

New York State Vendor Responsibility Basics for Vendors



Agenda

- State Procurement Process
- State Contracting Entity Role
- Vendor Role
- OSC's Role
- Vendor Responsibility
- The Vendor Responsibility Questionnaire
- The VendRep System
- Resources



State Procurement Process



State Procurement Process

- Funding is budgeted annually
- State entities are chosen to disperse funding
- Vendors apply for funding opportunities
- Applications are reviewed by State Contracting Entities
- Selected Vendors are awarded funding by State Contracting Entities



State Contracting Entity Role



State Contracting Entity Role

- Funding made available in annual State budget
- Opportunities for funding are made available to the public
- Review of Vendor applications and Vendor Responsibility materials
- Submission to the Attorney General & OSC for approval



Vendor Role



Vendor Role

- Look for funding opportunities
- Apply for funding
- Complete and submit all required documentation including Vendor Responsibility documents



OSC's Role



OSC's Role

- Reviews State Contracting Entity's award determinations and processes
- Reviews State Contracting Entity's determination about the Vendor's responsibility
- Requests, as necessary, additional responsibility documentation
- Approves/Non-approves the contract



Vendor Responsibility



The VR Review Process

- Review and assess all relevant and current information
- Consider adverse information and the impact on the contract and the vendor's ability to meet contract requirements
- Work with the Vendor to resolve any concerns identified
- Make a "Responsibility Determination" for each Vendor on every contract



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.



The Four VR Factors

- Financial and Organizational Capacity
- Legal Authority
- Integrity
- Past Performance



Why is Responsibility Important?

- Protects State Contracting Entities and the State against failed contracts
- Proactively solves and mitigates problems
- Avoids contracting with non-responsible Vendors in the procurement process
- Protects public funds and promotes fairness



The Vendor Responsibility Questionnaire



What is a Questionnaire?

A Vendor Responsibility Questionnaire is a form that enables Vendors to respond to various questions that will assist State Contracting Entities in determining whether or not a Vendor is responsible.



Different Questionnaires

- Construction For-profit
- Construction Not-for-profit
- Non-construction For-profit
- Non-construction Not-for-profit

Reference Link



Completing a Questionnaire

- Review Instructions for NYS VRQ [\[Link\]](#)
- Carefully read each question
- Reference definitions document for clarification [\[Link\]](#)
- Provide all relevant information including attachments when needed
- Certified by owner or officer



The VendRep System



The VendRep System

- Complete only one questionnaire for all future bids
- Easily update your questionnaire at any time
- Secured platform
- View your contract(s) to review data and check their status
- Delegate user roles to employees

[Reference Link](#)



Accessing the VendRep System

- First go to the NYS Comptroller Website [[Link](#)]
- Then click the Vendors Tab [[Link](#)]
- Next, click the File Your Vendor Responsibility Questionnaire Button
- Finally, go to the File a Questionnaire Page [[Link](#)] or The Vend Rep System Page [[Link](#)]



Helpful Tips

- **General Help**

- Contact State Contracting Entities for clarification
- OSC Helpdesk [\[Link\]](#)
- Read General Help information provided in VendRep System [\[Link\]](#)

- **Questionnaire Help**

- NFP Construction Form Note
- Keep questionnaires up to date
- Utilize Definition form [\[Link\]](#)
- Be aware of timeframes



Resources



Resources

- [OSC State Vendor Website](#) – Various information for Vendors
- [State Financial System Registration](#) – Account Creation link*
- [NYS Contract Reporter](#) – Find State Funding Opportunities
- [NYS Empire State Development](#) – MWBE information
- [NYS Unified Certification Program](#) – DBE information
- [NYS OGS Service-Disabled Veteran-Owned Business Directory](#) – SDVOB information
- [NYS AG Charities Registration](#) – Vendor Sign up information
- [NYS Nonprofit Unit](#) – Nonprofit Support Services
- [NY Council of Nonprofits, Inc.](#) – Nonprofit Support Services
- [Nonprofit Coordinating Committee of NY](#) – Nonprofit Support Services
- [Nonprofit NY](#) – Nonprofit Support Services

*Statewide Financial System Technical Support Help Desk

Phone: 1-877-737-4185 toll-free / 518-457-7737

Hours: Monday thru Friday 8am to 8pm

Email: helpdesk@sfs.ny.gov

