

Vendor Responsibility Information

Vendor Name: _____

NYS Vendor ID #: _____

The Office of the State Comptroller has conveyed that all requests for NYS contract approval must include information regarding Vendor Responsibility for the Contractor. **In addition any subcontractor on a state contract receiving \$100,000 or more must also complete the Vendor Responsibility Questionnaire.** The NYS Department of Economic Development recommends that vendors file the required questionnaire online via the NYS VendRep System. To enroll in and use the system to complete the questionnaire, see the instructions available at http://www.osc.state.ny.us/vendrep/info_vrsystem_vendor.htm or go directly to the VendRep System online at <http://portal.osc.state.ny.us>.

Failure to submit a questionnaire, which has been signed within the last six months, may result in either a contract or designation being rescinded or delayed. In addition, the NYS Department of Economic Development reserves the right to rescind upon a finding that the recipient is deemed not responsible to receive funds. Vendor Responsibility questionnaires expire six months from date of certification.

Please indicate one of the following:

- A Vendor Responsibility Questionnaire has been filed online and has been certified/updated within the last six months. **Date certified:** _____

- A Vendor Responsibility Questionnaire has been completed within the last six months and is attached hereto. Questionnaire can be found at:
<http://www.osc.state.ny.us/vendrep/documents/questionnaire/ac3290s.pdf>