

SBU's MWBE Program Compliance – 3 easy steps

Step One
Determine/Assign
MWBE-SDVOB Goals



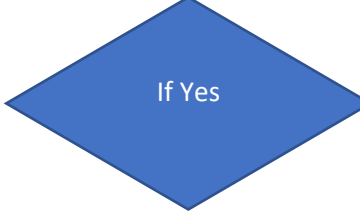
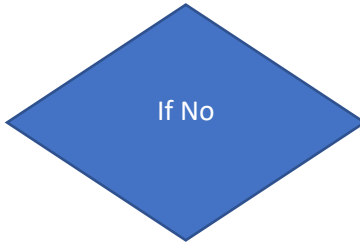
If yes, assign 0% Goals based on the Exemption or Exclusion

If no, assign 0% Goals based on the commodity purchase

If No, no MWBE Goals are required

Notify the Buyer or Contracts Office via a 0% Goal Setting Sheet submitted by email or Wolfmart comment

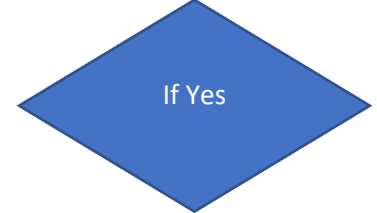
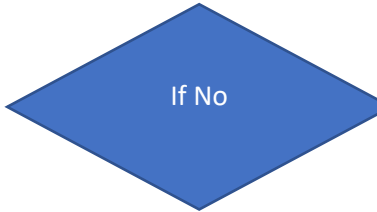
File the Goal Setting Sheet with Bids or Requisitions for future reference.



Notify the Contract office or Buyer that goals are not required under \$100K via a Wolfmart comment or email.

Assign goals via Axi

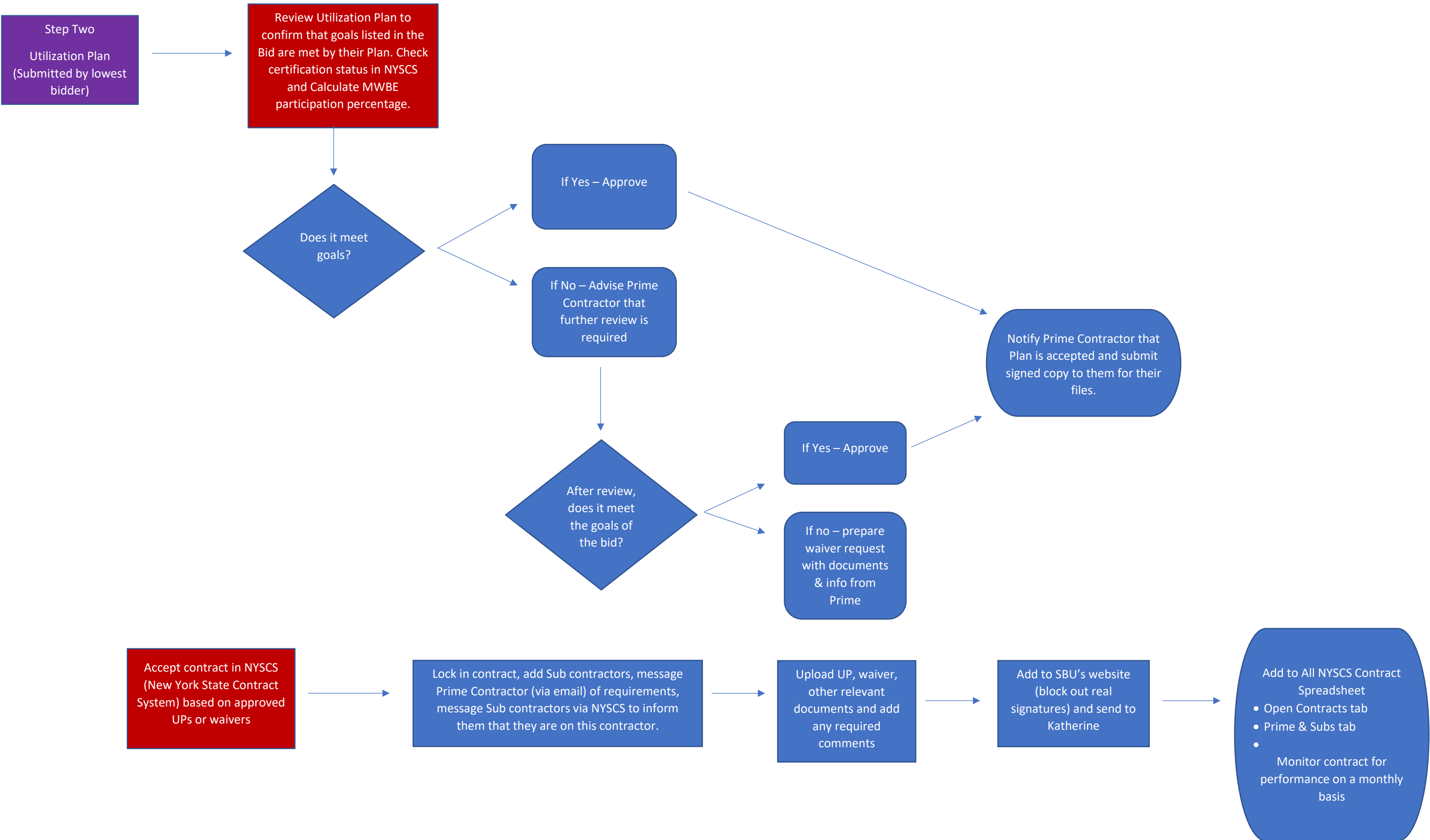
Notify the Contract Officer or Buyer via a Goal Setting Sheet outlining the Goals and provide the MWBE Directory.



Notify Contract Officer or Buyer that goals are not required under \$25K.

Assign goals via Axi

Notify Contract Officer or Buyer via a Goal Setting Sheet outlining the Goals and provide the MWBE Directory.



Step Three
Monthly/Quarterly
Reconciliation

PO Report

Download PO Report
from NYSCS
(monthly)

Line-by-line review of
PO report via filtering
and V lookup to
remove lines that
SUNY
excludes/exempts

Report information on
monthly summary
sheet & submit to
department
dashboard

Total monthly reports at the end of the
Quarter, update quarterly summary sheet.
Combine all 3 months into one report and
submit to SUNY

Contract Report

Download Contracts
with Payments report
from NYSCS (Quarterly)

Line-by-line review of
all contracts where
payments were made

Contact the prime via
NYSCS to remind them
to enter payments to
their Subs

Contact subs via NYSCS
to remind them to
confirm payments

Are the
amounts
correct?

If Yes – No
action required

If No – Contact
the Prime to
advise and
resolve

Download Contracts with payments
again periodically to see progress of
Primes & Subs

Report information on Quarterly summary sheet &
submit to Mgt and Department dashboard. Submit
final report to SUNY