



Department of
Design and
Construction

nyc.gov/ddc

DDC's Mentoring Program

Learn how your M/WBE
or small business can
work with us to build a
better NYC.



DDC's Mentoring Program prepares qualified M/WBEs and small businesses to successfully work with us.

Participating businesses are mentored by industry experts and have the exclusive opportunity to bid on specially designated contracts valued at up to \$1.5 million. Program participants receive customized business assessments, business growth planning, industry training, and experience with City of New York construction projects.

Current Eligibility Requirements

To be eligible, a firm must:

Be a construction firm

Be an M/WBE certified by NYC Department of Small Business Services (SBS) or a qualified small business*

Have average annual gross revenue between \$150,000 and \$2.5 million during the last three calendar years

Have at least two references valued at \$25,000 individually for each trade of its prequalification request, and

Be in business for one (1) year or more.

Construction businesses specializing in the following trade areas are encouraged to apply

Concrete

Electrical

General Contracting

Heating, Ventilation, and Air Conditioning (HVAC)

Mechanical

Plumbing

Please note that the preliminary eligibility requirements are subject to change.

** A qualified small business is an independently owned and operated non-M/WBE with average annual gross revenue between \$150,000 and \$500,000 during the last three calendar years.)*

Please note the anticipated trade areas are subject to change depending on the project types designated to the Mentoring Program.



Partnership with the Department of Small Business Services (SBS)

DDC's partnership with SBS's Division of Economic and Financial Opportunity (DEFO) provides Mentoring Program participants access to:

SBS staff with extensive experience designing and delivering technical assistance programs

Capital opportunities via SBS's capital growth programs (i.e. Contract Financing Loan Fund and the Bond Readiness Program)

SBS's workforce development expertise and programs (i.e. Customized Training Grant Program) to support businesses' administrative capacity

To learn more about SBS's DEFO division and program offerings, please visit nyc.gov/sbs



Program Benefits

DDC's Mentoring Program is designed to meet businesses where they are and help them grow. The overarching goal is to increase M/WBEs and small businesses' financial capacity and prepare them to compete for open market contracts. Businesses accepted to the program will receive:

Expertise of construction industry experts

Tailored business management and growth planning support

Project-specific assistance

Access to a network of construction businesses and exclusive networking events

Trainings and resources to improve their ability to successfully work with City agencies

Exclusive opportunities to bid on specially designated construction projects valued at up to \$1.5 million

Eligibility to enroll in the Graduate Mentoring Program and compete for projects valued at up to \$3 million

How to Enroll

Businesses interested in DDC's Mentoring Program should register for DDC Anywhere (<https://ddcanywhere.nyc>) as a "Bidder/Proposer/Mentor," click on the Mentoring Access Portal (MAP) icon and complete the Eligibility Screening Questionnaire to determine if they meet the preliminary qualifications. Upon completion and preliminary qualification approval, businesses will receive access to the Mentoring Program application. Complete the application forms and upload supporting documents. Please take your time filling out the application for accuracy and completeness. Also, sign up and file disclosures in PASSPort!

Please note that DDC cannot complete the application review until a vendor has completed PASSPort enrollment. For assistance with PASSPort enrollment, please complete the MOCS Inquiry Submission Form located on their website at nyc.gov/mocs.

Enrollment Process



Firms deemed ineligible for the Mentoring Program can apply again one year from the date of their first attempt.

Additional Business Development Programs and Initiatives



M/WBE Pre-qualified List (PQLs)

M/WBEs specializing in General Construction should apply for our M/WBE Pre-qualified List (PQL). The M/WBE PQL will solicit bids for selected projects ranging from \$500,000 – \$3,000,000. Prospective firms must first pre-qualify for open PQLs. M/WBEs successfully pre-qualified as a result of the RFQ process will be invited to bid on these projects.

NYC Construction Mentorship Program – Pedestrian Ramps

DDC, SBS, and the NYC Department of Transportation (DOT) will soon launch a program to prepare M/WBEs to effectively compete and deliver on:

Sidewalk pavement, rehabilitation, and reconstruction projects

Pedestrian ramp upgrade and modification projects

Green infrastructure projects: street and sidewalks

Sidewalk or right of way bioswales projects

Porous pavement installation and maintenance projects

Updates will be posted to our website: nyc.gov/ddc



Theater in the Park, Queens

Ready to get Certified?

If you are interested in getting your M/WBE certification and/or want to learn more about the benefits of becoming certified, please visit SBS's website at nyc.gov/sbs

DDC is committed to building the prosperity of Minority and Women-Owned Business Enterprises (M/WBEs) and small businesses

Our programs and initiatives provide access to guidance, one-on-one assistance, and information. Through DDC's Office of Diversity and Industry Relations, the agency develops, implements, and monitors policies and procedures to promote compliance with local law and build the prosperity of M/WBEs. We aim to create an equitable and competitive business environment while ensuring the agency's procurement reflects the diversity of New York City.

Questions?

If you have questions about the Mentoring Program, please email us at: businessdevelopment@ddc.nyc.gov.

Join our Mailing List

To be notified on program updates and enrollment, you can join our mailing list by visiting nyc.gov/ddc/mentoring-program

The NYC Department of Design and Construction (DDC) is the City's chief construction manager, providing professional project management and world-class design services to more than 20 City agencies and non-profit organizations that receive City funding. The agency builds infrastructure such as water mains, sewers, and public plazas, and public buildings such as libraries and firehouses.



Diversity Plaza, Queens