Vendor Responsibility
Applicant Questionnaire

[Add Applicant Organization Name to the Header]

All applicants, except those that are classified as "Exempt" from Vendor Responsibility requirements must complete a Vendor Responsibility Questionnaire (VRQ) as part of their application.

It is recommended that applicants file the required VRQ online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the 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. Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672, 518-408-4672, or by email at ciohelpdesk@osc.state.ny.us.

If an applicant opts not to file their VRQ online via the VendRep System, they can complete and submit the VRQ as an attachment to the application. If this option is chosen, the appropriate questionnaire must be completed and included as part of the application, attached to this attestation form. The appropriate questionnaire can be obtained from the VendRep website www.osc.state.ny.us/vendrep/forms_vendor.htm.

Note: Exempt entities include: Governmental and Sovereign Entities (including other states and federal agencies), Department of Transportation/Thruway/Canals – railroad/utility reimbursement, Public Colleges and Universities (does not include Cornell University), Preferred Source purchases, Public Corporations (e.g., public authorities, public benefit corporations, industrial development agencies), and Research Foundations. A complete list of exempt entities is provided online at: http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm.

I. Designation – Please check the appropriate response

a. ☐ The applicant completed the Office of the State Comptroller's Vendor Responsibility Questionnaire online and submitted it on the following date:

Or

b. ☐ The applicant completed the appropriate Office of the State Comptroller's Vendor Responsibility Questionnaire and it is attached to this attestation form.

Or

c. ☐ The applicant is Exempt from Vendor Responsibility documentation requirements. The category of Exempt organizations to which the applicant belongs is:

II. Applicant Information

Check one: ☐ For-profit or ☐ Not-for-profit or ☐ Other specify:

Signatory:

_____ _____
(Name of Applicant Organization) (Signature of Officer)

_____ _____
(Street Address of Applicant Organization) (Typed or Printed Name of Signing Officer)

_____ _____
(City, State, Zip Code of Applicant Organization) (Title of Signing Officer)

III. Form Submission Instructions

- If the applicant organization has filed a VRQ online via the New York State VendRep system, please check box I (a) above and indicate the date when it was certified in the system. Submit this completed Applicant Questionnaire Form with the application. ***Please note*** *– If this option is chosen, the VRQ must be completed by the time the application is submitted*.
- If the applicant organization has completed the appropriate VRQ and included it as part of their application, please check box I (b) above. Once this form is completed, please attach the completed VRQ to this form and submit it with the application. ***Please note*** *– If this option is chosen, the VRQ must be submitted with the application*. *If a completed VRQ is not included with this form, the application may be at risk of rejection.*
- If the applicant organization is Exempt from Vendor Responsibility documentation requirements, please check box I (c) above and indicate what category of exempt organization the applicant belongs to. Once this Applicant Questionnaire Form is completed, please submit it with the application.