

Vendor Responsibility Documentation Requirements for State Agencies

Transaction Type		Vendor Responsibility Profile	Agency Responsibility Certification	Vendor Responsibility Questionnaire * (If valued at \$100,000 or more for the first time)
1.	New contract	✓	✓	✓
2.	Agreement with an estimated amount of \$100,000 or greater	✓	✓	✓
3.	Real estate (purchase, sale or lease) except for an eminent domain or real property sale which is required by law to sold to the highest bidder	✓	✓	✓
4.	Assignment	✓	✓	✓**
5.	Change in contract value not provided for in the original contract	✓	✓	✓
6.	Change to contract time or value provided for in the original contract (i.e., renewal)	✓***	✓	✓
7.	Change in contract not provided for in the original contract which results in additional time at no cost	✓***	✓	✓
8.	Non-material amendment/renewal/extension with adverse information	✓	✓	✓
9.	Construction change order with adverse information	✓	✓	✓
10.	Mini-bid against backdrop contract with adverse information	✓	✓	✓

* The Vendor Responsibility Questionnaire may be provided either electronically using the VendRep System or in paper format.

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

*** A Vendor Responsibility Profile is only required if the agency is aware of potentially adverse information.

Below are specific vendors and contract transactions, which are EXEMPT from Vendor Responsibility Documentation Requirements:

- AC340 address change
- AC340 correction
- AC340 encumbrance only
- Backdrop design consultant agreement increases & SUCF planning allocation
- Board of Cooperative Education Services (BOCES)
- Budget modification
- Cities, towns, villages
- Construction change order with no adverse information
- Counties
- DOT/Thruway/Canal - railroad/utility reimbursement
- DOT Uneconomic Remainder
- Eminent domain property taking
- Fire districts
- Fiscal year rejection resubmittal
- Industrial Development Agencies (IDAs)
- Indian Nations
- Labor unions for NYS collective bargaining agreement implementation only
- Lease escalation and holdover
- Minibid against backdrop contract with no adverse information
- Multi-phase project – not initial submission
- New York State agencies
- Non-administering agency use of multi-agency contract
- Non-material amendment with no adverse information
- Other states and other countries
- Purchase order against statewide contract
- Preferred source
- Price list change
- Public authority/Public benefit corporation
- Public colleges and universities
- Public libraries
- Real property sale required by law to be sold to the highest bidder
- Research Foundation including:
 - CUNY
 - SUNY
 - Mental Hygiene Research
 - Aging Research
 - Welfare Research
 - Health Research
- School districts and charter schools
- US government entities
- Vocational Education Extension Board (VEEB)
- Water, Sewer and Water & Soil District

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