

# New York State Office of Temporary and Disability Assistance

## **BIDDER APPLICATION FORM INSTRUCTIONS**

**GENERAL PURPOSE:** To identify those qualified, potential offerors of services and goods who may be interested in responding to related, competitively bid, Request for Proposals (RFP's), as issued by the Office.

By completing and submitting this form, you become eligible to receive notice of funding opportunities provided by the OTDA. You are responsible for the accuracy of the information provided. For information about statewide funding opportunities, you may contact the NYS Office of General Services at [www.ogs.state.ny.us](http://www.ogs.state.ny.us), the New York State Contract Reporter at [www.nyscr.com](http://www.nyscr.com) or the NYS Department of State, the State Register at [www.dos.state.us](http://www.dos.state.us).

**FEDERAL TAX ID / Employer Identification Number (EIN):** Federal Tax ID number or Social Security number used for Federal income tax reporting.

**MUNICIPAL CODE:** This code is to be used by Municipalities/Governments **only**.

**CONTACTS:** please provide the names and the requested information for both the primary and a secondary organization/business contact.

**ORGANIZATION TYPE:** please check either **PROFIT** or **NOT-FOR-PROFIT\***, if selecting **NOT-FOR-PROFIT**, please enter your organizations **CHARITIES REGISTRATION NUMBER** in the space provided. If your organization is a government, an educational institution or an exempt religious organization, please check **NOT-FOR-PROFIT** and leave the **CHARITIES REGISTRATION NUMBER** *blank*.

\***CONTRACTOR TYPES** are payment categories established by the New York State Comptroller. A **NOT-FOR-PROFIT** Corporation is defined as an incorporated organization chartered for other than profit-making activities. Most such organizations are engaged in charitable, educational, civic or other humanitarian activities, although they are not restricted to such activities.

**MINORITY BUSINESS ENTERPRISE (MBE) or MINORITY COMMUNITY BASED ORGANIZATION (MCBO):** A **Minority Community Based Organization (MCBO)** is defined as a Not-for-Profit, local human service organization that has its origins in the geographic area comprised of one or more neighborhoods that it serves. A representative MCBO is therefore keenly aware of the community needs as well as local resources to meet those needs. Generally, the governing bodies and personnel of community based organizations reflect the racial, ethnic and cultural make-up of the community being served. A MCBO is characterized by majority representation of American Indians, Asian Americans, African Americans/Blacks and/or Hispanics in both policy formulation and decision-making regarding management, service delivery and staffing reflective of the community it serves.

**NEW YORK STATE BUSINESS TYPE,** read the description below to determine which category applies to your business. Please note that more than one category may apply.

For businesses located in New York State:

1. To be considered a **Small Business**, a business must meet all the following four criteria:
  - The company is resident in New York State. It may have its home office or a branch office located in the State;
  - The business is independently owned and operated;
  - The business does not dominate in its field;
  - The business employs one hundred or less persons; or,
  - A Not-for-Profit organization may be considered a Small Business Concern if it meets the preceding criteria.

2. Department of Economic Development, Division of Minority and Woman's Business Development. Certification information is available by contacting the Department of Economic Development, Division of Minority and Women Business Development at (212) 383-1718 or (518) 474-6346.

A **Minority Business Enterprise (MBE)** is defined as any business which is at least fifty-one percentum owned by, or in the case of a publicly owned business, at least fifty-one percentum of the stock of which is owned by, United States (U.S.) citizens or permanent residents aliens who are member of the following groups and who's ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

- a) Black persons having origins in any of the black African racial groups; and/or,
- b) Persons of Mexican, Puerto Rican, Dominican, Cuban, other Caribbean Island, Central or South American origin and/or national or community identification, whether of indigenous, Hispanic, Portuguese, French, Dutch, or other descent, and regardless of race; and/or,
- c) Asian and Pacific Islander persons having origins in any of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; and/or,
- d) American Indian or Alaskan Native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification;

A **Women-owned Business Enterprise (WBE)** is defined as any business enterprise which is at least fifty-one percentum owned by, or in the case of a publicly owned business, at least fifty-one percentum of the stock of which is owned by citizens or permanent resident aliens who are women. Such ownership interest must be real, substantial and continuing. The women-owned ownership must have and exercise the authority to independently control the business decisions of the entity.

(To meet the definition of an MBE or WBE, a non-profit organization must be controlled by a Board of Directors, which consists of at least fifty-one percentum minority individuals or women, respectively.)

**NEW YORK STATE CERTIFIED MINORITY or WOMEN OWNED BUSINESS** – Organizations which have been certified by the New York State Department of Economic Development as meeting the criteria for a Minority or Women Owned Business. Contact the Department of Economic Development, Division of Minority and Women Business Development at (212) 383-1718 or (518) 474-6346 for certification assistance.

**OUT OF STATE BUSINESS** – An out of State Business is a business which does not have its corporate headquarters located within New York State. These businesses are required to register with the New York State, Secretary of State. For further information, please contact the New York State, Department of State at (518) 473-2492 or (900) 835-2677, or write to:

NYS Department of State  
Division of Corporations  
41 State Street  
Albany, NY 12231  
[www.dos.state.ny.us](http://www.dos.state.ny.us)

**RETURN THE COMPLETED FORM TO:**

NYS Office of Temporary and Disability Assistance  
Attention: Ms. Dawn Neddo  
40 North Pearl Street, Section 13B  
Albany, NY 12243  
tdabcm@dfa.state.ny.us