



Navigation Guide for the SBS Online
Directory of M/WBE-Certified Businesses

I. Introduction to this Guide

A. Purpose

The *Navigation Guide for the SBS Online Directory of Certified Businesses* was designed to guide and support NYCHA in identifying Minority- and Women-owned Business Enterprises (M/WBE) vendors for their procurements. It contains detailed instructions for navigating the NYC Online Directory of Certified Businesses, which is a searchable list of M/WBE-certified businesses across the New York City area.

B. Background & Overview of M/WBE Program

NYCHA is committed to creating contracting opportunities for Minority- and Women-owned Business Enterprises. NYCHA's M/WBE Program is managed by the Supply Management and Procurement Department (SMP). SMP supports NYCHA's mission to provide affordable, quality housing by ensuring effective and efficient procurement of goods and services while supporting the organization's broader sustainability, supplier diversity, and social equity initiatives.

The Authority's M/WBE Program ensures the availability of contracting opportunities by requiring that 30% of the total contract value is subcontracted to M/WBEs (15% MBE and 15% WBE). For development projects, 25% utilization will be required.

II. How to Use the Online Directory to Identify M/WBE-Certified Businesses

A. Directory Overview

The NYC Online Directory of Certified Businesses is a searchable list of M/WBE-certified businesses across the New York City area. NYCHA has identified this tool as a comprehensive resource to support NYCHA staff in finding potential M/WBE vendors for their procurements. Each vendor has a profile in the directory - it includes contact information, business description, and past contracts.

The directory's search function is primarily based on the National Institute of Governmental Purchasing's (NIGP) Commodity/Services Codes, which is a coding taxonomy used to classify products and services procured by state and local governments in North America. Users can search for vendors by various criteria, including:

- 'NIGP Type,'
- 'NIGP Code,'
- 'NIGP Business Description,'
- 'Certification,'
- 'Location.'

B. Getting to the Online Directory

1. Navigate to the [NYC Small Business Services Online Directory Home Page](#) in your browser.
2. In the gray banner at the top of the page, select the 'Advanced Search' option.



The screenshot shows the top portion of the NYC Small Business Services website. At the top, there is a navigation bar with the following links: Home, NYC Resources, NYC311, Office of the Mayor, Events, Connect, Jobs, and a search box. Below this is a gray banner with three buttons: Home, Advanced Search, and Get Connected. A blue arrow points to the 'Advanced Search' button. Below the banner is a large image of the NYC skyline with the text 'NYC Online Directory of Certified Businesses' and 'Connecting City agencies and other buyers with certified businesses'. At the bottom of the page, there is a search bar with the text 'Search by Company Name or Job Experience' and a search icon. Below the search bar is the text 'Advanced Search'.

3. Once you reach the 'Advanced Search' page, you will be able to navigate the full listing of certified vendors:

NYC Small Business Services

Home | NYC Resources | NYC311 | Office of the Mayor | Events | Connect | Jobs | Search

Home | **Advanced Search** | Get Connected

About Us | Disclaimer | Email Us

Search our database of over 9,000 Certified Businesses

Company Name or Job experience:

Select an NIGP Type: -- Select --

Search by NIGP code or Business Description: -- Select --

Search by contract value: --Select--

Aggregate Bonding Limit at Least: --Select--

C. Navigating the Online Directory

- **Narrow Search by Vendor Type:** Before you narrow by any other category, narrow your search by vendor type. There are a few ways you can query results to receive a more tailored list of vendors. For better results, try searching by multiple methods below:

- Company Name or Job Experience Search:* If you know the name of the company that you are explicitly seeking, you can select this option for the quickest, most narrow search (in most cases, you will select other methods below).

Company Name or Job experience:

Select an NIGP Type: -- Select --

Search by NIGP code or Business Description: -- Select --

- NIGP Type:* Select one of the three NIGP type options, which include 'All Goods and Services,' 'Services,' or 'Goods.' Please note that you do not need to select and search by 'Company Name/Job Experience' (as done in the above illustration) to conduct this search.

- Services: Select this option if you are looking for vendors that provide architectural services, construction services, building maintenance services, engineering services, and other professional services, for example.
- Goods: Select this option if you are seeking items such as air conditioning units, heaters, household appliances, automotive equipment and supplies, for example.
- All Goods and Services: Select this option if you do not know whether you are looking for a good or a service or for a wider search option.

Select an NIGP Type:

Search by NIGP code or Business Description:

Search by contract value:

-- Select --

-- Select --

All Goods and Services

Goods

Services

Select an NIGP Type:

Search by NIGP code or Business Description:

c. *NIGP Keyword, Business Description Keyword, or NIGP Code*: Select one of the following options, alongside 'NIGP Type' (above) and/or 'Company Name or Job Description,' to narrow the search further. Please note that you will need to first select 'NIGP Type' and then one of the following options:

Select an NIGP Type:

Search by NIGP code or Business Description:

Search by contract value:

Aggregate Bonding Limit at Least:

Services

-- Select --

-- Select --

Search by NIGP Keyword

Search by NIGP Code

Search by Business Description Keyword

Search by NIGP keyword or Business Description

- **NIGP Keyword or Business Description:** You can search by ‘NIGP Keyword,’ ‘Business Description Keyword,’ or both. All three of these options act as a keyword search and can be utilized if you know any word that describes the type of service or good you are searching for (e.g., windows, air conditioner, construction, architecture, etc.). Please note that the breadth of this search will depend on the specificity of your keyword choice. See below for descriptions of these different methods:
 - NIGP Keyword: This search will query words utilized in the actual NIGP code description if you are aware of those descriptors.
 - NIGP Business Description: This search will query words that vendors use in their description of their companies, goods, or services offered.
 - NIGP Keyword or Business Description: Utilize this option if you are unaware of either of the above options or would like to broaden query results to include both searches for ‘NIGP Keyword’ and ‘NIGP Business Description.’

Select an NIGP Type:	Services	▼
Search by NIGP code or Business Description:	Search by NIGP Keyword	▼
Please enter keyword in the textbox:	Construction	

Select an NIGP Type:	Services	▼
Search by NIGP code or Business Description:	Search by Business Description Keyword	▼
Please enter business description in the textbox:	construction	

Select an NIGP Type:	Services	▼
Search by NIGP code or Business Description:	Search by NIGP keyword or Business Description	▼
Please enter NIGP keyword or business description in the textbox:	construction	

- **NIGP Code:** If you have the NIGP code tied to the commodity, this is a direct way to narrow down your search for the services or goods you are seeking. When searching by 'NIGP Code,' you can first select NIGP class, then select NIGP subclass. Remember to narrow your search first by 'Goods,' 'Services,' or 'All Goods and Services,' which will query different sets of results. To select multiple NIGP codes, press 'Ctrl' and click on multiple NIGP class codes.

Select an NIGP Type:

Search by NIGP code or Business Description:

When searching by NIGP Code please perform the following steps:

- i) Select NIGP class
- ii) Select NIGP sub class

Commodity Code:

NIGP class - sub class Code
Use Ctrl+Click to select multiple NIGP class codes.

090 - BAKERY EQUIPMENT, COMMERCIAL
095 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
905 - AIRCRAFT OPERATIONS SERVICES
906 - ARCHITECTURAL SERVICES, PROFESSIONAL
907 - ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
908 - BOOKBINDING, REBINDING, AND REPAIRING
909 - BUILDING CONSTRUCTION SERVICES, NEW
910 - BUILDING MAINTENANCE AND REPAIR SERVICES
912 - CONSTRUCTION SERVICES, GENERAL
913 - CONSTRUCTION SERVICES, HEAVY
914 - CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
915 - COMMUNICATIONS AND MEDIA RELATED SERVICES
918 - CONSULTING SERVICES

Use Ctrl+Click to select multiple NIGP sub class codes. You may select up to 200 sub class codes.

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- **Select Additional Criteria for Your Search:** There are a few ways you can further narrow your search if you desire more specificity. These include areas such as 'Certification,' 'Ethnicity,' 'Location,' and 'Contract Size.' For all categories below, you can select as many as are applicable, depending on how narrow you would like your results to be.

a. *Categories to Search by Certification and Classification:* The following categories are ways to further specify if you desire certain classifications of the business:

- **Certification:** This category includes certifications such as Minority-owned Business Enterprise ('MBE'), Women-owned Business Enterprise ('WBE'), 'Locally Based Enterprise ('LBE'), and Emerging Business Enterprise ('EBE'). You may select all that apply.
- **Owner Ethnicity:** In this category, you can select one or more ethnicities of the owner, including 'Black,' 'Hispanic,' 'Asian,' 'Native American,' or 'Non-Minority.'
- **Signatory to a Union Contract:** If you are searching specifically for vendors that are unionized, select this box.

- Mentorship Program Graduate: If you desire vendors that are graduates of mentorship programs, select this box.

Select additional categories to define your search

Certified as:

- MBE - All minority owned businesses regardless of gender
- WBE - All women owned businesses regardless of race
- LBE - Locally based enterprise
- EBE - Emerging business enterprise

Owner Ethnicity:

- BLACK
- HISPANIC
- ASIAN
- NATIVE AMERICAN
- NON-MINORITY

Signatory to a Union Contract:

Mentorship program graduate:

**Note: "LBE - Locally based enterprises" and "EBE - Emerging business enterprises" do not qualify towards the M/WBE utilization goal unless they are also MBE or WBE.*

- b. *Categories to Search by Geography*: If you are looking for a vendor in a specific geography, you can search either by 'Location' or 'Zip Code.'
- Location: With the location option, you can select specific counties. If you are looking across multiple locations, press 'Ctrl' and select counties for all locations that apply.
 - Zip code: You can also select specific Zip Codes for an even more narrow search. For this option, write in the Zip Code. You may select multiple by typing all Zip Codes and separating them by a comma (note: do not include spaces between Zip Codes).

Location:

(Use Ctrl+Click to Select Multiple locations)



A dropdown menu with a scroll bar on the right. The items are: Select All, NY-Bronx, NY-Kings, NY-Nassau, NY-Queens, NY-Richmond, NY-Rockland, NY-Suffolk, NY-Westchester, NY-New York, and NJ-Bergen. The items NY-Bronx, NY-Kings, NY-Queens, and NY-New York are highlighted in blue.

Zip code:

Location:

(Use Ctrl+Click to Select Multiple locations)



A dropdown menu with a scroll bar on the right. The items are: Select All, NY-Bronx, NY-Kings, NY-Nassau, NY-Queens, NY-Richmond, NY-Rockland, NY-Suffolk, NY-Westchester, NY-New York, and NJ-Bergen. The item NY-Kings is highlighted in grey.

Zip code:

- c. *Categories to Search by Contract Size:* You can conduct this additional search to learn about vendors' largest contract sizes and bonding limits. As with other categories in this section, this is an optional search and we recommend using it later in your search or reducing your use of these fields to ensure you receive a large and well-rounded list of vendors.
- Contract Value: You can search by contract values greater than or equal to 0-1,000,000, or less than or equal to 0-1,000,000.

- **Aggregate Bonding Limit:** As with contract value, you can search by aggregate bonding limit greater than or equal to 0-10,000,000, or less than or equal to 10,000,000.

Search by contract value: Greater than or equal to

Aggregate Bonding Limit at Least: --Select--

Select additional categories to define your search

Certified as: --Select--

Search by contract value: 1,000,000

Aggregate Bonding Limit at Least: 5,000,000

Search by contract value: 3,000,000

Aggregate Bonding Limit at Least: 10,000,000

Search by contract value: 5,000,000

Aggregate Bonding Limit at Least: 10,000,000

Search by contract value: 10,000,000

Aggregate Bonding Limit at Least: --Select--

D. Understanding Search Results

a. Receive a Full List of Tailored Vendors: After you select various search criteria, hit the green 'Search' button on the page to generate an aggregated list of best-fit vendors. See below for a few fields you can explore to learn more about vendors prior to contacting them for more information.

- a. *Search Parameters:* At the top of the screen, you will see all search parameters you selected, as well as the number of records retrieved, number of pages, and several options via the green buttons for next steps or querying a search again (see below for further description about those options).

Search Results

Search Parameters:
NIGP Type: Services
Keywords: construction
Certification Type: MBE,WBE
Ethnicity: BLACK,HISPANIC,ASIAN,NATIVE AMERICAN
Location(s): Kings

Matching Record(s): 288

[New Search](#) [Modify Search](#) [Export Results](#) [Print Results](#) [Compare](#)

Page No: [Next >](#)

Filter by Vendor List: [Full List](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) Page: 1 of 6

Showing vendors from 2 to Bu

- b. *Vendor Profile:* In the list of query results, you can click and read up on as many of the vendors as you would like. To read a vendor profile, click on the name of the vendor in green on the left side of the list. From there, you will be able to read up on several aspects of the business and decide whether the vendor meets the selection criteria you are seeking, including details such as contact information,

certification information, region served, client experience details, and NIGP Class and Code information.

Vendor Profile

 [Back to List](#)

Company Information	Experience
Name(Formal): A I N Contracting Corp	Name of Client: RPHCNY
Name(DBA):	Value of Contract: \$307,700
Business Description: General Construction, Masonry, Concrete, Ston ... more >>	Percent Self Performed: 100%
Address: 476 Lake Street Brooklyn, New York 11223	Date of Work: 2018-09-12
Contact: Mohammad Nawaz	Description of Work: Masonry, Waterproofing, Concrete
Tel: (718) 648-1777	Name of Client: Five Star Contracting Companies Inc
Fax: (718) 448-1777	Value of Contract: \$175,000
E-Mail: AIN_CONTRACTING@YAHOO.COM	Percent Self Performed:
Website:	Date of Work: 2016-07-18
Date of Establishment: Oct 2004	Description of Work: Masonry, Ground Improvements
Aggregate Bonding Limit:	Name of Client: Cvanco Corporation
Signatory to Union Contract(s):	Value of Contract: \$95,000
Mentorship Course(s):	Percent Self Performed:
Certification Information	Date of Work: 2016-08-15
Certified as: MBE	Description of Work: Masonry CMU Elevator Shaft
Certification Renewal Date: Apr 2025	Name of Client: NYCSCA
Owner Ethnicity: Asian	Value of Contract: \$47,870
Region Served	Percent Self Performed: 100%
Region: New York State	Date of Work: 2018-12-24
To learn how to update the above information, click here	Description of Work: Demo concrete steps 1/2 in., replace with Sik ... more >>

NIGP Class and sub Class code information

 909 - BUILDING CONSTRUCTION SERVICES, NEW

 912 - CONSTRUCTION SERVICES, GENERAL

- c. **Compare:** Once your list of vendor records is aligned to your needs and an appropriate number of vendors to consider, you can select the green 'Compare' button. This allows you to further pare down your results to just those vendors you are hoping to read and learn more about. To compare, go to the furthest column to the right where it says 'Compare' and select all vendors you are interested in viewing side by side. Then, select the green 'Compare' button again to generate the comparison list on the next screen. Once you get the filtered list, you can always return to the complete vendor list by selecting 'Full List' written in green on the upper left side.

Filter by Vendor List: **Full List** **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** Page: 1 of 6

Please select businesses to shortlist.

Vendor(DBA) ▲	Certification	Owner Ethnicity	Contact	City	State	Zip	Aggregate Bonding	Union Affiliation	Mentorship Program	Largest Contract	Compare
2 SAAB Construction Inc.	MBE	Asian	Imran Alam Tel: (212) 920-7620 Fax: (718) 332-3169 2saabconstructioninc@gmail...	Brooklyn	NY	11235	\$7,000,000	Yes			<input checked="" type="checkbox"/>
3 Fingers Painting	MBE WBE	Asian	Sope Phang Tel: (646) 407-2131 threefingers@me.com	Brooklyn	NY	11203					<input type="checkbox"/>
3DJ Green Real Estate Brokers Inc. (Green Tech Sustainable Solutions)	MBE	Black	Josephine Banks Tel: (347) 782-6281 Fax: (718) 257-3189 jofloyd46@gmail.com	Brooklyn	NY	11236			Yes	\$68,000	<input type="checkbox"/>
567 Framing, Corp	MBE WBE	Asian	Lina Tasci Tel: (917) 270-6953 Fax: (718) 228-6553 jack@567global.com	Brooklyn	NY	11206				\$26,259.98	<input type="checkbox"/>
A & U General Contracting inc.	MBE	Asian	Farooq Rashid Tel: (347) 496-7292 augcontracting@gmail.com	Booklyn	NY	11210				\$90,700	<input checked="" type="checkbox"/>
A I N Contracting Corp	MBE	Asian	Mohammad Nawaz Tel: (718) 648-1777 Fax: (718) 449-1777 ain_contracting@yahoo.com	Brooklyn	NY	11223				\$307,700	<input checked="" type="checkbox"/>
A&S Electric, Inc.	MBE	Black	Francis Richards Tel: (718) 821-1211	Brooklyn	NY	11206	\$2,500,000			\$2,500,000	<input type="checkbox"/>

Vendor(DBA) ▲	Certification	Owner Ethnicity	Contact	City	State	Zip	Aggregate Bonding	Union Affiliation	Mentorship Program	Largest Contract
2 SAAB Construction Inc.	MBE	Asian	Imran Alam Tel: (212) 920-7620 Fax: (718) 332-3169 2saabconstructioninc@gmail.com	Brooklyn	NY	11235	\$7,000,000	Yes		
A & U General Contracting inc.	MBE	Asian	Farooq Rashid Tel: (347) 496-7292 augcontracting@gmail.com	Booklyn	NY	11210				\$90,700
A I N Contracting Corp	MBE	Asian	Mohammad Nawaz Tel: (718) 648-1777 Fax: (718) 449-1777 ain_contracting@yahoo.com	Brooklyn	NY	11223				\$307,700
ACME CONTRACTING CORP.	MBE	Asian	Muhammad Chaudhry Fax: (718) 360-5848 info@acmecc.net	Brooklyn	NY	11214	\$3,000,000			\$1,000,000
ACR Pro Contractors Corp.	MBE	Hispanic	Alfonso Rosario info@acrcontracting.com	Brooklyn	NY	11215				\$70,000
Adam Electrical Contracting, LLC	MBE	Asian	Ahsan Ullah ahsan@adamelectric.com	Brooklyn	NY	11235				\$42,000
AKSH Quality Contracting Corp	MBE WBE	Asian	Sumbal Shahid Tel: (917) 593-3638 akshqccorp@gmail.com	Brooklyn	NY	11228				\$285,000

- d. *New Search and Modify Search:* The green ‘New Search’ and ‘Modify Search’ buttons on the upper left side of the results screen allow you to either begin a new search or modify your current search.
- Selecting the ‘New Search’ button will clear your previous search and you can begin with a blank screen.
 - Selecting the ‘Modify Search’ button will bring you back to your previous search and filter selections, where you can revise those options.
- e. *Export Results and Print Results:* The green ‘Export Results’ and ‘Print Results’ buttons allow you to export and print/save your lists in Excel format.

III. Tips for Securing a Strong Match

- A. Narrow Search Fields Sufficiently:** Strike a balance between too many and too few search fields to generate a strong list of vendor results. Too many search fields can quickly yield too few results, while too many search fields will limit your options. At minimum, we recommend searching by vendor type, or more specifically by ‘NIGP Type,’ along with either ‘NIGP Keyword,’ ‘NIGP Business Description Keyword,’ or ‘NIGP

Code.’ You might also consider using one or two additional criteria, such as ‘Certification,’ ‘Owner Ethnicity,’ or ‘Location,’ depending on your goals and needs.

- B. Search in a Couple Different Ways for Best Results:** We recommend running a few different search queries for the best results. For example, you might want to try running a query for ‘NIGP Type,’ ‘NIGP Keyword’ or ‘Business Description,’ and the certifications you are seeking in a vendor. Before settling on those results, try running the query a second time. For the new query, select ‘NIGP Type,’ ‘NIGP Code,’ and ‘Certification’ to match what you are seeking in a vendor. If the results are comparable in length and type, it is a good way to test if the search query is resulting in a best-fit list of vendors. The results may also become more tailored to your needs with different searches.

- C. Avoid Narrowing by Certain Fields until Later in Your Search:** While you may search by any of the criteria present, consider skipping over certain criteria until later in your search. A couple of fields might be overly limiting and should be utilized only if needed: these include ‘Contract Size,’ ‘Aggregate Bonding Limit,’ ‘Signatory to a Union Contract,’ and ‘Mentorship Program Graduate.’ While these fields may be important to some degree in your search, not all vendors have included this information and you may end up overly reducing your search results.

- D. Read Vendor Profiles and Utilize the Compare Function:** Once your vendor result list is sufficiently narrowed, we recommend taking time to understand a handful of vendors you are interested in contacting for quotes. You can do this by reading vendor profiles of interest to get a sense of business classification, certification information, region served, client experience details, and NIGP class and code. You can manage matches through the ‘Compare’ button on the results screen for an even closer set of matches as well.