

**ATTACHMENT III****NYS UNIFIED COURT SYSTEM****VENDOR RESPONSIBILITY QUESTIONNAIRE: INSTRUCTIONS**

(This page is not the Vendor Responsibility Questionnaire)

The New York State Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The Vendor Responsibility Questionnaire, a required component of all UCS solicitations, is designed to provide information to assist the UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System instructions available at [www.osc.state.ny.us/vendrep/index.htm](http://www.osc.state.ny.us/vendrep/index.htm) or go directly to the VendRep System online at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID number or for VendRep System assistance, contact the Office of the State Comptroller's Online Services at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.ny.gov](mailto:ITServiceDesk@osc.ny.gov). However, vendors may choose to complete and submit a paper questionnaire. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact the UCS or the Office of the State Comptroller for a copy of the paper form.

**Vendors who elect to file the questionnaire online with OSC must check and fill out the requested information below.** This signature is an acknowledgement by the vendor that the questionnaire has been filed and certified directly on the Office of the State Comptroller's VendRep System.

Vendor Responsibility Questionnaire filed online via the OSC VendRep System: Yes      No

Solicitation Number or Procurement Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please sign in blue ink only)

**If the vendor has checked "Yes", it must submit this page with its proposal.**

**If the vendor has checked "No", it must submit the paper questionnaire with its proposal.**