



New York State MWBE Quarterly Utilization Report Bulk Load Guide

Background

The NYS MWBE utilization system is a second generation web-based reporting system, which allows for the direct input of expenditures and M/WBE utilization on a quarterly basis. Certain agencies are required to submit summary and M/WBE expenditure information to the Division of Minority and Women's Business Development (DMWBD), in response to Article 15-A of the Executive Law. DMWBD staff will evaluate data submitted via the Internet. DMWBD uses the results to track and evaluate the State's progress toward mainstreaming certified minority and women-owned businesses in purchasing and contracting activities. A report to the Governor and Legislature is published annually.

In each quarterly utilization report, the detailed MWBE expenditure section shows which specific businesses the state agency is working with (Certified MWBEs). One transaction per business dealing is provided. The expenditure summary section show totals of the number of contracts and \$ amounts for each of the specific Industry types in the quarter:

- C: Commodities
- SC: Consultant/Services (non-construction)
- CN: Construction
- CC: Construction Consultants

Each report is submitted quarterly over the fiscal year. The four reporting quarters are April 1 – June 30 (1st quarter due July 15); July 1 – September 31 (2nd quarter due October 15); October 1 – December 31 (3rd quarter due January 15); January 1 – March 31 (4th quarter due April 15).

Format of the data to be provided by agencies

If you, as the submitting agency, intend to import data from an external system into the B2Gnow Utilization Reports module, the data must be formatted correctly and must be saved in a comma-separated value file format. Surround text fields with quote marks. Two files should be prepared each quarter: one for detail records (the list of certified firms used) and one for expenditure summary records. Expenditure transactions should be compiled so that the result is one record per expenditure.

Uploaded data must be formatted according to the data tables in the following section. Use one record per line, and break large files into smaller files. All of the listed fields must be provided for each record, but fields not applicable to an expenditure summary record or to a detail record would result in a blank space separated with commas.

Sample Expenditure Summary Data:

```
"28000 ","STATE UNIVERSITY OF NEW YORK ","1213","1","C"
",0001942,+00001666299.47,0000024,+00000555770.33,,,0000000,+00000000000.00,,,,,,,,,000
0772,+00002888474.55,,,,,0000024,+00000020724.16,,,,,,,,,,,"
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Sample Utilization Detail Data:

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"28650","1213","1","CN","110462530","262 GREEN STREET","262 GREEN
STREET",,"BROOKLYN","NY","11222","W","C",4/5/12 0:00:00,"Z025",$6345.71,"P"
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File Names

There is no requirement for filenames. We suggest naming the files in a logical manner in case technical assistance is required and the files need to be traced. For example:

AGENCYNAME_DETAIL_FISCALYEAR_QUARTER.txt	>	DOL_DETAIL_FY1213_Q1.txt
AGENCYNAME_SUMMARY_FISCALYEAR_QUARTER.txt	>	DOL_SUMMARY_FY1213_Q1.txt

New Features of Second Generation Reporting System

To offer a process consistent with the legacy MWBE reporting system, the secondary generation system maintains the same bulk upload file layout. For agencies that have in-house MWBE tracking systems or similar mechanisms, no changes are required to the file layout or format.

The new system has a few enhancements that are available to agencies:

1. Three additional fields to increase the level of detail included with each MWBE utilization records:
 - Vendor name
 - Date Paid
 - Transaction Description
2. Self-service capability.
3. Real-time comparison of MWBE utilization record to verify firm was certified on the transaction or payment date.
4. Ability to request consideration of firms that are not yet or are no longer certified.
5. Streamlined review process to facilitate ESD review and feedback.

After import of the data, all users will have access to record correction and edit tools.

Uploading the Data

For the details of accessing the system and uploading the records, refer to the system user guide for this process, **Chapter 14: Utilization Reports**. Do not email your data files to ESD Agency Services unless specifically requested or authorized. This system is self-service.

To access the system, visit <https://ny.newnycontracts.com/>. Only authorized agency and authority staff are permitted to have user accounts; contact Agency Services for account support and authorization.

Table: Expenditure Summary Data

Order	Name	Type	Size	Description or Notes
1	AgencyCode	Text	6	Like "22000"
2	AgencyName	Text	50	Like "Empire State Development", "DED", etc.
3	FY	Text	4	Like "0001", "0102", "0203"
4	Qtr	Text	1	Must be "1", "2", "3", "4" representing each quarter of FY
5	Industry	Text	2	There are 4 types of reports. Must be "C" = Commodities; "SC" = Services (Non-Construction related services); "CN" = Construction; "CC" = Construction Consultants (Only Construction related services; eg, architects, engineers, surveyors, HVAC, etc.). Submit 1 record per industry type.
6	Low_Total_Num	Long Integer	10	# of expenditures processed in the quarter, in low dollar range w \$0-24,999 for "C" or "SC" and \$0-99,999 for "CN" or "CC"
7	Low_Total_Exp	Number	15	\$ amount of expenditures processed in the quarter for the respective Industry report type "C", or "SC" w value of \$0 – 24,999 and "CN", or "CC" w value of \$0-99,999
8	High_Total_Num	Long Integer	10	# of expenditures processed in the high dollar range (#9)
9	High_Total_Exp	Number	15	Same as 7, with value of \$25,000 + for "C" or "SC" Same as 7, with value of \$100,000+ for "CN" or "CC"
10	Grants_Total_Num	Long Integer	10	# of all expenditures processed related to grants
11	Grants_Total_Exp	Number	15	\$ amount of expenditures processed in the quarter in grants category for the respective Industry report type
12	NFP_Total_Num	Long Integer	10	# of all expenditures processed in the quarter related to not-for-profit
13	NFP_Total_Exp	Number	15	\$ amount of all expenditures processed in the quarter in not-for-profit category for the respective Industry report type
14	Sub_Low_Total_Num	Long Integer	10	# of subcontract expenditures processed in the quarter, in low dollar range (#15)
15	Sub_Low_Total_Exp	Number	15	\$ amount of all subcontract expenditures in the quarter for the respective Industry report type "C" or "SC" w value of \$0- 24,999; "CN" or "CC" w value of \$0-99,999

Order	Name	Type	Size	Description or Notes
16	Sub_High_Total_Num	Long Integer	10	# of subcontract expenditures processed in the quarter, in high dollar range (#17)
17	Sub_High_Total_Exp	Number	15	Same as 15, with value of \$25,000+ for "C" or "SC" and With value of \$100,000+ for "CN" or "CC".
18	Sub_Grants_Total_Num	Long Integer	10	# of all subcontract expenditures processed in the quarter related to grants (#19)
19	Sub_Grants_Total_Exp	Number	15	\$ amount of all subcontract expenditures processed in grant category for the respective Industry report type
20	Sub_NFP_Total_Num	Long Integer	10	# of all subcontract expenditures processed in the quarter related to not-for-profit
21	Sub_NFP_Total_Exp	Number	15	\$ amount of all subcontract expenditures processed in not-for-profit category for the respective Industry report type
22	P_Total_Num	Long Integer	10	# of all OGS P-Contract expenditures processed in quarter for the respective Industry report type.
23	P_Total_Exp	Number	15	\$ amount of all OGS P-Contract expenditures processed in the quarter for the respective Industry report type.
24	P_Total_MBE_Num	Long Integer	10	# of MBE expenditures from OGS P-Contracts processed in the quarter for the respective Industry report type
25	P_Total_MBE_Exp	Number	15	\$ amount of MBE expenditures from OGS P-Contracts processed in the quarter for the respective Industry report type
26	P_Total_WBE_Num	Long Integer	10	# of WBE expenditures from OGS P-Contracts processed in the quarter for the respective Industry report type
27	P_Total_WBE_Exp	Number	15	\$ amount of WBE expenditures from OGS P-Contracts processed in the quarter for the respective Industry report type
28	Pref_Source_Total_Num	Long Integer	10	# of Preferred Source expenditures processed in the quarter for the respective Industry report type
29	Pref_Source_Total_Exp	Number	15	\$ amount of all Preferred Source expenditures in the quarter for the respective Industry report type

Order	Name	Type	Size	Description or Notes
30	Total_Num_Cont_Awarded	Long Integer	10	# of Contracts Awarded in the quarter, for the respective Industry report type ("C" or "SC" must be \$25,000+ and "CN" or "CC" must be \$100,000).
31	Total_\$_Cont_Awarded	Number	15	\$ value of contracts awarded in the quarter, based on eligible Industry type \$ thresholds as noted in #30).
32	Cont_W_Goals_Num	Long Integer	10	# of contracts awarded with MBE and WBE goals ("C" or "SC" must be \$25,000+ and "CC" or "CN" must be \$100,000+).
33	Total_Cont_\$_W_Goals	Number	15	Total \$ amount of the contracts for which goals had been set by the agency in the quarter for the contracts awarded, based on eligible Industry type \$ thresholds noted in #33.
34	Cont_W_Waivers_Num	Long Integer	10	# of Contracts for which agency waived goals for the contractor in the eligible Industry types.
35	Total_Cont_\$_W_Waivers	Number	15	Total \$ value of the contracts with waivers based on eligible dollar ranges of Industry types.

Table: Expenditure Detail Report - Record of certified firms utilized in the quarter.

Order	Field	Req	Type	Max Size	Description or Notes
1	Agency Code	Yes	Text	6	Like "01030", "21720"
2	Fiscal Year	Yes	Text	4	Like "1011", "1112", "1213", "1314"
3	Quarter	Yes	Text	1	"1", "2", "3", "4" only
4	Industry	Yes	Text	2	"C", "CC", "CN", "SC" only
5	Payee ID	Yes	Text	9	Tax ID or SS # which uniquely identify the firm – no dashes
6	Location work performed		Text	100	City and/or Zip
7	Location Address line 1		Text	50	Business address - Street
8	Location Address line 2		Text	50	Additional Street, or bldg., suite, apt.
9	Location City		Text	50	City
10	Location State		Text	2	Like "NY"
11	Location Zip		Text	10	Like "12245" or 12245-xxxx use dash for plus 4 zip
12	MWBE flag	Yes	Text	1	Like "M", "W"
13	Product Code	Yes	Text	3	Like "A", "B", "C15", "I80" (List to follow)
14	Contract Date/PO Date	Yes	Date	10	Like 12/25/2012, no quotes – Contract Date or PO Date
15	Contract Number		Text	50	Like "C930006" - May also be a Purchase Order Number
16	Amount	Yes	Number	15	Like 1234.56, no quotes
17	Primary or Sub	Yes	Text	1	"P", "S" only
The new system offers three additional fields at the end of the utilization detail record. These fields are not required, but if included, all three must be at the end of the record in the order listed.					
18	Vendor Name		Text	250	Name of certified firm
19	Date Paid		Date	10	Like 12/25/2012, no quotes
20	Transaction Description		Text	500	Brief description of the transaction

Description of MWBE Utilization Product codes

- A Agriculture/Landscaping
- B Mining (e.g. Geological Investigation)
- C Construction
- C15 Building Construction - General Contractors
- C16 Heavy Construction (e.g. highway, pipe laying, bridge work)
- C17 Special Trade Contractors (e.g. plumbing, heating, surveying)
- D Manufacturing (e.g. production of goods)
- E Transportation, Communication, and Sanitary Services
- F/G Wholesale/Retail Goods (e.g. hospital supplies, office products, equipment)
- G52 Construction Materials (e.g. lumber, paint, lawn supplies)
- H Financial, Insurance, and Real Estate Services
- I Services
- I73 Business Services (e.g. copying, advertising, secretarial, janitorial)
- I80 Health Services
- I81 Legal Services
- I82 Educational Services (e.g. automobile safety, tutoring, public speaking)
- I83 Social Services (e.g. counselors, vocational training)
- I87 Professional Service – (e.g. engineering, architectural, accounting, research, management consultant services)