



## PREPARING FOR CONTRACTING CHECKLIST

Last Updated: 7/9/10

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- Avenue NYC/City Council Discretionary-funded Program Budget:**
  - Complete your Avenue NYC/City Council Discretionary-funded Program Budget (e-mailed to you by your contract manager and also downloadable from the Avenue NYC website). Include all projects for which you are receiving funding.
  - E-mail an electronic copy of your Avenue NYC/City Council Discretionary-funded Program Budget to your contract manager.
  
- Doing Business Data Form:**
  - Complete and send a hard copy of the Doing Business Data Form (downloadable from the Avenue NYC Contracts website) with original signature to your contract manager.
  
- Disclosure & Compliance Certification Form:**
  - Sign and notarize the Disclosure & Compliance Certification Form (downloadable from the Avenue NYC Contracts website) and attach a list of any disclosures that apply to your organization.
  - Send a hard copy with original signature of the completed Disclosure & Compliance Certification Form and any attached disclosures to your contract manager.
  
- Registration and Compliance with the New York State Charities Bureau:**
  - If already registered:  
Ensure that your registration is accurate and up-to-date.  
*or*
  - If not already registered:  
Register with the New York State Charities Bureau.  
*or*
  - If exempt from registration:  
Obtain confirmation of exemption letter from the Charities Bureau and send a copy to your contract manager.
  
- By-Laws and Certificate of Incorporation:**
  - Send a copy of your organization's by-laws and Certificate of Incorporation to your contract manager.
  - Have your Board of Directors indicate who has the authority to sign agreements.
  - Locate your corporate seal and ensure that it is in good working order.
  
- Audited Financial Statements:**
  - If your organization's contract with the Agency exceeds \$5,000, send a copy of your organization's most recent audited financial statements to your contract manager.

**Insurance:**

- Ensure that you have the following forms of insurance:
  - Commercial General Liability
  - Business Automobile
  - Worker's Compensation and Employee Liability
- Designate the New York City Department of Small Business Services as a Certificate Holder and add SBS as an additional insured to each of these insurance policies.
- Send proof of insurance to your contract manager in the form of an insurance ACORD certificate.
- or**
- If your organization does not own a vehicle or does not have employees:  
Send a letter on your organization's letterhead to your contract manager stating that you do not own a vehicle and/or that you do not have employees.

**VENDEX:**

- If you have not previously submitted VENDEX forms or have not submitted VENDEX forms in the past three years:
  - Complete the VENDEX Vendor Questionnaire (downloadable from the Mayor's Office of Contract Services website).
  - Complete a VENDEX Principal Questionnaire for each of the principals at your organization.
  - Submit your completed VENDEX documents to the Mayor's Office of Contract Services.
  - Complete and send a Submitted VENDEX Memo (downloadable from the Avenue NYC Contracts website) to your contract manager.
- If you have previously submitted VENDEX forms and there has been NO CHANGE to your submitted information:
  - Complete and send two copies of the Certification of No Change (downloadable from the Mayor's Office of Contract Services website) to your contract manager.
- If you have previously submitted VENDEX forms and there have been changes to your submitted information on BOTH FORMS:
  - Complete the VENDEX Vendor Questionnaire (downloadable from the Mayor's Office of Contract Services website).
  - Complete a VENDEX Principal Questionnaire for each of the principals at your organization.
  - Submit your completed VENDEX documents to the Mayor's Office of Contract Services.
  - Complete and send a Submitted VENDEX Memo (downloadable from the Avenue NYC Contracts website) to your contract manager.

- If you have previously submitted VENDEX forms and there have been changes to your submitted information on ONLY ONE OF THE FORMS:
  - Complete the VENDEX Vendor Questionnaire **or** VENDEX Principal Questionnaire(s) (downloadable from the Mayor's Office of Contract Services website) with the information that has changed.
  - Submit your completed VENDEX questionnaire to the Mayor's Office of Contract Services.
  - Complete and send a Submitted VENDEX Memo (downloadable from the Avenue NYC Contracts website) to your contract manager.
  - Complete and send two copies of the Certification of No Change (downloadable from the Mayor's Office of Contract Services website) to your contract manager.

□ **W-9 Tax Information:**

- Make sure that you have entered your information in the Payee Information Portal system and that it is up to date.
- Print a copy of your Account Summary screen indicating that your organization is active in the system and send this to your contract manager.

□ **Cost Allocation Plan:**

- Complete and send an electronic copy of your Cost Allocation Plan (downloadable from the Avenue NYC Contracts website) to your contract manager.