Public/Index.aspx>.
- Make an appointment and visit with the MWBE Unit or the Business Offices within the Region you serve.
- Obtain a list of all NYS Agencies MWBE Program Managers from NYS DED, make an appointment and visit them.
- Attend Pre-Bid Conferences to market your company as a potential subcontractor.
- Provide your best price.
- Know our system and respond timely to procurement requests.

- Join MWBE Associations and Advocacy Groups to remain current on legislation affecting your industry.
- Attach completed signed MWBE Compliance Guidelines & Forms with every Bid/RFP greater than \$25,000.

## What are our MWBE Goal Amounts?

OPWDD's overall Agency Goals vary annually, with a commitment to increase our participation levels from one year to the next.

We also have contract specific goals that are based upon the "2010 NYS Disparity Study".

## Products and Services we buy...

Appliance Sales and Repair  
Auto Repair Shops & Towing  
Chimney Cleaning  
Elevator Maintenance & Repair  
Fire & Smoke Alarm Monitoring & Maintenance  
Fire Sprinkler System Inspections  
Generators  
Gutter Cleaning  
HVAC(AC/Furnace/HW Heater Inspections & Maintenance)  
Janitorial Service  
Landscaping Services  
Laundry & Linen Service  
Medical Supplies  
Nursing Services (RN, LPN & Hospital Sitter)  
Patio Furniture & Picnic Tables  
Pest Control  
Plumbing Repair Services  
Recycling Services—Bulbs, Batteries, etc.  
Residential Refuse Removal & Recycling  
Residential Swimming Pool Maintenance  
Snow Removal Services  
Special Needs Clothing  
Telephone Answering Service  
Vending Machine Service (beverage & snack)

...and much more

## Are You On Our M/WBE Bidder's List? OPWDD's Regional Offices

### Region 1

**585-461-8500**

(Counties: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates)

**716-517-2000**

(Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans)

### Region 2

**607-770-0211**

(Counties: Broome, Chenango, Delaware, Otsego, Tioga, Tompkins)

**315-473-5050**

(Counties: Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga, Otsego)

**518-359-3397**

(Counties: Clinton, Essex, Franklin, Hamilton, Jefferson, St. Lawrence)

### Region 3

**518-370-7429**

(Counties: Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington)

**845-947-6100**

(Counties: Orange, Rockland, Sullivan, Westchester)

**845-473-5050**

(Counties: Columbia, Dutchess, Greene, Putnam, Ulster)

### Region 4

**718-217-4242**

(County: Queens)

**718-642-6000, 718-642-6053/6054**

(County: Kings)

**646-766-3466**

(County: New York)

**718-430-0700**

(County: Bronx)

**718-983-5200**

(County: Richmond)

### Region 5

**631-434-6100**

(Counties: Nassau, Suffolk)

