

TIPS FOR SEARCHING THE ONLINE DIRECTORY

There are a number of ways to query the Online Directory of Certified Businesses
To get started: go to www.nyc.gov/buycertified then click on the **"Search"** tab.

Search by company name:

Click on the "Search" tab then scroll down to the bottom of the screen and type part of the business name. For example, if you want Chapman Plumbers type in "chapman" or "chapman plumb".

Search by business description:

Click on the "Search" tab then scroll to view the second drop-down menu. The **"Business Description keyword"** option enables you to search the content of a company's description for the goods or services. For example, search "carpentry" or "plumbing" and you will get vendors that include those words in the description of their services. You can also search "plumb" to get plumbers and plumbing supply. Note: the search results vary greatly depending on the exact letters you include. For example, the above searches yielded:

Search Term	Results
"Carpentry"	118 companies
"Carpenter"	1 company
"Plumbers"	1 company
"Plumber"	2 companies
"Plumbing"	54 companies

Search by NIGP code or keyword:

NIGP codes are 5-digit numbers used to identify goods and services. City-certified companies select codes to describe the scope of their business. In the first drop-down menu, select "goods" or "services", in the second select "NIGP code" or "NIGP keyword".

To select multiple codes, hold down the "Ctrl" button on your keyboard.

If you've selected multiple primary codes on the left then all of the related sub-codes for each of them will display in the box on the right.

Refining your search:

Scroll down to choose additional search parameters, such as size of previous jobs; certification type or ethnicity; business location or zip code. For example, you may want results to yield only those mechanical contractors that have worked on projects "Greater than or equal to \$1,000,000".

Conducting outreach: You can also **export** all search results into Excel by clicking on the green excel icon at the top right of the Search results page. Use this to create mailing lists and call logs. Once you've pulled a list and exported it into Excel you can further refine this list by reviewing the work experience which is listed in "column V" for each firm.

For more information: Access resource links, news about upcoming events, request a training or assistance. Click on "Buyers" tab. Scroll down and select "I'm a City Prime Contractor" .
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MINORITY PUBLICATIONS FOR PRIME CONTRACTORS

Minority Commerce Weekly and McGraw-Hill's weekly bid notification paper, called the Dodge Construction Report, targeting small contractors are great places to start.

Dodge Construction Report

(800) 393-6343

<http://www.dodge.construction.com>

Haitian Times (Haitian)

(718) 230-8700

<http://www.haitiantimes.com>

New York Amsterdam News (African American) Maria Rosario (Production Dept)

(212) 932-7450

<http://www.amsterdamnews.org>

World Journal (Chinese)

James Yam

(718) 746-8889 ext 6344

jamesy@wjnews.com

www.chineseworld.com

Minority Commerce Weekly

Publisher: **Independent Media Sales & Services**

(212) 349-4100

(212) 349-4111 fax

<http://www.mcwbids.com>

Desi Talk (Indian)

Ilayas Quraishi

(212) 675-7515

ilayasq@newsindia-times.com

Carib News (Caribbean)

Paulette Van Horne

(212) 944-1991

(212) 944-2089 fax

pclarke@nycaribnews.com

Epoch Times International, Inc.

Jianhong Xiong

(212) 239-2808

(212) 239-2806 fax

janet@epochtimes.com

You may also reach out to some community organizations that target the M/WBE business community and see if they can send out a notice to their members or put something on their websites.

South Bronx Overall Economic Development Corporation (SoBro)

555 Bergen Avenue

Bronx, NY 10455

(718) 292-3113

info@sobro.org

www.sobro.org

Professional Women in Construction

www.pwcusa.org/ (you can post jobs on their website directly)

(212) 486-7745

(212) 486-0228 fax

pwcusa1@aol.com

Assoc. of Minority Enterprises of NY

James Heyliger

250 Fulton Ave. #606

Hempstead, NY 11550

(718) 291-1641

www.ameny.org

NYS Association of Minority Contractors

Len Britton

Brooklyn Navy Yard

Building 280, 4th flr

Brooklyn, NY 11205

(718) 246-8380

(718) 246-8376 fax

nysamcontractors@aol.com

Women Builders Council

305 Broadway, 9th Floor

New York, New York 10007

(212) 367-2130

<http://www.wbcnyc.org/>