

NYC CONTRACTING SUMMIT: A NEW ERA FOR SMALL BUSINESS



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CONTACT

NYC DEPARTMENT OF SMALL BUSINESS SERVICES (SBS) SELLING TO GOVERNMENT PROGRAMS & SERVICES

Here is a sampling of the services SBS offers to help small businesses and M/WBEs grow their companies by successfully competing for government contracts.

CAPITAL ACCESS

Contract Financing Loan Fund

Access loans of up to \$1,000,000 at a fixed annual interest rate of 3% APR to work on a project with a city agency or city-funded entity.



nyc.gov/contractfinancing

SBS CONNECT

SBS Connect is the portal through which small businesses can request and access many of SBS' free services, like financing, recruitment, legal assistance, and more.

Through SBS Connect, eligible businesses can also apply for and maintain their [certifications](#) quickly and efficiently through:

- Uploading scanned copies of required documentation in a secure environment
- Maintaining a business account that can be verified or updated as needed, eliminating the need to submit duplicative documentation
- Using it as a document backup system in case of emergencies or routine transitions in digital filing systems



sbsconnect.nyc.gov

TECHNICAL ASSISTANCE

NYC APEX Accelerator

Funded by U.S. Department of Defense (DOD) Office of Small Business Programs.

One-on-one assistance and training to help all small businesses learn how to successfully compete for contracts from city, state, and federal governments.



nyc.gov/selltogo

M/WBE CAPACITY BUILDING, MENTORSHIP & TECHNICAL ASSISTANCE

M/WBE Vendor Services

Post-certification support to help certified businesses that are interested in government contracting opportunities with New York City and its agencies and authorities.



nyc.gov/mwbevendors

Bond Readiness Program & Bonding Services

Education, training, one-on-one financial management guidance, and technical assistance to help construction companies obtain surety bonds and increase surety bond capacity for city construction projects.



nyc.gov/bondready

M/WBE Contract Legal Services

Webinars and legal clinics to connect you with attorneys who can provide initial advice and a better understanding of business contracts and agreements, helping you successfully compete for city contracts as a prime vendor or subcontractor.



nyc.gov/mwbelegal

M/WBE Mentors

Highly successful M/WBE entrepreneurs who represent a variety of industries and backgrounds provide insight you need to succeed and chart a path of growth through government contracting.



nyc.gov/mwbementors

NYC Construction Ramp-Up Program

Education, training, and coaching to help NYC-certified M/WBE construction firms successfully compete for and perform on concrete-based and green infrastructure projects throughout the city.



nyc.gov/RampUp

BEST PRACTICES FOR SELLING TO GOVERNMENT

MARKET YOUR BUSINESS

- Ensure your commodity codes are identified and accurately reflected in the NYC Procurement and Sourcing Solutions Portal (PASSPort) [nyc.gov/passport], SBS Connect [sbsconnect.nyc.gov], and/or the Online Directory of NYC Certified Businesses [nyc.gov/buycertified]
- Create a business development and outreach strategy that works for you and your business
- Create a city government-focused Capabilities Statement that describes your company's core competencies, lists relevant past performance, differentiates your firm from competitors (unique value proposition), and provides contact information (for construction: include all trades, bonding capacity, and union affiliations)
- Attend agency outreach events, including pre-bid/proposal conferences to build relationships with agency staff, meet with prime vendors to find subcontracting opportunities, consider connecting with other businesses for partnerships, and receive valuable information about doing business with the city
- Be persistent but strategic when connecting with city agency procurement staff, including Agency Chief Contracting Officers (ACCOs) and, if applicable, M/WBE Officers

RESEARCH OPPORTUNITIES

- Register in PASSPort and check [nyc.gov/businessopportunities] regularly for upcoming opportunities
- Review agencies' procurement websites; certified firms, review annual M/WBE Procurement Plans online, then sign up to be notified when the planned procurements occur
- Conduct market research through city open data resources like City Record Online [nyc.gov/cityrecord] and Checkbook NYC [checkbooknyc.com] to understand past contracting trends
- Construction firms: review subcontracting opportunities through the Industrial and Commercial Abatement Program [nyc.gov/icap]

BUILD CAPACITY

- Focus on contract opportunities that will leverage your core business strengths
- Get financing assistance from SBS [nyc.gov/financingassistance] including the Contract Financing Loan Fund [nyc.gov/contractfinancing] to access affordable capital to perform on city contracts
- Take advantage of technical assistance from SBS: M/WBE Vendor Services, M/WBE Mentors, and other capacity-building programs for education, mentorship, training and more
- Look out for monthly newsletters from SBS for resources, workshops, notable solicitations, and featured vendor success stories
- Consider teaming or partnering with another M/WBE as a pathway to handle larger scale and/or newer types of projects

FOR THOSE ELIGIBLE, MAINTAIN YOUR CERTIFICATION PROFILE & STATUS

- Periodically review your vendor profile listing in the Online Directory of NYC Certified Businesses [nyc.gov/buycertified] for accuracy, including:
 - **Contact Information**
 - **Business Description** highlighting your core competencies
 - **Commodity Codes** identifying your products/services
 - **Contracting Experience** reflecting your past performance and current capacity
- Visit SBS Connect [sbsconnect.nyc.gov] to update your profile when needed
- For help improving your profile in the Online Directory, contact the M/WBE Vendor Services team [nyc.gov/mwbevendors] to make an appointment for free technical assistance
- Complete your Annual Affirmation when prompted to maintain your certification
- Track your firm's M/WBE certification renewal date (found on your vendor profile and your M/WBE Certificate) and renew ahead of time — you will be notified 90 days prior to your expiration date

TOP TIPS FOR CONTRACTING SUCCESS

- 1 | Learn how to do business with the government and get help preparing proposals/bids through SBS:
 - APEX Accelerator:**
 - nyc.gov/selltogov
 - APEXAccelerator@sbs.nyc.gov
 - 212.513.6444
 - M/WBE Vendor Services (for certified firms):**
 - nyc.gov/mwbevendors
 - MWBEtechAssist@sbs.nyc.gov
- 2 | Acknowledge receipt and intent to respond to bids promptly for opportunities on PASSPort [nyc.gov/businessopportunities]
- 3 | Understand the evaluation criteria of a solicitation prior to preparing your response
- 4 | Ensure contract management success by understanding the contractual scope of work and aligning activities to complete all deliverables and comply with deadlines
- 5 | If you were not selected, request a debrief with the Agency Chief Contracting Officer (ACCO) for insights on how you can improve your approach to bidding/proposing on city solicitations

ADDITIONAL SBS PROGRAMS & SERVICES

FINANCING ASSISTANCE

Secure the financing you need to grow your business. Our team will assess your needs and increase your chances of financing your business. We can help you:

- Identify the right financing options based on your credit and business needs
- Provide one-on-one guidance with financing experts located throughout the five boroughs
- Build your loan application package
- Connect to our network of 40+ lenders in NYC
- Navigate the city's online funding marketplace, NYC Funds Finder

Visit: nyc.gov/financingassistance



BUSINESS PREPAREDNESS AND RESILIENCY PROGRAM (BUSINESS PREP)

Business PREP provides resources, services, and tools to help small businesses reduce their vulnerability to business disruptions, protect their assets and investments, and get "back to business" as soon as possible after a disruption.

Visit: nyc.gov/businessprep



NYC BUSINESS EXPRESS SERVICE TEAM (NYC BEST)

NYC BEST helps small businesses navigate city requirements, permits, and inspections by:

- Streamlining communications to promote compliance and find solutions to challenging regulatory situations
- Providing education and on-site consultations with brick-and-mortar small business owners and staff, troubleshooting common violations, and preparing for upcoming inspections

Visit: nyc.gov/nycbest



WOMEN ENTREPRENEURS NYC (WE NYC)

WE NYC offers a wide range of free services, including mentorship, networking, business education, legal services, and access to capital.

Visit: we.nyc



NYC BUSINESS SOLUTIONS CENTERS

We have trained business specialists located throughout the five boroughs that can help you:

- Conduct an assessment of your business needs and answer questions
- Connect to free resources ranging from business courses to legal services
- Navigate government rules and regulations
- Apply for funding to launch or grow your business

Call: 888-SBS-4NYC (727-4692) or

Visit: nyc.gov/nycbusiness



BLACK ENTREPRENEURS NYC (BE NYC)

Supports equity of opportunity within the small business community by advancing Black entrepreneurship.

Visit: nyc.gov/benyc



FREE LEGAL SERVICES

We can connect you to free one-on-one legal services through our network of pro-bono attorneys to help you:

- Choose a legal structure for your business, for example LLC or S Corporation
- Answer questions about your commercial lease or contract
- Protect your intellectual property
- Review human resource and employment laws

Visit: nyc.gov/legalassistance



SUCCESS STORIES



BRIT LIGGETT

SHOW THE GOOD

Initially working as a Tier 3 subcontractor, after getting certified, Ms. Liggett grew into a Prime contractor working with seven city agencies that allowed her to grow her firm. She believes that “all opportunities to learn and network increase your chances of success in city contracting” and that a SBS mentorship program offered her “an exceptional way to learn, meet like-minded firms, and offer endless opportunities for collaborations.”



EDWARD SONG

KOMMISSARY

“As a business that participated in the programs and services offered by SBS, I received valuable help identifying opportunities, navigating the RFP process, and understanding the key steps needed to prepare my company for success in city contracting. It gave me access to knowledge and insight that are not always easy to find and showed me how much potential my business had for growth.” Mr. Song encourages firms to “begin your certification process today, because every day you wait puts you one step further from being ready to take advantage of upcoming opportunities.”

SBS is committed to unlocking economic potential and creating economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building thriving neighborhoods across the five boroughs. We salute all small businesses, including M/WBEs, and the important work so many of them do in partnership with NYC government as primes and subcontractors.



EMMANUEL OLA-DAKE

MOLAPRISE

“SBS has been instrumental in helping to keep my business in a growth pattern by providing supportive services, at no cost, that offered opportunities to become smarter, wiser, and better equipped to overcome obstacles.” Mr. Ola-Dake encourages other small businesses to “Go for it! Getting certified does not automatically guarantee an opportunity day one. It’s one of many important things to do as a minority founder or firm as part of your overall growth and sustainability strategies. Remember a ‘small’ amount of fear of failure is essential to keep you on your toes.”



JENNIFER SINGLETON

JENNIFER TEMPS INC.

“New York City offers valuable resources, including education and training programs, where you can network with agency representatives and other firms looking to partner. Take advantage of these opportunities — they can help you build relationships that lead to future business. My advice to minority-owned firms is to use the tools and support that SBS provides by becoming certified. There’s a lot of business in New York City — don’t miss out!”



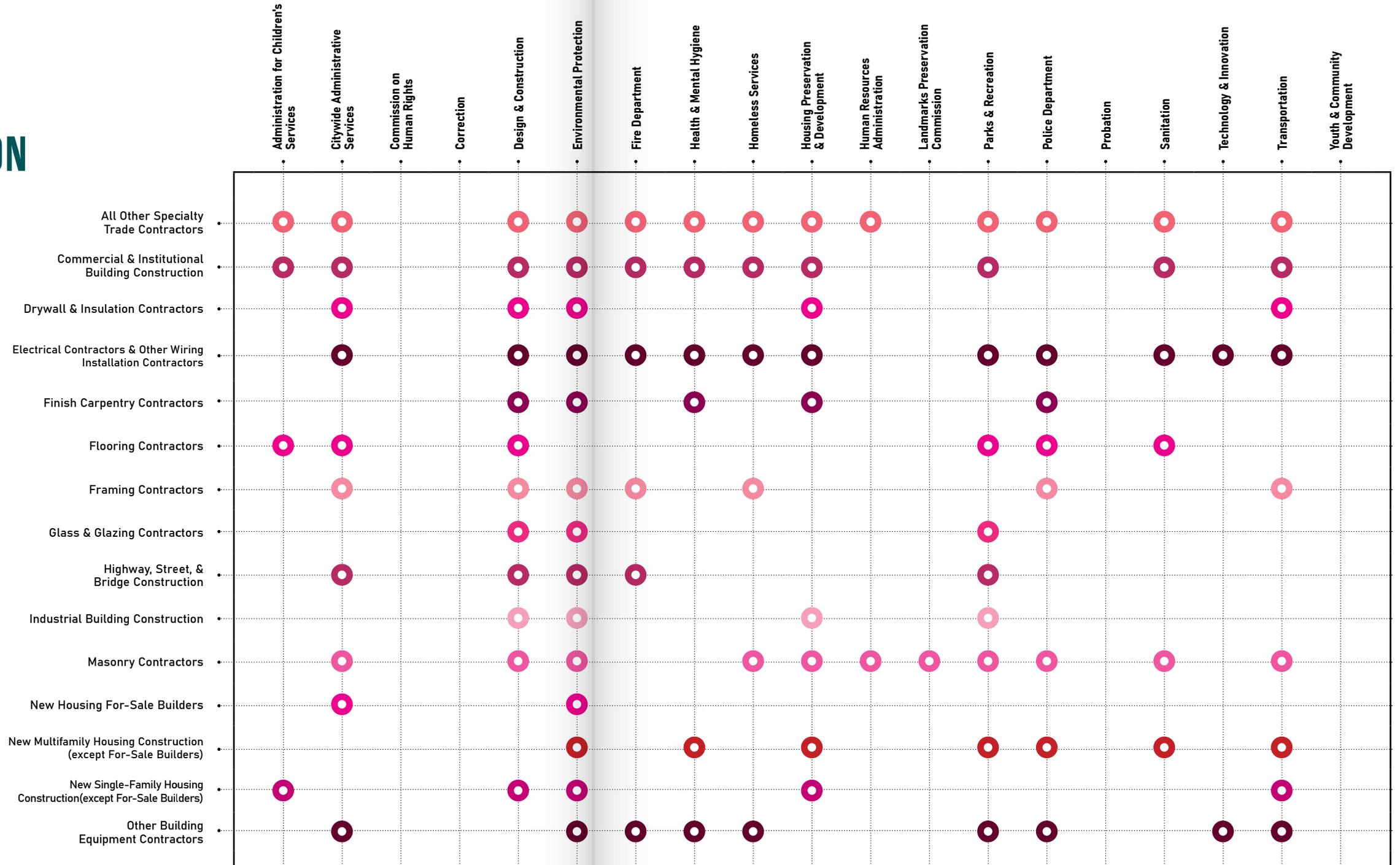
PRODUCTS & SERVICES

THE CITY OF

NEW YORK BUYS

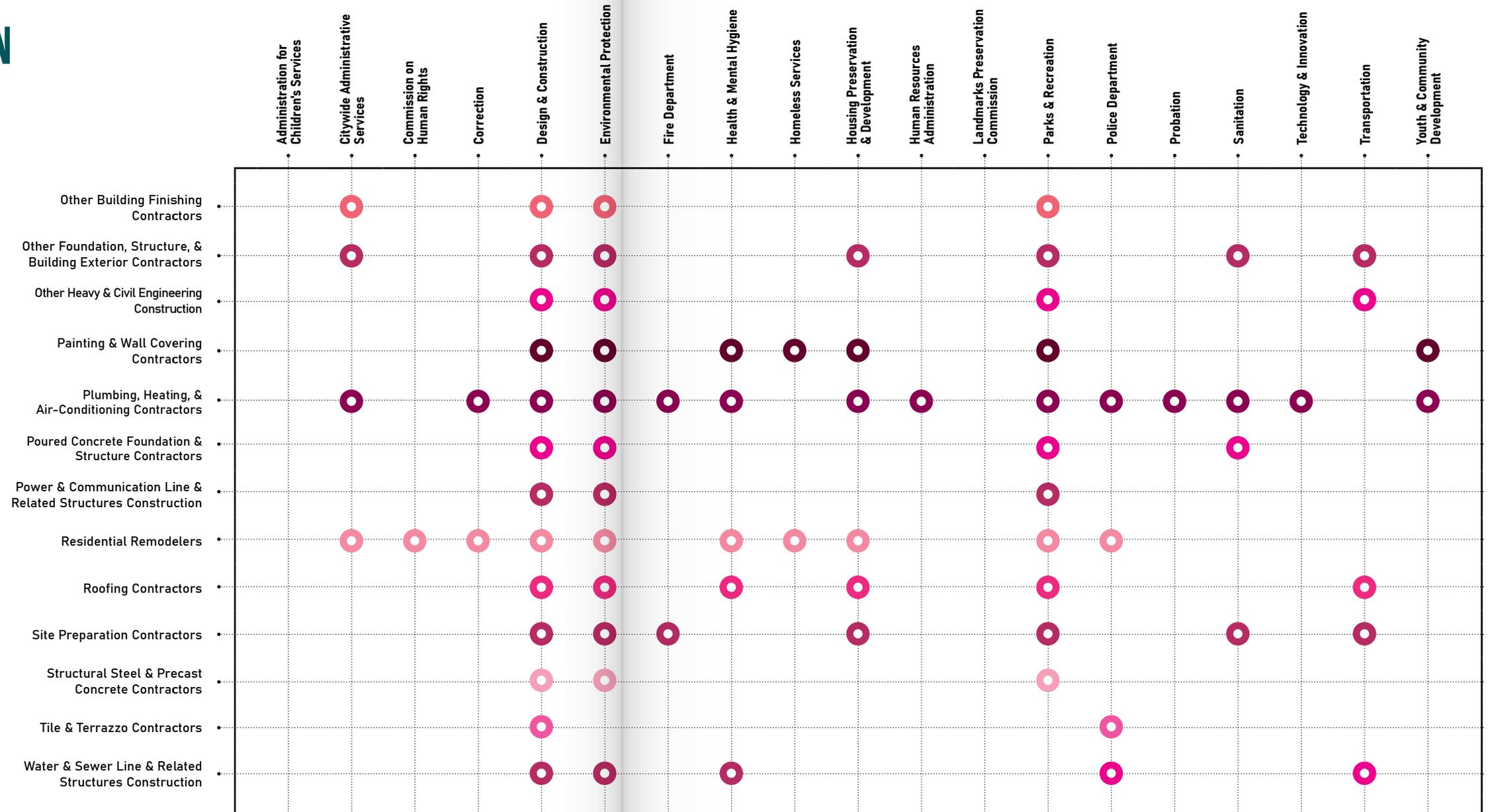


CONSTRUCTION





CONSTRUCTION



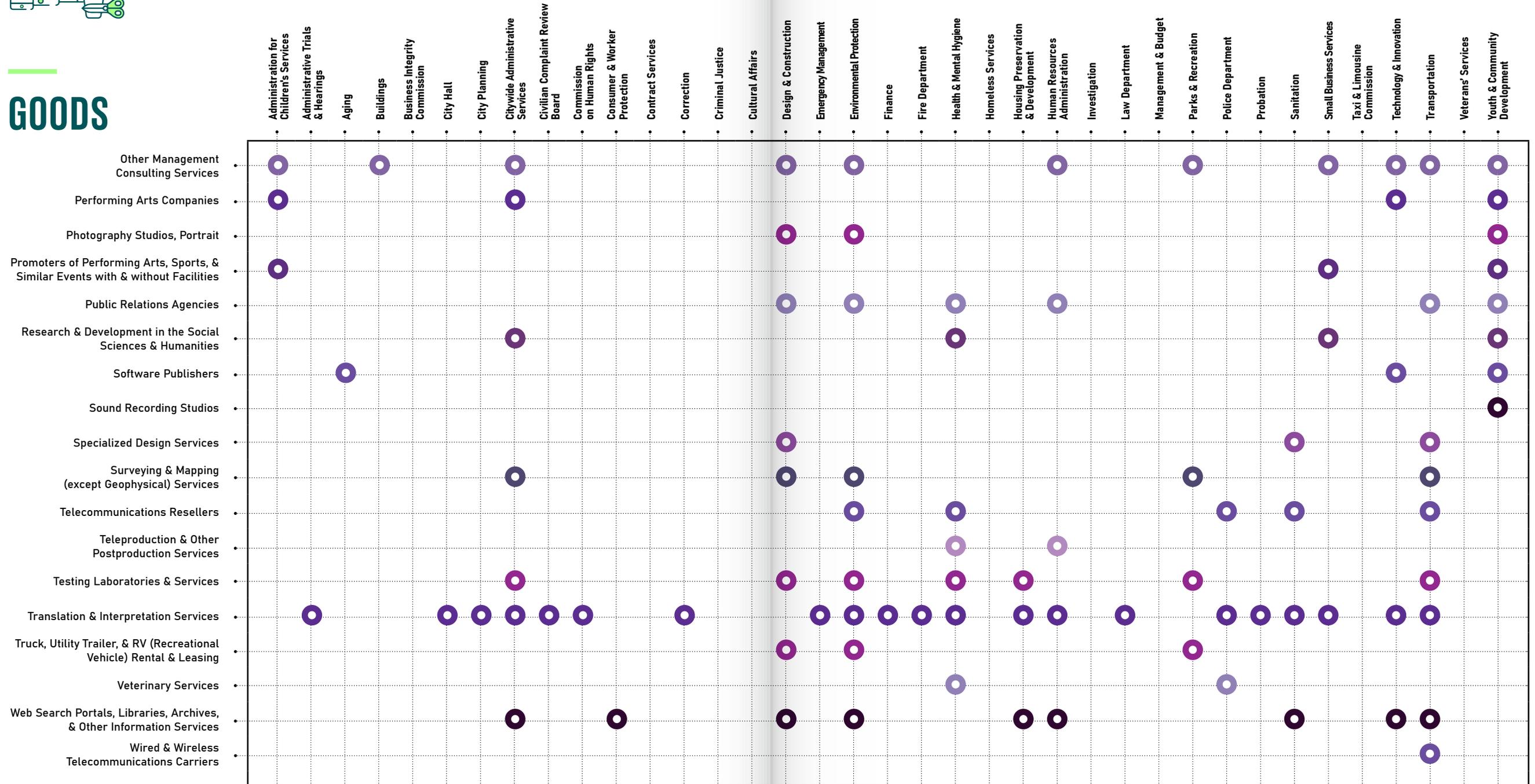


GOODS



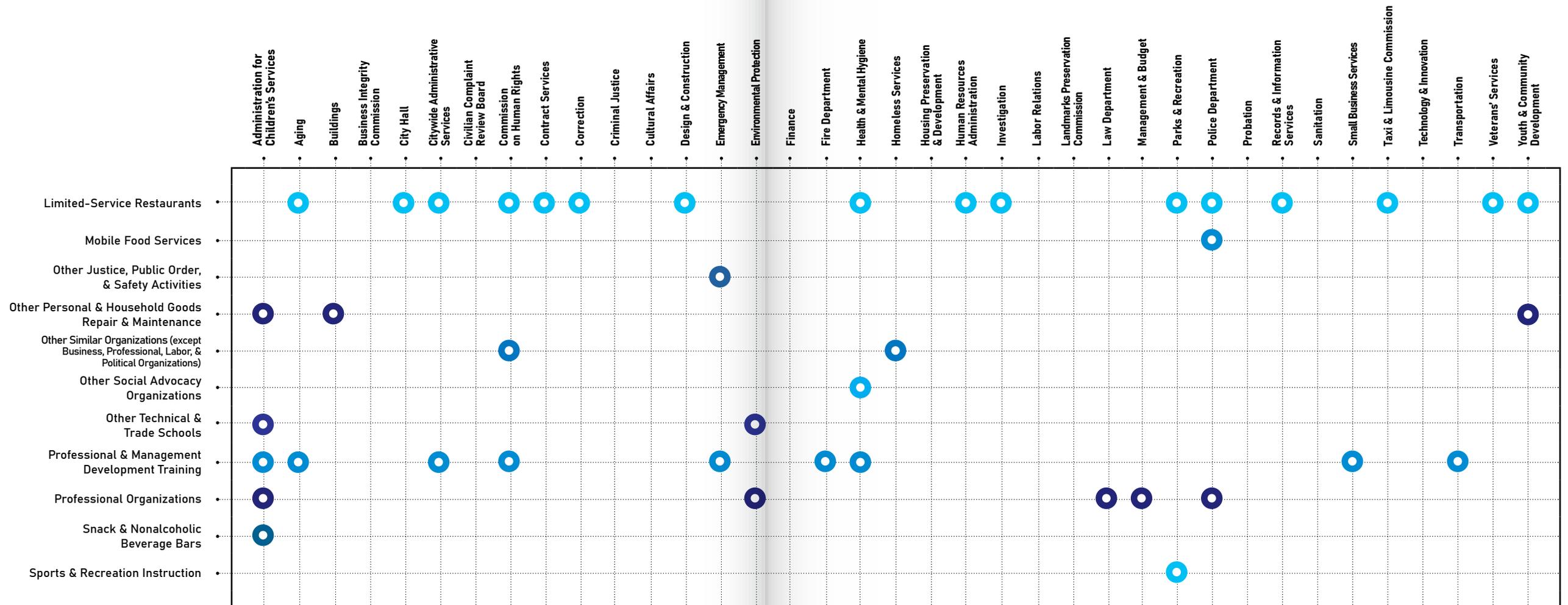


GOODS



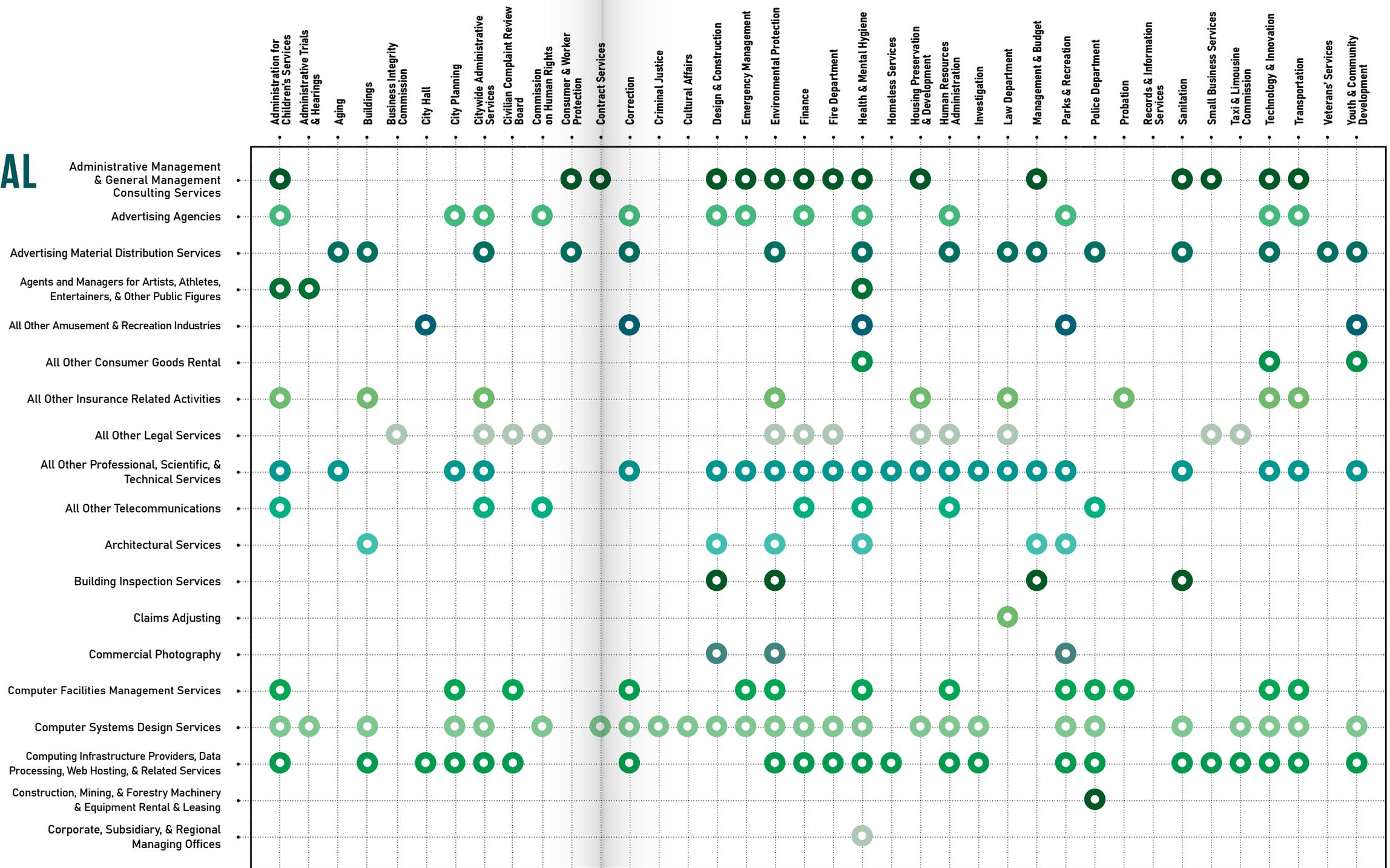


HUMAN SERVICES



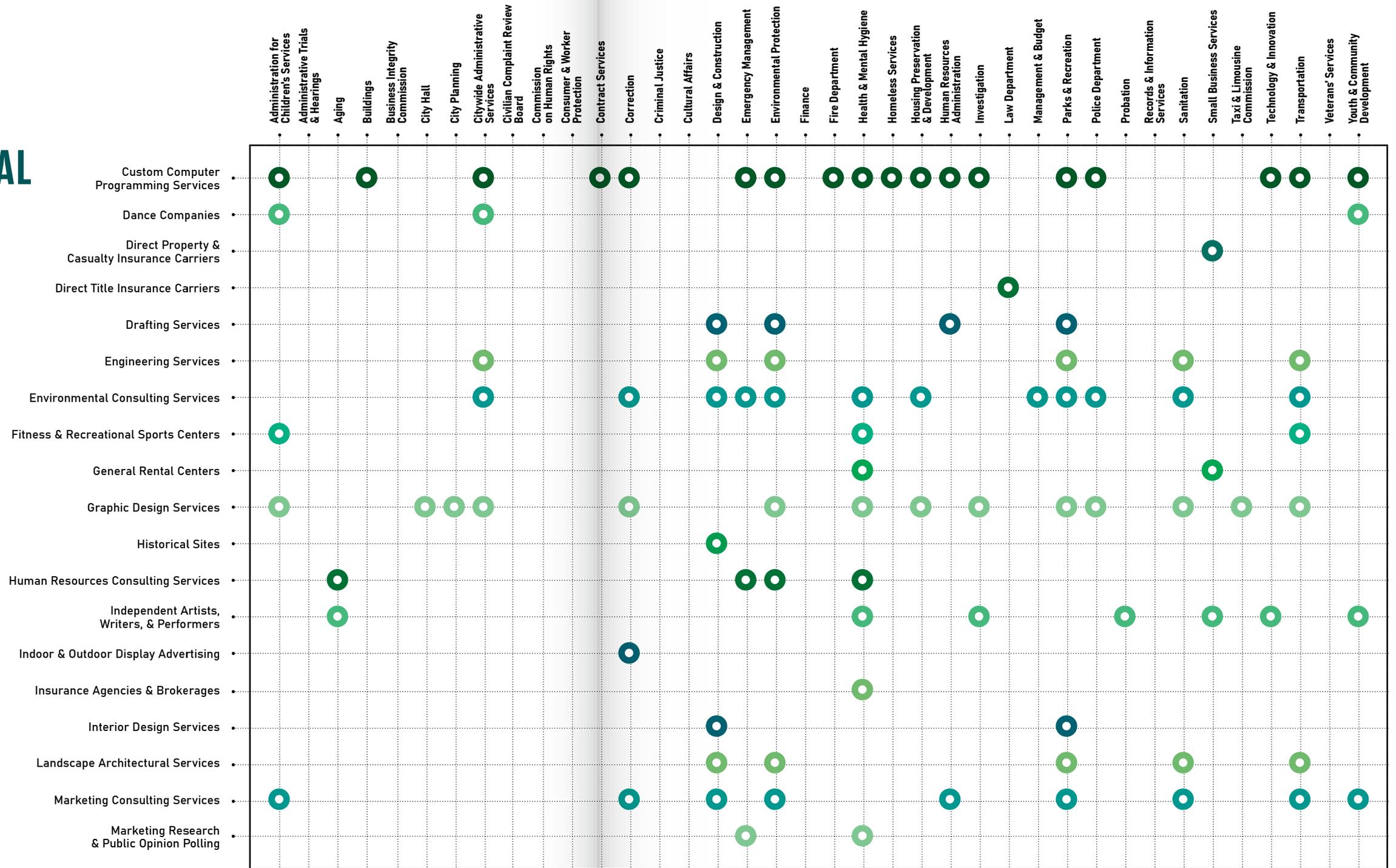


PROFESSIONAL SERVICES



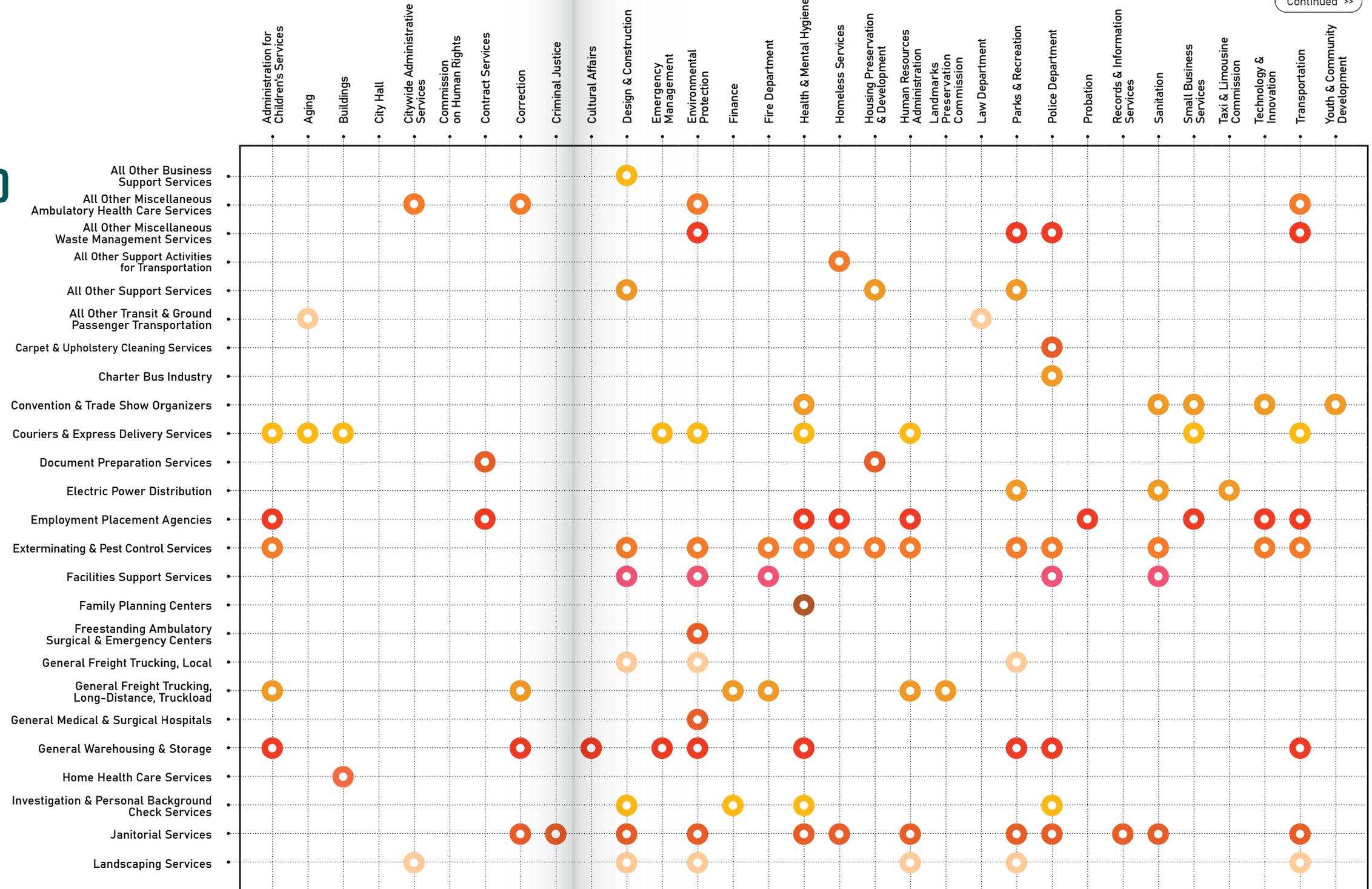


PROFESSIONAL SERVICES





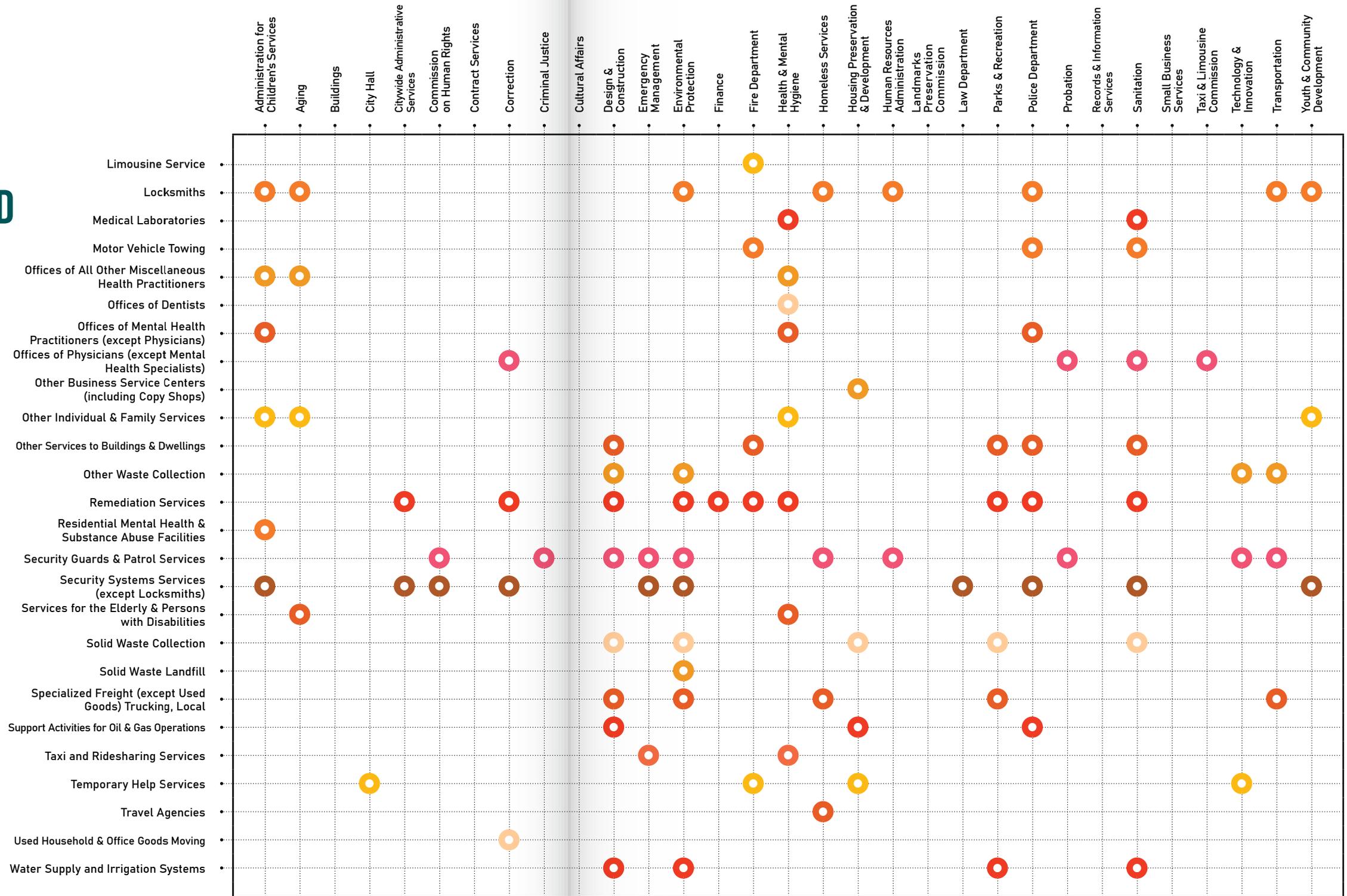
STANDARDIZED SERVICES



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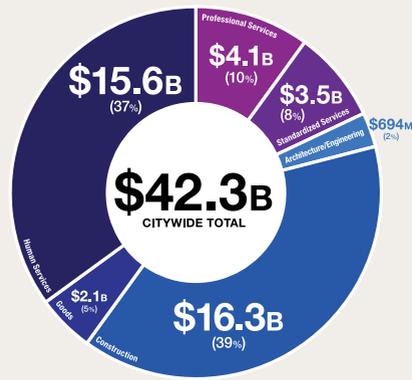


STANDARDIZED SERVICES

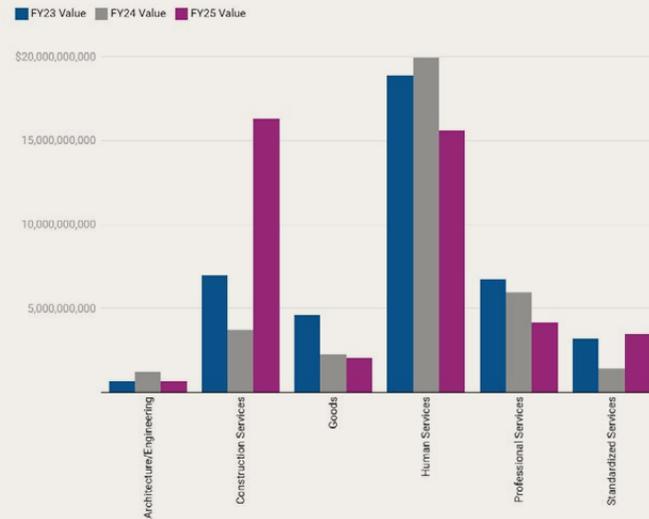


HOW THE CITY SPENDS ITS MONEY: PROCUREMENT INDICATORS

Fiscal 2025
Citywide Procurement by Industry

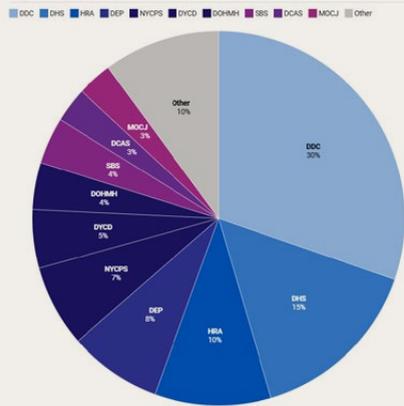


Fiscal 2025 to 2025
Citywide Procurement by Industry



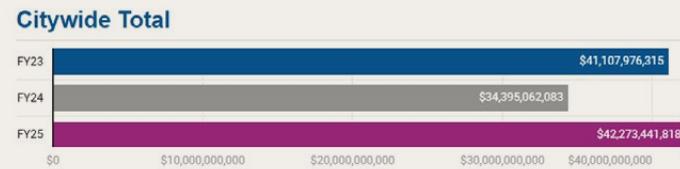
Source: NYC Mayor's Office of Contract Services - Get the data - Created with Datawrapper

Fiscal 2025
Top 10 Agencies by Procurement Values



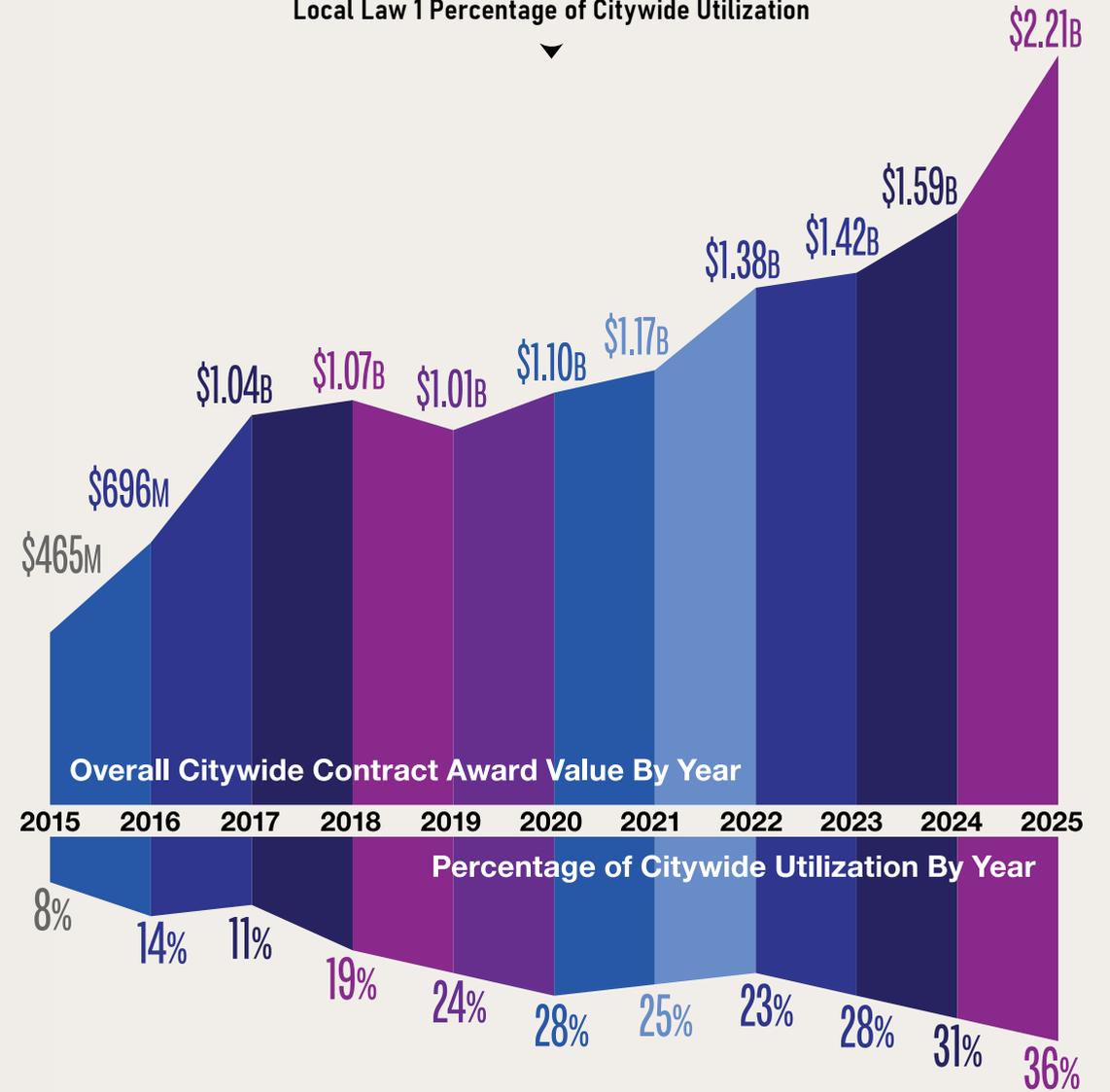
Source: NYC Mayor's Office of Contract Services - Get the data - Created with Datawrapper

Fiscal 2023 to 2025
How the City Spends its Money



Source: NYC Mayor's Office of Contract Services - Get the data - Created with Datawrapper

Fiscal 2015 to 2025
Local Law 1 Percentage of Citywide Utilization





CONTACT

SBS HOTLINE

888.SBS.4NYC (888.727.4692)

M/WBE CERTIFICATION ASSISTANCE

212.513.6311

mwbe@sbs.nyc.gov

M/WBE VENDOR SERVICES & APEX ACCELERATOR TECHNICAL ASSISTANCE

212.513.6444

MWBEtechAssist@sbs.nyc.gov

APEXAccelerator@sbs.nyc.gov

CHIEF DIVERSITY OFFICER LIST



NOTES

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Lined area for notes on page 47.

NYC CONTRACTING SUMMIT: A NEW ERA FOR SMALL BUSINESS



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businesses
neighborhoods

NEW YORK CITY
m/wbe
Minority and Women-Owned Business Enterprises