

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) FREQUENTLY ASKED QUESTIONS

Preparing Your Company to Do Business with DDC

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DDC Mentor Program

1. What is the DDC Mentor Program?

Preparing Your Company to Do Business with DDC

Doing Business with DDC

1. What is “DDC Anywhere?”

[DDC Anywhere](#) is a central resource for providing information and tools that help us engage with the communities and agencies we serve. Through DDC Anywhere, we can collaborate with sponsor agencies and partner companies that share in the design, construction and renovation of civic facilities and surrounding infrastructure.

2. How does DDC solicit procurement for services?

DDC procures services in three ways: (1) [Bid Solicitation](#): Construction Services are generally procured through a Competitive Sealed Bid (CSB) process; (2) [Requests for Proposals \(RFP\)](#): Professional Services are procured through RFPs; and (3) [Requests for Qualifications \(RFQs\)](#) that are used in some instances for construction services. To review our current opportunities, please click on one of the three procurement methods.

3. Is it beneficial to be placed on a Pre-qualified List (PQL)?

Yes. Pre-Qualified Lists (PQLs) allow an agency to evaluate vendors for the provision of particular categories of goods, services, construction or construction-related services (including subcategories based on expertise, size, dollar size project, or other factors determined by the Agency Chief Contracting Officer) before issuing a solicitation for a specific contract.

You can apply to be on a PQL by responding to the Request for Qualifications (RFQs) found [here](#). Simply click on the listing, enter the requested data, and the application will download.

4. How can I obtain bid documents?

You can download DDC’s current bid documents from our webpage for free [here](#). Hard copies of the bid documents can be purchased from our office (30-30 Thomson Avenue, Long Island City, NY 11101) with **ONLY** a [\\$35 certified company check or money order](#). DDC’s sale window is open Monday to Friday from 8:30 AM to 4:00 PM. Questions may be sent to csb_projectinquiries@ddc.nyc.gov.

5. How can I determine which construction companies have been awarded DDC contracts?

All recently awarded construction contracts are listed on our “[Contracts](#)” webpage. When you arrive to our webpage, click on the linked titled “[Awarded Construction Contracts](#).” If you would like to learn who won a

specific contract no longer listed on our webpage, you will need to submit a Freedom of Information Law (FOIL) request to DDC. Click [here](#) for more information.

6. Does DDC offer subcontracting opportunities?

No. DDC has a contractual relationship with the prime vendors. The prime vendor and the subcontractor have a separate contractual relationship.

Ways to connect with prime vendors:

1. Once a contract is awarded, vendors can reach out directly to the awarded contractor/consultant with a list of services they provide to see if the prime vendor would be interested in utilizing them as a subcontractor/subconsultant.
2. Rather than waiting until the contract is awarded, the vendor can contact potential prime contractors/consultants for subcontracting opportunities before the Bid/RFP due date. Under the open Bid/RFP tab, vendors can review the “Plan Holders” list and see which firms have obtained a copy of the Bid/RFP and that might be interested in submitting a bid/proposal to DDC. Although the list includes everyone that has downloaded a copy of the Bid/RFP (potential primes, subconsultants, data reporting companies, etc.), vendors can usually identify the large firms that have shown interest in the Bid/RFP.
3. Attend DDC and other City agency networking events.

7. Must my company enter into a Public Labor Agreement (PLA) if I am awarded a DDC contract?

For information about Public Labor Agreements and their applicability to DDC projects, please visit the Mayor’s Office of Contract Services (MOCS) Project Labor Agreements [webpage](#).

8. Does DDC provide networking opportunities for my company?

Yes. DDC hosts the following annual events: Open House for Contractors, Open House for Consultants, and an Annual Conference on Contract Opportunities.

MWBE Goals

1. What is a certified MWBE?

The City of New York Minority and Women-Owned Business Enterprises (MWBE) Program expands opportunities for minority and women entrepreneurs to access government contracts and grow their businesses. Eligible businesses are certified by the Department of Small Business Services (SBS) and are listed on the SBS [Online Directory of Certified Businesses](#). For more information about how to become a certified MWBE, please visit the SBS [website](#).

2. What are MWBE participation goals?

MWBE participation goals indicate the percentage (in dollars) of a contract that must be performed by a New York City-certified MWBE. Generally, participation goals apply to contracts for standardized, professional, and construction services with a history of subcontracting in areas with MWBE availability. Goals are not required for the following contract types: (1) contracts that are not competitively awarded, (2) contracts awarded to a non-profit entity, or (3) contracts with preemptive State or Federal goals.

3. Why must my company meet MWBE goals for my project?

MWBE goals on standardized, professional, and construction services contracts are mandated per [Local Law 1 of 2013](#). Local Law 1 was enacted after the City of New York commissioned a disparity study that determined minority and women-owned businesses were not receiving their fair share of City contracts. Therefore, the City set goals to level the playing field for these minority-owned and women-owned businesses in the procurement process.

4. Are Locally-Based Enterprises' (LBEs), Disadvantaged Business Enterprises' (DBEs), Emerging Business Enterprises' (EBEs), and/or Veteran-Owned Businesses' participation eligible to meet MWBE utilization goals?

No. [Local Law 1 of 2013](#) only allows Minority and Women-Owned Business Enterprises to count towards the MWBE utilization goals. For the definition of a "Minority-Owned Business Enterprise" and "Women-Owned Business Enterprise," please see Question 1 above.

5. Does my company receive credit for utilizing MWBE suppliers?

No. The City of New York's procurement laws do not allow MWBE utilization credit for supply companies on an individual contract level.

6. Do second-tier MWBEs (or subcontractors to subcontractors) count toward the MWBE goal?

Yes.

7. Is prior approval needed before utilizing subcontractors/subconsultants?

Yes. All subcontractors / subconsultants (whether first-tier or second-tier) must be approved prior to commencing work. The original "Request for Approval Subcontractor/Subconsultant" (RFAS) form must be submitted to the DDC Program Units who will then forward the document to the M/WBE compliance staff for approval. Please note that all subcontractors and subconsultants must also be entered in the [Payee Information Portal \(PIP\)](#) for approval. For guidance on how to set up a PIP account, contact the City's Financial Information Services Agency (FISA) via email at pip@fisa.nyc.gov or call FISA-OPA Call Center at (212) 857-1777.

DDC Mentor Program**1. What is the DDC Mentor Program?**

The Business Development Unit (BDU) is in the process of developing the DDC Mentor Program. Although we do not have any current details beyond the general framework provided in the relevant [legislation](#), once implemented, the program will facilitate the participation of qualified M/WBEs and small businesses on DDC **construction** projects by designating projects for participant firms. Companies enrolled in the program will also be mentored by experienced construction management companies that will provide field support and technical assistance/training. Be sure to check our [website](#) for updates.

For general inquiries about the Mentor Program, email us at businessdevelopment@ddc.nyc.gov.