

M/WBE PROCUREMENT RESOURCES

The New York Public Schools Office of Supplier Diversity has developed this list of MWBE and Procurement resources for convenience and easy access for employees. It contains hyperlinked resources to provide assistance and support.

What is an M/WBE?

Minority and Women-Owned Business Enterprise (M/WBE) are for-profit businesses and are at least 51% owned and operated by a minority and /or a woman.

M/WBE Certification

NYCPS does not oversee the MWBE Certification Process. To determine if a vendor may be eligible for NYC MWBE certification, review qualifications.

M/WBE Eligibility Form

How Can a Vendor Become M/WBE Certified?

New York City MWBE Certification

[Small Business Services \(SBS\) Certification Application](#)

[NYC MWBE Certification Webinars](#)



MWBE@sbs.nyc.gov



(212) 513 - 6311

New York State MWBE Certification

[Empire State Development \(ESD\) Certification Application](#)



MWBEcertification@esd.ny.gov



(212)803-2414

Where to Find MWBEs for Your Procurement Needs

Internal

FAMIS

Currently displays the following logos for vendors that are city and/or state certified.

Also see FAMIS MWBE Directory.



MTAC Plus

See MWBE Directory

External

[NYC SBS MWBE Directory](#)



[NYS ESD MWBE Directory](#)



Adding M/WBEs to Our System

Completed by Vendor: [Substitute W9 Form](#)

Completed by Employee: [Vendor Add/Change Form](#)

- For MWBE vendors, the vendor's MWBE certification must also be uploaded
- If you find a certified M/WBE that does not have a DOE Vendor ID, one can be obtained in approximately 10 business days.

Procurement Opportunities for MWBEs Only

[MWBE Procurement and Contract Method \(PCM\) Webpage](#)

[M/WBE PCM One-Pager](#)

Office of Supplier Diversity Resources

Contact Information

General MWBE Inquiries:

MWBE@schools.nyc.gov

Support with MWBE Directory or download our
MWBE Logo Indicator in FAMIS:

mwbeexceptions@schools.nyc.gov

Subcontracting Inquiries:

MWBEContracts@schools.nyc.gov

Additional Resources

[Employee Training Topic Recommendations Survey](#)

[Email Distribution List Interest Form](#)

[MWBE Vendor Webpage](#)

[Office of Supplier Diversity Webpage](#)

[Diversity and Inclusion Policy Page](#)

Need More Help?

School purchasers

Contact the Budget and Procurement Field Teams:

[EduDirectory](#)

Central purchasers

Contact the Office of Supplier Diversity:

mwbe@schools.nyc.gov