

## **Vendor Responsibility Applicant Questionnaire**

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](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](mailto:ciohelpdesk@osc.state.ny.us).

If an applicant opts not to file their VRQ online via the VendRep System, they can complete and upload the VRQ as an attachment to the application by the established CFA due date. 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](http://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](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: \_\_\_\_\_ )

\_\_\_\_\_  
(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. Once this Attestation Form is completed, please upload a PDF version to the Attachments section of the Consolidated Funding Application under “Vendor Responsibility Questionnaire Attestation.”  
**Please note** – *If this option is chosen, the VRQ must be completed by the due date of this application.*
- 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 upload a PDF version of **both** to the Attachments section of the Consolidated Funding Application under “Vendor Responsibility Questionnaire Attestation.”  
**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 Attestation Form is completed, please upload a PDF version to the Attachments section of the Consolidated Funding Application under “Vendor Responsibility Questionnaire Attestation.”