



2014

Purchasing Forum & Trade Show

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Andrew M. Cuomo
Governor
State of New York

RoAnn M. Destito
Commissioner
Office of General Services

In cooperation with the Office of the State Comptroller:

Thomas P. DiNapoli
New York State Comptroller





2014
**Purchasing Forum
& Trade Show**
May 14 & 15

Vendor Responsibility – Best Practices



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WHAT TO EXPECT TODAY

COURSE DESCRIPTION

- Overview of agency requirement to determine vendor responsibility
 - prior to awarding a contract
 - as well as during the contract term
- Learn how to use key resources for a successful review

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WHY IS VENDOR RESPONSIBILITY IMPORTANT?

Protects agency and State against failed contracts

Pro-actively solves and mitigates problems

Avoids contracting with non-responsible vendors

Protects public funds and promotes fairness

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WHAT IS A RESPONSIBLE VENDOR?

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- A responsible vendor is one that has the **financial** and organizational capacity to fully perform its contractual obligations, the **legal** authority to do business with the State, the *integrity* to justify the award of public dollars, and a good record of past **performance**.

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STARTING OFF RIGHT

- Solicitation Document or Award Letter
- Mandatory Language
 - Use of NYS VendRep System
 - How to Get a Vendor ID
 - Option to Submit Paper (not preferred method)

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LANGUAGE IS MANDATORY

State contracting entities participating in the VendRep System must:

- notify *vendors* in their solicitation document that online filing is available for the subject procurement.
- include the following language in the solicitation document which they are allowing online questionnaire filing:

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MANDATORY LANGUAGE

The <<*insert your State contracting entity name here*>> recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

MANDATORY LANGUAGE

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

MANDATORY LANGUAGE

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the <<*insert your State contracting entity name here*>> or the Office of the State Comptroller's Help Desk for a copy of the paper form.

NEW VENDOR PAGE

State Vendors

State Employees
& Retirees

State Agencies

New Yorkers

Local Government
& School Districts



VendRep & Questionnaires



Track Contracts, Purchase
Orders and Payments



Toolbox for
Current Vendors

Toolbox for
New Vendors

Find Business
Opportunities



Start a Business and Get
Licenses

Support for Minority
and Women-Owned
Businesses

Enroll for Fast and
Secure ePayments

Contact Us

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BEST TOOLS

<http://www.osc.state.ny.us/vendrep/index.htm>



New York State Comptroller Thomas P. DiNapoli
Office of the State Comptroller

Home | Our Office | Newsroom | Resources For... ▼ | Find Info About... ▼

OSC Home > VendRep Home

VendRep System

For Vendors

For State Agencies

Vendor Responsibility

The VendRep System for Vendors

The New York State VendRep System ensures your company is evaluated fairly while bidding on state contracts. It also helps State Comptroller Thomas P. DiNapoli protect taxpayer dollars by ensuring the state contracts with reputable and qualified companies. It allows you to:

- File and update your Vendor Responsibility Questionnaire online. You may need a questionnaire on file to be eligible to bid on State contracts.
- Maintain a history of your certified questionnaires.
- Track the status of your contracts under review by the Office of the State Comptroller. Information is updated every day.

News

09-19-2013
[Questionnaires Revised](#)

07-10-2013
[Training Document – For State Agency Use](#)

06-07-2013
[For State Agency Use Only](#)

03-13-2013
[Enhancement for all Authorizers](#)

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RESOURCES

OSC Home > VendRep Home

VendRep System

For Vendors

For State Agencies

Information

System Information

Login

Support

Forms

Questionnaires

Documentation
Requirements

Resources

FAQs

Contact Us

Vendor Responsibility

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- Track the status of your contracts under review by the Office of the State Comptroller. Information is updated every day.

[Log in](#) if you're already enrolled to use the VendRep System.

[See directions to enroll](#), if you haven't enrolled to use the VendRep System.

[Special Information for Construction Vendors](#)

VendRep Resources:

[Create a VendRep Account](#)

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GOOGLE

Advanced Search

Find pages with...

all these words:

this exact word or phrase:

any of these words:

none of these words:

numbers ranging from:

to

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DOS CORPORATION SEARCH

Search the Corporation & Business Entity Database

The Corporation and Business Entity Database includes business and not-for-profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as other miscellaneous businesses.

The Corporation and Business Entity Database online search is intended for status inquiries of entities already on file with the Department of State. Customers are cautioned to avoid interpreting database search information as an indication that a name is or is not available for use.

Search Criteria: *(Items marked with * are required)*

1. Business Entity Name*:



2. Status Type* 3. Search Type* 4.

Search Instructions:

1. Enter the Corporation or Business Entity Name being searched
2. Select a Status Type
3. Select a Search Type
4. Click the Search Button

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DOS STATE TAX WARRANTS

New York State State Agencies

 DEPARTMENT OF STATE, DIVISION OF
CORPORATIONS, STATE RECORDS & UCC
ANDREW M. CUOMO, GOVERNOR CESAR A. PERALES, SECRETARY OF STATE

DOS Home Division Home I would like to... Corporation/Business Entity Filings State Records Uniform C

Search the New York State Tax Warrant Notice System

Search Criteria: *(Items marked with * are required)*

1. Taxpayer Name*:
2. City specified in warrant address record:
3. County in which warrant is filed: ▼
4. Warrant Notice Status: OPEN ALL
5. Search Type: BASE WORD (exact words) BEGINS WITH (first 3 letters)
6.

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DOS FEDERAL TAX LIENS

Business Name *

or

Last Name *

First Name (Optional)

Middle Name(Optional)

Suffix(Optional)

City(Optional)

State(Optional)

Search Type Base Word Begins With Partial

Filing Status All Filings Unlapsed Filings

File Type All Filings Federal Tax Liens

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WORKERS COMP & DISABILITY

Search by Employer Name

*(Enter a word or partial word of the beginning part of the name.
The search will return employers that begin EXACTLY with the portion entered.)*

For example, 'American' will return 'American Industry', but not 'Great American'

Employer Name:

Maximum Results Displayed:

Search by Federal Employer Identification Number

FEIN: (must be nine digits)

Search by Policy Number

Policy Number:

Search by NYS WCB Employer Number

Employer Number:

Enter the 6 characters 

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DOL & WCB DEBARMENTS

NEW YORK STATE

New York State Department of Labor

Click State Agency for more information:

- ▶ [Department of Labor \(DOL\)](#)
- ▶ [Workers Compensation Board \(WCB\)](#)

Search Agency: DOL WCB

FEIN:

Employer Name:

Employer DBA:

City:

State:

[Only DOL Search](#)

Article Number: Article 8 Article 9 Both

[Only WCB Search](#)

WCB Employer Number:

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SAM (REPLACES EPLS)



USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Search Records

You can enter a DUNS number, CAGE code or Business Name to search for the entities that you are interested in reviewing. The top search bar allows you to enter any search term. You can also enter exclusion search terms to search for exclusion records. If you want to search for only a CAGE code or a DUNS number you can use the bottom two search bars. Once a search has returned results, use the filters provided to narrow results.

Government employees must create a SAM user account with their government email address. Log in before searching in order to see FOUO information and those registrants who selected to opt out of the public search.

You can only use one search bar at a time

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

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ATTORNEY GENERAL

Attorney General
Eric T. Schneiderman

Trans

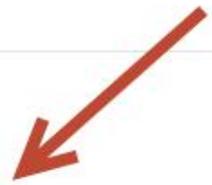
NE
A



- OUR OFFICE
- MEDIA CENTER
- DIVISIONS
- RESOURCES
- INITIATIVES
- CONTACT US
- SEARCH

Home » Search

Search



Enter your keywords

OAG Resources

- › Charities Registry
- › Identity Theft
- › Job Opportunities
- › Resources A to Z
- › Tenant's Rights

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OSC AUDITS

Audits

The Office of the State Comptroller audits State Agencies, Public Authorities, and all local governments in New York State, including New York City.

The audits help ensure that programs achieve their established goals, funds are used efficiently, and assets are adequately protected against fraud, waste and abuse.

[Audits of Local Governments](#)

[Audits of State Agencies, NYC Agencies and Public Authorities](#)



[Audit Reports by Agency](#), or
[Audit Reports by Date](#)

Audit reports are available in [Adobe Acrobat](#) (PDF)

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FEDERAL CONTRACTOR MISCONDUCT

POGO.ORG

Federal Contractor Misconduct Database

[home](#) [about us](#) [investigations](#) [get involved](#) [donate](#)

Top 100 Contractors
by contract dollar amount

Methodology
of this ongoing effort

What's new

About POGO's Federal Contractor Misconduct Database (FCMD)

The government awards contracts to companies with histories of misconduct such as contract fraud and environmental, ethics, and labor violations. In the absence of a centralized federal database listing instances of misconduct, the Project On Government Oversight (POGO) is providing such data. We believe that it will lead to improved contracting decisions and public access to information about how the government spends hundreds of billions of taxpayer money each year on goods and services. [Report an instance of misconduct »](#)

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DEBARMENT – OTHER STATES

State of New Jersey Consolidated Debarment Search

Complete one or more of the search criteria below and click [Start Search](#).

To display ALL entries in the database, simply click [Start Search](#) without completing any search criteria.

Full or partial

Firm or Individual

Category

Reason

Start Search

Clear Entries

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OSHA

Establishment

State

All States ▼

Fed & State ▼

OSHA Office

All Offices ▼

Case Status

Closed Open All

Violation

Status

Violations Only No Violations Both

Inspection Date

Start Date

April ▼

1 ▼

2009 ▼

End Date

April ▼

1 ▼

2014 ▼

Submit

Reset

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NATIONAL CENTER FOR CHARITABLE STATISTICS



The national clearinghouse of data on the nonprofit sector in the United States



Login | Register

search



- ▶ FIND A NONPROFIT
- ▶ VIEW FORMS 990
- ▶ LEARN ABOUT NCCS DATA
- ▶ THE NONPROFIT ALMANAC
- ▶ FILE YOUR FORM 990
- ▶ FILE YOUR E-POSTCARD

JOIN OUR E-MAIL LIST

Submit

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EXAMPLES OF VENDOR RESPONSIBILITY MEETING RELATED DOCUMENTS

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SEE HANDOUTS

- Invitation to Attend a Responsibility Meeting
- Meeting Agenda
- Responsibility Meeting Minutes

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NON-RESPONSIBLE ENTITIES



OFFICE OF GENERAL SERVICES 

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CORE SERVICES FOR

[STATE & LOCAL GOVERNMENT](#)

[BUSINESS COMMUNITY](#)

[SCHOOLS AND NONPROFITS](#)

[THE GENERAL PUBLIC](#)

NON-RESPONSIBLE ENTITIES

LIST OF NON-RESPONSIBLE ENTITIES MAINTAINED BY THE OFFICE OF GENERAL SERVICES

Pursuant to a directive from the Secretary to the Governor dated April 3, 2013, the Office of General Services (OGS) posts State Agency and Authority contract terminations based upon a determination of non-responsibility of a Contractor. OGS is also posting non-responsibility determinations made prior to contract award.

Non-responsibility determinations should be submitted to OGS at: NYSNon-responsibility@ogs.ny.gov

Search

Entire site GOV



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NYS Office of General Services
41st Floor - Corning Tower
Albany, New York 12242
Telephone 518-474-5988
Facsimile 518-473-4973

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CURRENT LIST

Contractor Name & Address	FEIN #	Agency/Authority Name	Agency/Authority Contact email & phone number	Date of non-responsibility determination
Cash Realty & Auctions, LLC 210 Sawyer Avenue Buffalo, New York 14150 And 23129 Marsh Landing Blvd Estero, Florida 33928	20-4021733	New York State Office Of General Services	Beth Maus Beth.Maus@ogs.ny.gov (518) 474-5981	March 19, 2014
P & K Contracting, Inc.	22-3436628	DASNY	Jack Kemp JKemp@DASNY.org Phone: (518) 257-3333	December 10, 2013
Pioneer General Construction Co., LLC 7216 7th Avenue Brooklyn, NY 11209-2617	36-4518767	New York State Office Of General Services	Carl A. Ruppert Carl.Ruppert@ogs.ny.gov Phone: (518) 486-1622	October 11, 2013
SS Construction & Waterproofing Corporation 77-14 25th Ave., 3rd Floor East Elmhurst, NY 11370- 1524	20-8612259	New York State Office Of General Services	Carl A. Ruppert Carl.Ruppert@ogs.ny.gov Phone: (518) 486-1622	August 21, 2013
Brink Elevator Corp, 650 4th Avenue, Brooklyn NY 11232	13-4092637	New York State Office of General Services	Todd Gardner Todd.Gardner@ogs.ny.gov Phone: (518) 474-3540	August 2, 2013
Interceptor Ignition Interlocks, Inc.	113543441	NYS Division of Criminal Justice Services, Office of Probation and Correctional Alternatives	Gary M. Govel Gary.Govel@dcjs.ny.gov Phone: (518) 457-4336	April 26, 2013

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PRESENTERS

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 - Craig Coutant, CMS II
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 - 866-370-4672 or 518-408-4672
- **Office of General Services**
 - Marc Hiller, Associate Attorney
 - 518-474-0571

Thank
you!