

Long form applications must be filled out by eligible businesses that ARE NOT certified by any one of the following five agencies:

[Metropolitan Transportation Authority \(MTA\)](#)
[New York City School Construction Authority \(SCA\)](#)
[New York State Empire Development Corporation](#)
[New York City Department of Small Business Services](#)
[New York/New Jersey Port Authority](#)

If the eligible business has been certified by any of the aforementioned agencies, the business must fill out a short form application.

Once a completed application has been received, OMA must certify or deny certification within 60 days of receipt of a completed application. If the business is certified, it will be given a certificate and letter explaining the M/WBE Program. If the business is denied, it will receive a letter explaining the reasons for the denial. A denied business may request a hearing to review the denial.

What are the benefits of participating on the M/WBE Program?

The benefits of becoming a certified M/WBE are as follows:

Advocacy. County agencies must consult with OMA when engaging in procurement activity of any kind. OMA will only advocate on behalf of those vendors who are certified.

Good Faith Efforts. Prime Contractors who bid on County-funded construction projects must make good faith efforts to find and contract with certified minority and women-owned firms to meet goals established by the County. Outreach is only required for certified M/WBEs. Becoming certified increases your chance of participating as a sub-contractor where aspirational goals have been set.

Business Outreach. OMA in partnership with its consultants and other community based organizations will provide information, referral and procurement assistance and serves as an information conduit to business resources only for certified businesses. Those who are not certified will not receive targeted communications.

Entrepreneurial Training. OMA in partnership with its consultants and other community based organizations will be conducting training programs. The classes will include but not be limited to the following: business plan preparation; marketing; financial planning; BID/RFP preparation; etc. Training programs are only available to certified M/WBEs.

Technical Assistance Services. OMA in partnership with its consultants will conduct financial assistance workshops; a specialized needs assessment of each client; and referrals to business professional services, such as accounting services, advertising services, etc. to businesses that are certified.



In addition to all of the aforementioned benefits listed above, there are also no fees associated with applying for certification. It is a free service that is provided by Nassau County and it enables those eligible businesses to participate in a program that will have regional exposure. We are currently working on cooperative agreements with other municipalities so that certification will be reciprocal thereby increasing exposure and decreasing the amount of paperwork a business has to fill out in order to become certified in New York State.

Nassau County Office of Minority Affairs
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Nassau County

Office of Minority Affairs

Minority and Women's Business Enterprise Certification Program



NASSAU COUNTY EXECUTIVE
ED MANGANO

"Building a Better, Brighter Nassau"

What is the Minority and Women's Business Enterprise (M/WBE) Program?

The Nassau County Minority and Women-owned Business Enterprise Program (M/WBE Program) was established in 2002, when the Nassau County Legislature passed Local Law No. 14-2002 because it found that there was a lack of meaningful participation by minorities and women in county contracting. This Law is also known as Title 53. The County's M/WBE Program embodies development and diversity development. The Office of Minority Affairs (OMA), which is charged with the responsibility of administering the M/WBE Program seeks to establish innovative programs that primarily involve initiative to promote the startup of new businesses or the expansion of small businesses or the expansion of small businesses through certification, entrepreneurial training and technical assistance aligns with that strategy and OMA's overall goal to help increase economic opportunities for minorities. Through the M/WBE Program, OMA seeks to encourage County agencies and potential primary contractors to have in place or develop an aggressive outreach and recruitment program that reaches minority and female populations and encourages their participation in county contracting.

Where can I find a copy of Title 53?

Title 53, the local Law which is the foundation of the M/WBE Program, can be found on the Nassau County website under Miscellaneous Laws of Nassau County December 31, 2008 Title 53, pgs. 120-130.

www.nassaucountyny.gov/website/GenericServices/docs/NassauCountyMincLawsDec2008.pdf

If you do not have internet access, a copy of the Local Law can be obtained by coming to OMA, which is located at the following address:

**40 Main Street, 3rd Floor
Hempstead, New York 11550**

Why is the M/WBE Program so important to the Nassau County?

The goal of procuring services or goods for any public agency is to achieve the following: provide for judicious and prudent use of public money in the best interest of the taxpayers; Guard against favoritism, carelessness, wastefulness, fraud and corruption; and Facilitate efficient and timely acquisition of goods or services of the highest quality at the lowest practicable cost.

The M/WBE Program is critical to Nassau County because it enables our procurement officers and staff to select from a diversified pool of potential vendors thereby providing more options for the selecting official. Guidance for primary contractors, procurement officers and staff is outlined in the M/WBE Rules, which can be found at the following URL address:

www.nassaucountyny.gov/agencies/MinorityAffairs/Docs/PDF/MWBERulesFinal32006-0309.pdf

In sum, the M/WBE Program articulates the future vision of change within Nassau County's economic climate by making opportunities available to a broader audience who can in turn provide quality goods and services at a competitive price.

How are the M/WBE Rules and Title 53 related?

Title 53 requires the dissemination of rules which relate to the use of sub-contractors in the M/WBE Programs. The rules specifically lay out what is required in terms of aspirational goals, utilization plans that must be submitted by primary contractors and good faith efforts, known as best efforts in Nassau County. Title 53 explains what has to be done and the Rules define how those goals are achieved.

What is the scope of the M/WBE Program?

The requirements of the M/WBE Program apply to ALL county procurements that fall in the following two categories:

1. Purchase orders or contracts where a county agency spends money in excess of \$25,000.00 in return for services or goods that do not include services for banking, insurance policies, or the sale of bonds, notes

- or other securities; **OR**
2. Purchase orders or contracts where a county agency spends money in excess of \$100,000.00 for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements on property.

The requirements of the M/WBE Program apply to ALL other non-emergency procurements for County Agencies as defined in Title 53, including procurements that are made using New York State contracts. Refer to the rules for specific guidelines.

Does the Program mandate percentages that must be awarded to M/WBEs?

The M/WBE Program does not mandate spending percentages or participation by M/WBEs. Instead, Title 53 requires that percentages of participation be set by evaluating the availability of M/WBEs who perform the required work and that best efforts are used to attempt to meet those percentages. There are no set-asides. Aspirational goals have been defined based in service and ethnicity and they can be found in the Rules.

Who is eligible to be certified? How does the certification work?

An on-going, independent business 51% owned, operated and controlled by minority group members (as defined by Title 53) and/or women who are citizens or permanent resident aliens are eligible to become certified M/WBEs. The ownership interest must be real, substantial and continuing. The ownership interest must have and exercise the authority to independently control the business decisions of the enterprise.

Any eligible business that is a registered Nassau County vendor may submit a long form application or short form application to OMA to be considered for M/WBE certification. The applications can be found at the following URL address:

www.nassaucountyny.gov/agencies/MinorityAffairs/MWBEpvm/vendorcert.html