

**NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE  
CONSTRUCTION – NOT-FOR-PROFIT BUSINESS ENTITY**

BUSINESS ENTITY INFORMATION				
Legal Business Name		EIN (Enter 9 digits, without hyphen)		
Address of the Principal Place of Business/Executive Office		New York State Vendor Identification Number		
		Telephone ext.	Fax	
E-mail		Website		
Authorized Contact for this Questionnaire				
Name		Telephone ext.	Fax	
Title		Email		
List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive): (if applicable)				
Type	Name	EIN	State or County where filed	Status

I. BUSINESS CHARACTERISTICS	
1.0 Business Entity Type – Please check appropriate box and provide additional information:	
a) <input type="checkbox"/> Corporation (including PC)	Date of Incorporation
b) <input type="checkbox"/> Limited Liability Co. (LLC or PLLC)	Date Organized
c) <input type="checkbox"/> Limited Liability Partnership	Date of Registration
d) <input type="checkbox"/> Limited Partnership	Date Established
e) <input type="checkbox"/> General Partnership	Date Established County (if formed in NYS)
f) <input type="checkbox"/> Sole Proprietor	How many years in business?
g) <input type="checkbox"/> Other	Date Established
If Other, explain:	
1.1 Was the Business Entity formed in New York State? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “No” indicate jurisdiction where the Business Entity was formed:	
<input type="checkbox"/> United States	State _____
<input type="checkbox"/> Other	Country _____
1.2 Is the Business Entity currently registered to do business in New York State? Note: Select ‘Not Required’ if the Business Entity is a Sole Proprietor or General Partnership <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
If “No”, explain why the Business Entity is not required to be registered in New York State.	
1.3 Is the Business Entity registered as a Sales Tax Vendor with the New York State Department of Taxation and Finance? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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<b>I. BUSINESS CHARACTERISTICS</b>	
If “No”, explain and provide detail such as ‘not required’, ‘application in process’, or other reasons for not being registered.	
1.4 Is the responding Business Entity a Joint Venture? <i>Note: If the Submitting Business Entity is a Joint Venture, also submit a separate questionnaire for each Business Entity comprising the Joint Venture</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.5 Does the Business Entity have an active Charities Registration Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enter Number: _____ If Exempt/Explain: If an application is pending, enter date of application: _____ Attach a copy of the application	
1.6 Does the Business Entity have a DUNS Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enter DUNS Number: _____	
1.7 Is the Business Entity’s Principal Place of Business/Executive Office in New York State? If ‘No’, does the Business Entity maintain an office in New York State?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Provide the address and telephone number for one New York office.	
1.8 Is the Business Entity’s principal place of business/executive office:	
<input type="checkbox"/> Owned <input type="checkbox"/> Rented      Landlord Name (if ‘rented’) _____ <input type="checkbox"/> Other      Provide explanation (if ‘other’) _____	
Is space shared with another Business Entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of other Business Entity _____ Address _____ City _____ State _____ Zip Code _____ Country _____	
1.9 Is the Business Entity a Minority Community Based Organization (MCBO)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.10 Identify current Key Employees of the Business Entity. Attach additional pages if necessary	
Name	Title
Name	Title
Name	Title
Name	Title
1.11 Identify current Trustees/Board Members of the Business Entity. Attach additional sheets if necessary.	
Name	Title
Name	Title
Name	Title
Name	Title

<b>II. AFFILIATES/JOINT VENTURE RELATIONSHIPS</b>		
2.0 Does the Business Entity have any Affiliates? Attach additional pages if necessary.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Affiliate Name	Affiliate EIN (If available)	Affiliate’s Primary Business Activity
Explain relationship with the Affiliate and indicate percent ownership, if applicable(enter N/A, if not applicable):		
Are there any Business Entity Officials or Principal Owners Business Entity has in common with this Affiliate?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Individual’s Name	Position/Title with Firm/Company	

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<b>II. AFFILIATES/JOINT VENTURE RELATIONSHIPS</b>		
2.1 Has the Business Entity participated in any construction Joint Ventures within the past three (3) years? Attach additional pages if necessary.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Joint Venture Name:	Joint Venture EIN (If available):	Identify parties to the Joint Venture:

<b>III. CONTRACT HISTORY</b>
3.0 List the ten most recent construction contracts the Business Entity has completed using Attachment A – Completed Construction Contracts, found at <a href="http://www.osc.state.ny.us/vendrep/documents/questionnaire/attachment_a.doc">http://www.osc.state.ny.us/vendrep/documents/questionnaire/attachment_a.doc</a> . If less than ten, include most recent subcontracts on projects up to that number.
3.1 List all current uncompleted construction contracts using Attachment B – Uncompleted Construction Contracts, found at <a href="http://www.osc.state.ny.us/vendrep/documents/questionnaire/attachment_b.doc">http://www.osc.state.ny.us/vendrep/documents/questionnaire/attachment_b.doc</a> .

<b>IV. INTEGRITY – CONTRACT BIDDING</b>	
Within the past five (5) years, has the Business Entity, an Affiliate or any predecessor company or entity	
4.0 been suspended or debarred from any contracting process or been disqualified on any government procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.1 been subject to a denial or revocation of a government prequalification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 had any bid rejected by a government entity for lack of qualifications, responsibility or because of the submission of an informal, non-responsive or incomplete bid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 had a proposed subcontract rejected by a government entity for lack of qualifications, responsibility or because of the submission of an informal, non-responsive or incomplete bid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.4 agreed to a voluntary exclusion from bidding/contracting with a government entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.5 initiated a request to withdraw a bid submitted to a government entity or made any claim of an error on a bid submitted to a government entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For each “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates, projects, and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer(s) below or attach additional sheets with numbered responses.	

<b>V. INTEGRITY – CONTRACT AWARD</b>	
Within the past five (5) years, has the Business Entity, an Affiliate, or any predecessor company or entity	
5.0 defaulted on or been suspended, cancelled or terminated for cause on any contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity/owner(s) involved, project(s), contract number(s), relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
5.1 been subject to an administrative proceeding or civil action seeking specific performance or restitution (except any disputed work proceeding) or requiring the Business Entity to enter into a formal monitoring agreement in connection with any government contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, project(s), contract number(s), relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
5.2 had its surety called upon to complete any contract whether government or private sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>V. INTEGRITY – CONTRACT AWARD</b>	
Within the past five (5) years, has the Business Entity, an Affiliate, or any predecessor company or entity	
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity/owner(s) involved, project(s), contract number(s), relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	

<b>VI. CERTIFICATIONS/LICENSES</b>	
6.0 Within the past five (5) years, has the Business Entity, an Affiliate, or any predecessor company or entity had a revocation or suspension of any business or professional permit and/or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	

<b>VII. LEGAL PROCEEDINGS</b>	
Within the past five (5) years, has the Business Entity, an Affiliate, or any predecessor company or entity	
7.0 been the subject of a criminal investigation, whether open or closed, or an indictment for any business-related conduct constituting a crime under local, state or federal law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1 been the subject of: (i) an indictment, grant of immunity, judgment or conviction (including entering into a plea bargain) for conduct constituting a crime; or (ii) any criminal investigation, felony indictment or conviction concerning the formation of, or any business association with, an allegedly false or fraudulent Minority Owned Business Enterprise, Women Owned Business Enterprise, or Disadvantaged Business Enterprise?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.2 received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.3 had a government entity find a willful prevailing wage or supplemental payment violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.4 had a New York State Labor Law violation deemed willful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.5 been the subject of any other federal, state or local citations, notices, violation orders, pending administrative hearings or proceedings or determinations of a violation of any labor law or regulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.6 entered into a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local environmental laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.7 other than previously disclosed, been the subject of any citations, notices, violation orders, pending administrative hearings or proceedings or determinations of a violation of: <ul style="list-style-type: none"> <li>▪ Federal, state or local health laws, rules or regulations;</li> <li>▪ Federal, state or local environmental laws, rules or regulations;</li> <li>▪ Unemployment insurance or workers compensation coverage or claim requirements;</li> <li>▪ Employee Retirement Income Security Act (ERISA);</li> <li>▪ Federal, state or local human rights laws;</li> <li>▪ Federal, state or local security laws?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
For each “Yes” answer above provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer(s) below or attach additional sheets with numbered responses.	

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<b>VIII. LEADERSHIP INTEGRITY</b>	
<b>(Note: If the Business Entity is a Joint Venture Entity, answer ‘N/A – Not Applicable’ to questions 8.0 through 8.3). Within the past five (5) years has any individual previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation with New York State been subject to</b>	
<b>8.0 a sanction imposed relative to any business or professional permit and/or license?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>8.1 a criminal investigation, whether open or closed, or an indictment for any business-related conduct constituting a crime under local, state or federal law?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>8.2 a misdemeanor or felony charge, indictment or conviction for:</b> (i) any business-related activity including but not limited to fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or (ii) any crime, whether or not business related, the underlying conduct of which related to truthfulness, including but not limited to the filing of false documents or false sworn statements, perjury or larceny?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>8.3 a debarment from any government contracting process?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
For each “Yes” answer above provide an explanation of the issue(s), the individual involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer(s) below or attach additional sheets with numbered responses.	

<b>IX. FINANCIAL AND ORGANIZATIONAL CAPACITY</b>	
<b>9.0 Within the past five (5) years, has the Business Entity or any Affiliates received any formal unsatisfactory performance assessment(s) from any government entity on any contract?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
<b>9.1 Within the past five (5) years, has the Business Entity or any Affiliates had any liquidated damages assessed over \$25,000?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, relevant dates, the contracting party involved, the amount assessed and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
<b>9.2 Within the past five (5) years, has the Business Entity or any Affiliates had any liens, claims or judgments (not including UCC filings) over \$25,000 filed against the Business Entity which remain undischarged or were unsatisfied for more than 90 days?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the lien holder or claimant’s name, the amount of the lien and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
<b>9.3 In the last seven (7) years, has the Business Entity or any Affiliate initiated or been the subject of any bankruptcy proceedings, whether or not closed, regardless of the date of filing, or is any bankruptcy proceeding pending?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
For a “Yes” answer provide the Business Entity involved, the relationship to the submitting Business Entity, the bankruptcy chapter number, the Court name and the docket number. Indicate the current status of the proceedings as “initiated”, “pending”, or “closed. Provide answer below or attach additional sheets with numbered responses.	
<b>9.4 What is the Business Entities Bonding Capacity?</b>	
<b>a. Single Project:</b>	<b>b. Aggregate (All Projects):</b>
<b>9.5 List the Entity’s Gross Sales for the previous three (3) Fiscal Years.</b>	

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<b>IX. FINANCIAL AND ORGANIZATIONAL CAPACITY</b>		
<b>1st Year (Indicate year ) Gross Sales</b>	<b>2nd Year (Indicate year ) Gross Sales</b>	<b>3rd Year (Indicate year ) Gross Sales</b>
<b>9.6 List the Entity’s Average Backlog for the previous three (3) fiscal years. (Estimated total value of uncompleted work on outstanding contract)</b>		
<b>1st Year (Indicate year ) Amount</b>	<b>2nd Year (Indicate year ) Amount</b>	<b>3rd Year (Indicate year ) Amount</b>
<b>9.7 Attach Business Entity’s most recent annual financial statements and accompanying notes or complete Attachment C – Financial Information, found at <a href="http://www.osc.state.ny.us/vendrep/documents/questionnaire/attachment_c.xls">http://www.osc.state.ny.us/vendrep/documents/questionnaire/attachment_c.xls</a>.</b>		
<b>9.8 During the past three (3) years, has the Business Entity or any Affiliates had any government audits? If “Yes”, did any audit reveal material weaknesses in the Business Entity’s system of internal controls? If “Yes”, did any audit reveal non-compliance with contractual agreements or any material disallowance (if not previously disclosed in 9.8)?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>For each “Yes” answer above provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, relevant dates, the government entity involved, and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer(s) below or attach additional sheets with numbered responses.</b>		

<b>X. FREEDOM OF INFORMATION LAW (FOIL)</b>	
<b>10.0 Indicate whether any information provided herein is believed to be exempt from disclosure under the Freedom of Information Law (FOIL). Note: A determination of whether such information is exempt from FOIL will be made at the time of any request for disclosure under FOIL.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Indicate the question number(s) and explain the basis for the claim.</b>	

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**Certification**

The undersigned: (1) recognizes that this questionnaire is submitted for the express purpose of assisting New York State contracting entities in making responsibility determinations regarding an award of a contract or approval of a subcontract; (2) recognizes that the Office of the State Comptroller (OSC) will rely on information disclosed in the questionnaire in making responsibility determinations and in approving a contract or subcontract; (3) acknowledges that the New York State contracting entities and OSC may, in their discretion, by means which they may choose, verify the truth and accuracy of all statements made herein; and (4) acknowledges that intentional submission of false or misleading information may constitute a misdemeanor or felony under New York State Penal Law, may be punishable by a fine and/or imprisonment under Federal Law, and may result in a finding of non-responsibility, contract suspension or contract termination.

**The undersigned certifies that he/she:**

- is knowledgeable about the submitting Business Entity's business and operations;
- has read and understands all of the questions contained in the questionnaire;
- has not altered the content of the questionnaire in any manner;
- has reviewed and/or supplied full and complete responses to each question;
- to the best of his/her knowledge, information and belief, confirms that the Business Entity's responses are true, accurate and complete, including all attachments, if applicable;
- understands that New York State will rely on the information disclosed in the questionnaire when entering into a contract with the Business Entity; and
- is under obligation to update the information provided herein to include any material changes to the Business Entity's responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at the request of the New York State contracting entities or OSC prior to the award and/or approval of a contract, or during the term of the contract.

Signature of Owner/Officer \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

\_\_\_\_\_ Notary Public