

VENDOR RESPONSIBILITY DOCUMENTATION REQUIREMENTS

Transaction Type	Vendor Responsibility Profile	Agency Responsibility Certification	Vendor Questionnaire ¹¹ If valued at \$100,000 or more for the first time
New Contract	✓	✓	✓
Agreement with an estimated amount of \$100,000 or greater	✓	✓	✓
Real Estate (purchase, Sale or Lease) Except for Eminent Domain or real property sales which are required by law to sold to the highest bidder	✓	✓	✓
Assignments	✓	✓	✓ ¹²
Change in contract value not provided for in the original contract	✓	✓	✓
Change to contract time or value provided for in the original contract (i.e. Renewal)	✓ ¹³	✓	✓
Change in contract not provided for in the original contract which results in additional time at no cost	✓ ¹³	✓	✓
Non Material Amendment/Renewal/Extension with Adverse Information	✓ ¹³	✓	✓
Construction Change Order with Adverse Information	✓ ¹³	✓	✓
Mini-bids against Backdrop Contracts with Adverse Information	✓ ¹³	✓	✓

¹¹ The Vendor Responsibility Questionnaire may be provided either electronically, through the VendRep System, or in paper format.

¹² Contract Assignments with \$100,000 or more remaining on the agreement also require a questionnaire from the vendor to which the contract is assigned.

¹³ An Agency Profile is only required if the agency is aware of potentially adverse information

Below is a list of specific vendors and contract transactions which are Exempt from Vendor Responsibility Documentation Requirements.

- AC340 address changes
- AC340 corrections
- AC340 encumbrance only
- Backdrop Design Consultant Agreement Increases & SUCF Planning Allocations
- Board of Cooperative Education Services (BOCES)
- Budget Modifications
- Cities, Towns, Villages
- Construction change orders with no adverse information
- Counties
- DOT/Thruway/Canal-railroad/utility reimbursements
- DOT Uneconomic Remainders
- Eminent domain property takings
- Fire Districts
- Fiscal year rejection resubmittals
- Industrial Development Agencies (IDAs)
- Indian Nations
- Labor Unions for NYS Collective Bargaining agreement implementation only
- Lease escalation and holdover
- Minibid against Backdrop Contracts with no Adverse information
- Multi-phase project – not initial submission
- New York State Agencies
- Non-administering agency use of multi-agency contracts
- Non-Material Amendment w/ no adverse information
- Other States and other countries
- Purchase order against Statewide contract
- Preferred sources
- Price list changes
- Public Authority/Public Benefit Corporation
- Public Colleges and Universities
- Public libraries
- Real property sales required by law to be sold to the highest bidder
- Research Foundation including:
 - CUNY
 - SUNY
 - Mental Hygiene Research
 - Aging Research
 - Welfare Research
 - Health Research
- Resubmittal within 90 days of VR conclusion
- School districts and Charter Schools
- US Government entities
- Vocational Education Extension Board (VEEB)
- Water, Sewer and Water & Soil Districts

OSC RESERVES THE RIGHT TO REQUIRE A VENDOR RESPONSIBILITY PROFILE, AGENCY CERTIFICATION AND/OR VENDOR QUESTIONNAIRE IF DEEMED MATERIAL

Revised: July 30, 2007