



Selling to the Government

So you think you want to do business with the city, state or federal government? Learning about how the government procurement process works and how to navigate it can be daunting. Procurement counselors with the **NYC Department of Small Business Services (SBS)** can answer preliminary questions and assist you with:

- Registering for government procurement at the Vendor Enrollment Center
 - Finding notices for procurement opportunities
 - Accessing resources for technical assistance, financing, insurance, etc.
 - Preparing bids in certain specialty industries
 - Learning about special events and vendor fairs
-

Should I even try to do business with the government?

Certain types of businesses are better positioned to sell to the government simply because they sell items that government buyers want to purchase. These businesses include manufacturers, regional and wholesale distributors, and factory authorized service outlets and dealers. Other types of businesses are less likely to successfully win bids, including factory authorized dealers, retail stores, home product manufacturers or distributors, catalogue houses, manufacturer representatives and brokers.

To determine if you should seek to do business with government, ask yourself the following questions:

- Are there government agencies that buy my products or services? Which ones?
 - Which products and what size bid should I compete for?
 - Do I have the staff, equipment and financing to submit a competitive bid and deliver the product/service in accordance with the time and quality specifications?
 - Do I have the marketing and business infrastructure to pursue the government procurement process?
-

Your first step is to register

You need to register in the City's central Vendor Source database. You can sign up online at www.nyc.gov/html/moc/html/bidderform.html or find the link entitled "Sign up for NYC's Bidder's List" at www.nyc.gov/selltonyc. This application will give over 80 City agencies access to information about your business. If you don't have Internet access, call the Vendor Enrollment Center at (212) 857-1680 to get information and an application. There is no fee for registering.

Small businesses should identify themselves on the Vendor Enrollment Registration

If you are a business with annual revenues below \$3 million, be sure to complete Step 7 (which is optional) to be registered in the small vendor pool.

Learn where to find notices for procurement opportunities

The first stop is: www.nyc.gov/selltonyc This is the city's website where many of your questions about vending will be answered, such as the difference between small and large purchases, the types of goods and services being bought, and current procurement opportunities. Contract announcements are listed under the link "*How to Find Out about Up-coming Procurements*". The *City Record*, the Official Journal of the City of New York lists contracting opportunities, notices of hearings, solicitations, sales of surplus and agency rule changes. It is accessible online at www.nyc.gov/cityrecord

Wholesale purchases by the City require a separate application

The Department of Citywide Administrative Services (DCAS) is the City's wholesale buyer for such items as supplies and equipment. New suppliers should inquire first at DCAS' Vendor Relations Unit, which is located in the Municipal Building at 1 Centre Street on the 18th floor in Manhattan. Their number is (212) 669-8562. Vendors may call, email, write, walk in or visit the City Online directory at www.nyc.gov/cityrecord Office hours are 9:00 a.m. to 5:00 p.m.

Independent (non-Mayoral) agencies must also be contacted separately as they conduct their own procurement activities and offer other opportunities:

New York State

<http://www.ogs.state.ny.us>

Department of Education, Office of Purchasing

<http://www.nycenet.edu/opm>

MTA; New York City Transit Authority

<http://www.mta.info/nyct/procure/index.html>

Health & Hospitals Corporation

<http://www.ci.nyc.ny.us/html/hhc/html/about/html>

Federal Government

<http://www.fedbizopps.gov>

New York City Housing Authority

<http://www.ci.nyc.ny.us/html/nycha/html/bids.html>

Port Authority of New York & New Jersey

<http://www.panynj.gov>

NYC Department of Design & Construction

<http://www.nyc.gov/html/ddc/home.html>

Reach out for assistance. Call SBS at 212- 618-8845 to:

- Get on SBS' mailing list.
 - Sign up for SBS' monthly class on procurement. Seminars for new and experienced government vendors are conducted the first Tuesday of each month from 10:00 to 1:00 PM at the NYC Department of Small Business Services. Seminars cover the basic government contracting issues and answers.
 - Come in and meet with a procurement counselor who will work with you to assess next steps in developing your business and assist you in preparing bid requests.
 - Ask about the services SBS provides including certification as a minority or women-owned business, assistance in cutting red tape with other City agencies, business incentives, etc.
 - Let SBS direct you to an organization in our extensive referral network for training or networking opportunities.
-

Procurement Technical Assistance Centers (PTACs)

PTACs are federally funded, locally based centers that can provide a wide range of procurement contract assistance. New York City has three centers:

Manhattan

NYC SBS
(212) 513-6444
bizhelp@sbs.nyc.gov

Bronx

SOBRO
Miriam Johnson
(718) 292-3113
mjohnson@sobro.org

Queens

La Guardia Community College
Edgar Hernandez
(718) 482-5289
ehernandez@lagcc.cuny.edu