



September, 2015

FREQUENTLY ASKED QUESTIONS ON NEW CODES

New York State has adopted industry standard product and service codes for construction, professional services and commodities.

Q: Why the change?

A: To make it easier for your certified MWBE firm to be found in the directory of certified businesses by NYS agencies and authorities, prime contractors and procurement specialists. Empire State Development's Division of Minority and Women's Business Development (DMWBD) has started to gradually replace its ESD Codes with four sets of industry standard codes: CSI; NIGP; NYSDOT; and NAICS.

Q: What do I have to do?

A: There is no action required. There are no next steps for you to take. Your current ESD issued codes will remain with your certification profile and will eventually be replaced with one or more of the other industry standard codes.

Q: What do those codes mean?

A: CSI (Construction Specifications Institute) codes are currently used by the building construction industry; NIGP (National Institute of Governmental Purchasing) the system most commonly used by state and local governments for commodities and services; NYSDOT (New York State Department of Transportation) the codes used for highway and bridge construction; NAICS (North American Industry Classification System) used by Federal statistics agencies to identify broader industry classifications.

Q: When will these changes happen?

A: Some of the changes are already happening. New and re-certified MWBEs are being assigned the industry standard codes. By September 30, 2015 all certified MWBEs will be assigned the industry standard codes.

Q: What if I want to add new codes to my Certification listing?

A: Please visit <http://esd.ny.gov/MWBE/ProfileUpdate.html> for complete details and instructions on how to request adding commodities and/or services codes to your certification profile. All profile updates and expansions are to be submitted online. All supporting documentation can be submitted, directly into the system, or uploaded from your computer directly into your account.

Q: Does it cost anything to have these codes?

A: No, there is no cost for the assigning of industry standard codes.

Q: How will the new codes benefit my business?

A: These new codes are being used to increase your chances of getting more contracting opportunities.