

## Vendor Responsibility Questionnaire (VRQ)

### Quick Reference Guide

#### **Review the following items prior to submitting a VendRep Certification:**

- DASNY only accepts certification pages that have been certified within the last 5 months, at the time of the review.
- DASNY does not accept paper questionnaires, all certified VendRep Forms must be electronic.
- Please confirm that the Authorized Contacts in the VendRep System are current and accurate.
- Vendor's Legal Name in the VendRep System must be identical to the entity name as listed with the New York State Department of State (NYSDOS) and as it appears on the Vendor's W9
- Specific to Construction: For-Profit CCA2 and Construction Not-For-Profit Questionnaire:
  - Ensure all required attachments are up to date (Completed Project Lists, Uncompleted Project Lists, and Financial Statements)
- Specific to Non-Construction: For-Profit V2 and Not-For-Profit Questionnaire:
  - When contacted by DASNY, be prepared to provide an updated list of Associated Entities (if any). This list should include Firm Legal Name, Principal Place of Business Address, EIN #, Business Activity, Relationship, Percent Ownership (if any) and Common Ownership (if any)
- Ensure the information contained within the following websites are up to date (if applicable):
  - NYSDOS: <https://apps.dos.ny.gov/publicInquiry/>
  - NYSED: <https://eservices.nysed.gov/professions/verification-search>
- All contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by Article 8 must be registered with the New York State Department of Labor.
  - NYSDOL: <https://dol.ny.gov/contractor-and-subcontractor-landing>

#### **Where can I get help with enrolling in the VendRep System?**

To Enroll in the VendRep System log into <https://onlineservices.osc.state.ny.us> and select "Learn more about our Online Services". You will need:

- Vendor Name: Legal Business Name
- Vendor ID: New York State Vendor Identification Number (Note: The Vendor ID is not the Taxpayer ID Number).

*If you do not currently have a NYS Vendor ID, contact the OSC Helpdesk at:*

**Phone:** 518-408-4672 or 866-370-4672, Mon-Fri, 8:00am – 5:00pm (EST); **Email:** [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us).

#### **Where can I get help if I need to correct the Business Name as listed?**

Follow these instructions: [https://upk.sfs.ny.gov/UPK/VEN101/FILES/JAA\\_VEN101\\_038.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/JAA_VEN101_038.pdf)

*Questions? Contact the Statewide Financial System of New York (SFS):*

**Phone:** Main Office 518-457-7117, Mon-Fri, 8:00am – 5:00pm (EST); **Email:** [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

#### **How can I register with NYS Department of State (NYSDOS) to conduct Business in NYS?**

Domestic Business Registration Process: Corporations, LLCs, PLLCs, LLPs, and LPs

- To register please contact the NYDOS at <https://dos.ny.gov/form-corporation-or-business>

Foreign Business Registration Process: Corporations, LLCs, PLLCs, LLPs, and LPs

- To register please contact the NYSDOS at <https://dos.ny.gov/application-authority-foreign-business-corporation>

Domestic General Partnerships and Sole Proprietors

- Complete a Business Certificate of Assumed Name with the County in which the entity operates.

Joint Venture Business Registration Process:

- Complete a Certificate of Business Name of Designated Partners with the County Clerk in which the entity was established.

*Questions? Contact the Division of Corporations, State Records, and Uniform Commercial Code*

**Email:** [corporations@dos.ny.gov](mailto:corporations@dos.ny.gov)