

VENDOR RESPONSIBILITY Q&A – STATE PURCHASING FORUM – MAY 2013

Part 1 - How do I:

1. Get vendors to use the online New York State VendRep System?
 - Recommend usage of the VendRep System in the Solicitation document.
 - Do not send them a questionnaire to complete unless they ask for one.
 - Explain it saves paper, time and effort, especially if they contract with other agencies and how easy it is to update information.
 - Promote that usage provides access to track the review status of their contracts at the Office of the State Comptroller (OSC).
 - See the VendRep System Welcome Package, pg 3 - http://www.osc.state.ny.us/vendrep/documents/system/welcome_package.pdf.
 2. Get a Vendor ID for a new vendor/bidder?
 - If you have the vendor's information, you can easily request a Vendor ID via the Statewide Financial System (SFS).
 - If not, the vendor can contact the OSC Help Desk to request a Vendor ID.
 - To reach the OSC Help Desk: Call 866-370-4672 or email ciohelpdesk@osc.state.ny.us.
 3. Know if I need to send a Vendor Responsibility Profile with the transaction I am sending to OSC for approval?
 - Except for vendor responsibility exempt transactions, ALL transactions sent to OSC for approval need a Vendor Responsibility Profile.
 - For additional documentation requirements, visit the website http://www.osc.state.ny.us/vendrep/resources/docreq_agency.htm.
 4. Know how far back to look at issues?
 - Find the applicable question on the Vendor Responsibility Questionnaire and use this as your guide.
 - Most are five (5) years.
 - Bankruptcy – seven (7) years.
 - Taxes – three (3) years.
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Part 2 - Where do I find:

1. Bulletin G-221?
 - This information is now located in the Guide to Financial Operations (GFO) - <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/16.htm>
 2. A vendor's online Vendor Responsibility Questionnaire?
 - Your agency/authority must be enrolled to use the VendRep System and you must be an authorized user.
 - <https://portal.osc.state.ny.us/Enrollment/login>
 - Search by Name, Taxpayer Identification Number (TIN), Vendor ID.
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VENDOR RESPONSIBILITY Q&A – STATE PURCHASING FORUM – MAY 2013

Part 2 - Where do I find:

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| 3. The current version of a paper questionnaire? | <ul style="list-style-type: none">• On the OSC Vendor Responsibility website, the paper questionnaires will always match the online versions - http://www.osc.state.ny.us/vendrep/forms_vendor.htm |
| 4. The Vendor Responsibility Profile? | <ul style="list-style-type: none">• OSC Vendor Responsibility website, see For State Agencies, Forms - http://www.osc.state.ny.us/vendrep/forms_agency_vresp.htm.• Ten minute training video.• Recently updated with a question about Workers' Compensation to remind you to include it in your package to OSC. |
| 5. OSC's documentation requirements? | <ul style="list-style-type: none">• OSC Vendor Responsibility website, see For State Agencies, Documentation Requirements - http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm. |
| 6. A list of vendors who are exempt from OSC's vendor responsibility documentation requirements? | <ul style="list-style-type: none">• OSC vendor responsibility website, see For State Agencies, Documentation Requirements -• http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm |
| 7. Resources to perform a vendor responsibility review? | <ul style="list-style-type: none">• OSC Vendor Responsibility website, see For State Agencies, Resources, Web Resources.• Each resource has a short description and the link to the applicable website.• Links are presented by factors of vendor responsibility (FLIP)• http://www.osc.state.ny.us/vendrep/webresources.htm• On the State Procurement Council website located at http://www.ogs.ny.gov/BU/PC/SPC.asp |
| 8. Contact information for the OSC Help Desk? | <ul style="list-style-type: none">• Call 518-408-4672 or 866-370-4672• Email ciohelpdesk@osc.state.ny.us |
| 9. Applicable licenses needed for contractual work? | <ul style="list-style-type: none">• OSC vendor responsibility website, see For State Agencies, Resources, Web Resources - http://www.osc.state.ny.us/vendrep/webresources_legal.htm• Multiple sites to verify based on license needed. |
| 10. Proof of Current Workers' Compensation and Disability Benefit Insurance (WC/DB) Coverage? | <ul style="list-style-type: none">• Obtain the certificates which name your agency - http://www.wcb.ny.gov/content/ebiz/icempcovsearch/icempcovsearch_overview.jsp |
| 11. The federal Exclude Parties List? | <ul style="list-style-type: none">• Now the System for Award Management (SAM)• https://www.sam.gov/portal/public/SAM/ |
| 12. The list of contractors debarred in New York State? | <ul style="list-style-type: none">• OSC vendor responsibility website - http://www.osc.state.ny.us/vendrep/webresources_legal.htm• See Homeland Security - Issues and Debarment section. |
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VENDOR RESPONSIBILITY Q&A – STATE PURCHASING FORUM – MAY 2013

Part 2 - Where do I find:

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| 13. Details about OSHA violations? | <ul style="list-style-type: none">• http://www.osha.gov/pls/imis/establishment.html• Perform an Advanced Search on Google.• Request information directly from the Vendor. |
| 14. Information about OSC audits or other audits? | <ul style="list-style-type: none">• OSC vendor responsibility website -• http://www.osc.state.ny.us/vendrep/webresources_integrity.htm• See Government Audits |
| 15. Information about open New York State tax warrants? | <ul style="list-style-type: none">• http://www.dos.ny.gov/corps/tax_warrant_search.html |
| 16. IRS tax liens? | <ul style="list-style-type: none">• http://appsext7.dos.ny.gov/pls/ucc_public/web_search.main_frame.• Select “Other Debtor Search Options” on the left hand side of the page.• Select “Federal Tax Liens” under File Type. |
| 17. A comprehensive report showing financial condition, fund balance, net revenue gain/loss, total assets/liabilities and the percentage of revenue that are absorbed by administrative costs for Not For Profit Entities? | <ul style="list-style-type: none">• Guidestar located at: http://www2.guidestar.org/. |
| 18. If the vendor did not provide a list of owners and principals, where can I find that information? | <ul style="list-style-type: none">• If the vendor is publicly traded, you will find this information on the EDGAR website - http://www.sec.gov/edgar/searchedgar/webusers.htm.• If the entity is privately held, the easiest way is to ask the vendor for the information.• Other resources include: Dun & Bradstreet, Google, the vendor’s website, Accurint. |
| 19. Bankruptcy information? | <ul style="list-style-type: none">• Try Google using entity or person’s name and “bankruptcy.”• If you have access to Public Access to Court Electronic Records (PACER), you can find this information. |
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Part 2 - Where do I find:

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| 20. Adverse information on Google? <ul style="list-style-type: none">• What are examples of Google search results that require more research? | <ul style="list-style-type: none">• Type in the search box “Google Advanced Search.” Click on top link to get to Advanced Search screen where you can put in particular search terms such as: “Fraud or Investigat or Lawsuit or Bankrupt or Violat or Criminal,” etc.• Try limiting search to Site or Domain =<ul style="list-style-type: none">○ .gov○ .state.ny.us• Examples that require more research include, but not limited to:<ul style="list-style-type: none">○ Pending bankruptcy;○ Criminal case, indictments of companies/people;○ References to investigation;○ Settlement has been signed – what, why, how much?○ Mergers/acquisitions; and○ Mafia connections. |
| 21. Previous reviews on vendors? | <ul style="list-style-type: none">• Best practice: Maintain profiles in a common file at your agency.• Call other Procurement staff at sister agencies.• Non-Responsibility determinations made after April 3, 2013 can be found at: http://www.ogs.ny.gov/SiteMap.asp. |
| 22. Issues the New York City Mayor’s Contracting office may have had? | <ul style="list-style-type: none">• Contact the New York City Mayor’s Office of Contract Services to request access to Vendex. |
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Part 3 - What should I do:

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| 1. If there is no New York State Vendor ID entered on the paper form? | <ul style="list-style-type: none">• Check to see if the vendor has an ID but neglected to enter it on the questionnaire.• If you plan to contract with this entity, you will need to initiate a request for a Vendor ID via SFS.• Encourage the vendor to use the VendRep System in the future. |
| 2. If a vendor responsibility review was completed recently by someone else in my agency. Do I need to do a new one? | <ul style="list-style-type: none">• Yes, each procurement record must stand on its own.• If the Profile for the last transaction was electronically saved to a file, update the document to match your transaction.• Review key items relevant to your transaction.• Sign and submit updated Profile. |
| 3. The vendor’s TIN (or name) on SFS is not the same as the TIN (or name) on the Workers’ Compensation form. Can I contract with this vendor? | <ul style="list-style-type: none">• Ensure you have selected the correct Vendor ID for the vendor associated with your transaction, as some have more than one Vendor ID and TIN in SFS.• Once you are certain you are using the correct Vendor ID/TIN, contact the vendor, as they will need to obtain a correct WC form. |
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Part 3 - What should I do:

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| 4. The vendor executed a legal name change, and the name as shown on their vendor responsibility documents is different than what is on SFS? | <ul style="list-style-type: none">• Ask the vendor to recertify their questionnaire. When the vendor is viewing their Basic Vendor Data, they will see the new name. However, they must certify their information for the new legal name to become viewable by the agency user. |
| 5. The vendor has not certified their questionnaire on the VendRep System since June 2012 and: | See below: |
| <ul style="list-style-type: none">• They bid on new contract? | <ul style="list-style-type: none">• Contact the vendor and direct it to review/update and recertify their questionnaire. |
| <ul style="list-style-type: none">• They are continuing to perform on contract previously awarded and are not bidding on new contract and have no transactions pending? | <ul style="list-style-type: none">• While it is good practice for vendors to review their questionnaire regularly, there is no requirement that they do so after award. |
| 6. The definition of “certification” within the last six months? <ul style="list-style-type: none">• Is it six months from the<ol style="list-style-type: none">a. last certification by the vendor;b. date of bid opening;c. date of proposal evaluation;d. date of Agency Award;e. date OSC will review; orf. bid due date? | <ul style="list-style-type: none">• OSC Vendor Responsibility Welcome Package, pg 12 - http://www.osc.state.ny.us/vendrep/documents/system/welcome_package.pdf.• To be considered timely, questionnaires filed via the VendRep System require that a vendor certify a questionnaire no more than six months before the due date of the questionnaire, as determined by the State contracting entity.• Whatever due date the agency gives the proposed contractor triggers the six month window. Typically, an agency will require the questionnaire to be due with the proposal/bid, or upon notice of award. |
| 7. The vendor submits a construction vendor responsibility questionnaire (CCA-2) for a non-construction contract? <ul style="list-style-type: none">• Or a grant vendor responsibility form for a non grant project?• Or an MTA form? | <ul style="list-style-type: none">• As the construction questionnaire (CCA-2) is much more detailed than the non-construction questionnaire, the agency may choose to use this form for review.• If a for-profit vendor uses a not-for-profit questionnaire, there are many questions that are not applicable. The vendor should provide the correct questionnaire.• It is up to the agency to decide if it will accept other questionnaires. The decision to accept alternatives must be fair, non-discriminatory and applicable to all vendors. Best practice is for the vendor to use the correct questionnaire for their business type.• If using the New York State VendRep System, vendors can complete multiple types of questionnaires based on the agency’s request. For example, a for-profit vendor can complete both the non-construction and construction questionnaires for agencies’ review. |
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VENDOR RESPONSIBILITY Q&A – STATE PURCHASING FORUM – MAY 2013

Part 3 - What should I do:

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| 8. A vendor submits an old form, i.e. the SVRQ, rather than the current paper form from OSC VendRep page? | <ul style="list-style-type: none">• If this option is available to all vendors, it is acceptable. However, agencies enrolled in the New York State VendRep System have committed to using the questionnaires found in the VendRep System and on the OSC website. |
| 9. The vendor does not have WC/DB insurance? | <ul style="list-style-type: none">• Vendors may not need WC and/or DB based on the nature of their business or the services provided for a particular transaction. Direct any questions to the Workers' Compensation Board.• You still must obtain the appropriate certificates (proof of coverage or attestation of exemption) from the vendor. |
| 10. The vendor has supplied a certification of exemption for WC/DB and I have reason to believe they are not exempt? | <ul style="list-style-type: none">• If you believe it is incorrect, you should speak directly to Workers' Compensation to get a good understanding of the situation and law.• Advise the vendor of the outcome.• If the vendor resists, you might want to initiate a conference call to include Workers' Compensation and the vendor. |
| 11. The vendor sent an ACORD form but no WC/DB forms? | <ul style="list-style-type: none">• Not acceptable. The vendor must provide the correct WC/DB forms and your agency must be named on the form. |
| 12. The vendor answers NO to questions, which I think required a YES answer? | <ul style="list-style-type: none">• Communicate your concerns openly with the vendor.• If appropriate, advise they must update their questionnaire.• If further clarification is needed, either you or the vendor may contact the OSC Help Desk for assistance. |
| 13. The vendor did not disclose information about their associated company? | <ul style="list-style-type: none">• If they indicated there are no associated entities but you find there are, ask the vendor to update their questionnaire.• Determine if the failure was intentional or an oversight and make responsibility determination accordingly. |
| 14. The vendor skipped three questions on the paper questionnaire and added a statement of no change on top of the copy? | <ul style="list-style-type: none">• Vendor must complete their questionnaire in its entirety.• Paper document should have a new signature page, as they are now attesting to the current accuracy of the information• Statement of no change is inappropriate.• Use of the New York State VendRep System would have required responses to all questions. |
| 15. The vendor answers YES to questions but does not provide an explanation? | <ul style="list-style-type: none">• Vendor must complete their questionnaire in its entirety.• Communicate your need for explanation openly with the vendor.• Use of the New York State VendRep System would have required submittal of explanation for all YES answers. |
| 16. Vendor has not disclosed anything on their Vendor Responsibility Questionnaire but a Google search pulls up recent adverse information? | <ul style="list-style-type: none">• Determine if any question required the disclosure; if so, ask the vendor to update their questionnaire.• Contact the vendor, if appropriate.• Determine if omission was intentional or inadvertent.• Add this issue to the Profile, with a detailed resolution. |
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Part 3 - What should I do:

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| <p>17. If the questionnaire is not signed (paper) or notarized?</p> <ul style="list-style-type: none">• There is an online New York State VendRep System questionnaire is not certified? | <ul style="list-style-type: none">• Advise the vendor the paper questionnaire must be signed and notarized.• If the vendor has not certified their questionnaire online, contact them and ask them to do so. If they need assistance, please refer them to the OSC Help Desk. |
| <p>18. I know the contract has subcontractors? What documentation is required and how much do I have to do with it?</p> | <ul style="list-style-type: none">• Submission of a Vendor Responsibility Questionnaire and a State contracting entity vendor responsibility review are required by OSC for a subcontractor where:<ul style="list-style-type: none">○ the subcontractor is known at the time of the contract award; and○ the subcontract will equal or exceed \$100,000 over the life of the contract.• Subcontractors are required to obtain a New York State Vendor Identification Number (Vendor ID) to complete a questionnaire whether using the New York State VendRep System or a paper form. The State contracting entity shall initiate the request for a Vendor ID on behalf of the subcontractor. |
| <p>19. The vendor still has an old issue on their questionnaire from 2005. Do I have to address it on the Profile? Should I contact the vendor to remove it from the VendRep System questionnaire? (The vendor lists issues on their Vendor Responsibility Questionnaire that are past the look-back period and are no longer relevant?)</p> | <ul style="list-style-type: none">• The best practice is to acknowledge this disclosure on the Profile and note it is beyond the look back period.• You can choose to initiate a contact with the vendor and suggest they update their questionnaire. |
| <p>20. The vendor has agreed to pay \$1.5 million to settle a civil fraud lawsuit in a deal the U.S. Attorney's Office announced on June 30, 2011. The suit, filed in federal court, alleged that the defendants knowingly submitted false claims for Medicare reimbursement for ineligible overhead expenses from 1994 through 2001. The vendor disclosed this on their online Vendor Responsibility Questionnaire with an explanation. Do I have to do anything?</p> | <ul style="list-style-type: none">• Yes. Although the date of the alleged violation is beyond the five year look back period, the <u>result of the investigation (the settlement)</u> is within the five year look back period and was appropriately disclosed by the vendor.• The settlement must be adequately assessed by the agency for this transaction and identified on the Profile. |
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VENDOR RESPONSIBILITY Q&A – STATE PURCHASING FORUM – MAY 2013

Part 3 - What should I do:

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| 21. The vendor disclosed a 2007 non-responsibility finding, but the vendor is disputing the finding and seeking to have the finding removed/reversed? | <ul style="list-style-type: none">• The best practice is to acknowledge this disclosure on the Profile and note it is beyond the look back period. |
| 22. The vendor disclosed an issue but it does not impact my transaction. My supervisor told me to just say “it does not impact this transaction” on the profile. Will this fly? | <ul style="list-style-type: none">• Let’s get it right the first time by communicating effectively. Explain in the Profile why it does not impact the transaction to minimize follow-ups from OSC. |
| 23. If I think the “issues” found by OSC VR review are non issues? | <ul style="list-style-type: none">• Acknowledge all issues.• Explain <i>why</i> you believe it is a non-issue for the transaction.• Agreement can be reached. |
| 24. OSC has rejected my transaction so many times that I’m beginning to take the rejection personally? | <ul style="list-style-type: none">• Pay attention in this class and you will be able to meet all the OSC vendor responsibility requirements hereafter.• We are glad you are here today for some best practices! |
| 25. The charity is not registered with the AG’s Charity Registration Bureau; can we enter into a contract anyway? | <ul style="list-style-type: none">• Unless the charity qualifies under an Article 7-a or <i>EPTL</i> exemption, it must be registered.• Article 7-a of the Executive Law requires, with certain exemptions, that charitable organizations must register with the Office of the Attorney General (OAG). In addition, the Estates, Powers and Trusts Law (EPTL) § 8-1.4(s) requires that a charitable organization “shall not be qualified to make application for funds or grants or to receive such funds from any department or agency of the state without certifying compliance with” all applicable registration and filing requirements.• See GFO:
http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/2/O.htm |
| 26. According to the New York State Attorney General’s Office (Charity Registration Bureau), my vendor is not in compliance due to failure to submit reports with fees for the period ending 6/2012. | <ul style="list-style-type: none">• Vendor must contact the Charities Registration Bureau to correct the issue.• OSC is unable to approve any transactions and OSC Bureau of State Expenditures is unable to make any payments to an entity that is not “current” in its Charity Registration status. |
| 27. A not-for-profit vendor applying for a grant is asking me if they need to disclose issues found on their Federal Single Audit? | <ul style="list-style-type: none">• Respond that Yes, the Federal Single Audit fits the description of a “government audit” which must be disclosed. Although it is not completed <u>by</u> a government entity, it is performed <u>for</u> a government entity. |
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Part 3 - What should I do:

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| <p>28. The Federal Single Audit (A-133) report for the Fiscal Year ending 2011 indicates that a Material Weakness and a Significant Deficiency was found?</p> <ul style="list-style-type: none">• The material weaknesses found in the audit report were not disclosed on the Vendor Responsibility Questionnaire. | <ul style="list-style-type: none">• Ask the vendor to provide an explanation as to the nature of the weakness(es) found, and detail any corrective actions taken. Explain in the Profile what impact this information has on the responsibility determination made by your agency.• Request the vendor update their questionnaire, disclosing and addressing the issue. |
| <p>29. The vendor is not listed in the New York State Department of State's listing of Corporations, LLCs, etc?</p> | <ul style="list-style-type: none">• First, be sure this is a New York State vendor - if out of state, the vendor may or may not be required to register.• Determine if registration is required for the business type/contract. For example, sole proprietor and partnerships are not required to register.• Try other searches such as "Begins with," "All" (Inactive/Active) |
| <p>30. The contractor is registered in a State other than New York to do business?</p> | <ul style="list-style-type: none">• The for-profit questionnaire requires a Certificate of Good Standing from that state.• For construction contracts, the vendor must be registered with the New York State Department of State in addition to their home state. |
| <p>31. The vendor has a tax lien?</p> | <ul style="list-style-type: none">• Contact the vendor for additional information as they are sometimes not aware of the lien.• Ask if there a payment plan in place, or if the lien has been satisfied.• Obtain documentation confirming payment plan or satisfaction.• If still open without a payment plan, what is the dollar amount? What is the vendor's plan to resolve the issue? Determine impact on responsibility assessment of vendor.• You may require payment before awarding a contract. |
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Part 3 - What should I do:

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| 32. My vendor is on the federal System for Award Management (SAM) list (former Excluded Parties List System - EPLS)? | <ul style="list-style-type: none">• If a vendor is flagged with an “Exclusion,” you must view details for addition information.• Confirm the vendor listed is the same vendor you are reviewing.• Each exclusion includes the Excluding Agency’s name, by clicking on this link, you are provided with the contact information for the agency.• Contact this person for details so you can continue with your determination.• Exclusion from federal procurements does not debar the vendor in New York State, however, it is an issue which may or may not cause the vendor to be found non-responsible.• May not be able to use vendor if the contract is federally funded. |
| 33. According to the Department of Labor website, the vendor is debarred until 11/28/2013. Can I still enter into a contract with this vendor? | <ul style="list-style-type: none">• Not if the contract is for a public works. Under Article 8 and Article 9 of the New York State Labor Law, New York State bars contractors and subcontractors from bidding on, or being awarded any public work or public building service contract/sub-contract with the state, any municipal corporation or public body for a period of five years from the date of debarment when, within a six year period, the vendor has twice willfully failed to pay the prevailing wage, or a final determination was made once that it falsified pay records or received payroll kickbacks.• If the contract is not for public work, assess the issue and determine if the vendor is responsible or non-responsible for the immediate transaction. |
| 34. There are multiple OSHA violations? | <ul style="list-style-type: none">• Assess the types of violations, if they are serious or willful.• Contact the vendor with concerns and to find out what they have done to increase their safety on job sites. |
| 35. The company name appears on the OSHA violations page with open violations? <ul style="list-style-type: none">• Are we only concerned with open violations that do not appear to be addressed?• What about violations that are in the process of being resolved? | <ul style="list-style-type: none">• Acknowledge all cases on the Profile.• Assess closed cases which are serious. Open cases are not yet assessed and could relate to paperwork.• Evaluate closed cases and the frequency of violations for their impact on the integrity of the company relative to the safety of their employees.• |
| 36. The company name appears on the OSHA violations page but the violations are closed? | <ul style="list-style-type: none">• Closed cases are relevant to your assessment of responsibility, particularly if they involve a death or show a pattern of repeated conduct. |
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VENDOR RESPONSIBILITY Q&A – STATE PURCHASING FORUM – MAY 2013

Part 3 - What should I do:

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| 37. If I think the issues found in a review require a finding of non-responsibility? | <ul style="list-style-type: none">• Document, document, document.• Contact your agency’s legal staff.• Allow the vendor due process – opportunity to be heard. |
| 38. How can I access forms that would be useful to document a non-responsibility finding? | <ul style="list-style-type: none">• Look on the State Procurement Council website located at:• http://www.ogs.ny.gov/BU/PC/SPC.asp |
| 39. Do I need to complete a Vendor Responsibility Profile for the vendor who is found non-responsible? | <ul style="list-style-type: none">• Yes. Profiles must be completed and sent for both the winning bidder and the vendor found to be non-responsible. |
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Part 4 - Should I ever:

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| 1. Take the time to review a vendor’s responsibility, even if the transaction does not require OSC approval, i.e., transactions less than \$50,000? | <ul style="list-style-type: none">• Yes. Vendor responsibility reviews are required by Section 163 of the State Finance Law. Vendors must be responsive and responsible to contract with New York State. |
| 2. Contact my supervisor and suggest we might need our legal staff’s assistance on a vendor responsibility issue? | <ul style="list-style-type: none">• Yes. Good idea! |
| 3. Send paper questionnaires to vendors if my agency uses the VendRep System? <ul style="list-style-type: none">• Or, include a questionnaire in a solicitation document? | <ul style="list-style-type: none">• No. It confuses vendors and causes them to miss the opportunities of using the New York State VendRep System.• Based on some agency documents, vendors believe they must complete the questionnaire online PLUS the paper questionnaire. Clarify solicitation text to encourage the use of the electronic questionnaire. |
| 4. Print a questionnaire from the VendRep System? | <ul style="list-style-type: none">• Not unless someone at your agency is not a VendRep System user. If this is the case, suggest they obtain an account! |
| 5. Print web pages for OSC that show what I did when I researched a vendor? | <ul style="list-style-type: none">• No. If you found no issues, just list the locations you searched on Attachment A, Part 2 of the Profile for transactions equal to or over \$100,000 for the first time.• If an issue is found, note the issue on the Profile in Attachment A, Part 1. |
| 6. Call another agency to ask about a vendor’s performance? | <ul style="list-style-type: none">• Yes. Good idea! |
| 7. Call OSC before making my determination if I am not sure about the information I am reviewing? | <ul style="list-style-type: none">• Yes. Contact the OSC Help Desk and your question will be escalated to a member of the VendRep Team management. |
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Part 5 – After the award:

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| 1. Do I need to ask the vendor to recertify their Vendor Responsibility Questionnaire during the term of the contract? | <ul style="list-style-type: none">• No. There is no legal obligation. However, it may be the general policy of your agency to require this during the term of the contract. |
| 2. What do I do if I learn of an issue that may call the responsibility of the contractor into question? | <ul style="list-style-type: none">• Assess the information and invite the vendor in for a responsibility meeting to discuss the information.• Give vendor opportunity to explain the issue.• Make a responsibility determination. |
| 3. Should I tell anyone else that my agency found a vendor non-responsible during the term of the contract? | <ul style="list-style-type: none">• Yes. Within 30 days of the determination, send the information to OGS at:
NYSNon-Responsibility@ogs.ny.gov |
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For Vendor Responsibility Training
Please contact OSC
518-408-4672
ciohelpdesk@osc.state.ny.us

Irene Waldorf
518-474-2277
iwaldorf@osc.state.ny.us