



**A Scope and Budget is Required for All Contracts**

**What documents do I need to submit to get my Contract Registered?**

	Human Services <i>(See additional requirements for Discretionary Contracts and Not-for-Profit Organizations)</i>	Non-Human Services <i>(See additional requirements for Not-for-Profit Organizations)</i>
<b>Contracts ≥ \$100k</b>	Current VENDEX Filings	Current VENDEX Filings
	Certification Regarding Substantiated Cases of Client Abuse or Neglect	Supply and Services Employment Report (DLS) Approval or Waiver <i>(Not applicable for construction contracts ≤ \$1 million)</i>
	Doing Business Data Form	Doing Business Data Form <i>(Not applicable for Competitive Sealed Bids without prequalification)</i>
	Proof of Insurance	Proof of Insurance

	Human Services <i>(See additional requirements Discretionary Contracts and for Not-for-Profit Organizations)</i>	Non-Human Services <i>(See additional requirements for Not-for-Profit Organizations)</i>
<b>Contracts &lt; \$100k</b>	Current VENDEX Filings <i>(if total value of contracts awarded in past 12 months is ≥ \$100,000 OR a sole source agreement &gt; \$10,000)</i>	Current VENDEX Filings <i>(if total value of contracts awarded in past 12 months is ≥ \$100,000 OR a sole source agreement &gt; \$10,000)</i>
	Doing Business Data Form <i>(For contracts &gt; \$5k)</i>	Doing Business Data Form <i>(For contracts &gt; \$5k but not applicable for Competitive Sealed Bids without prequalification)</i>
	Proof of Insurance	Proof of Insurance
	Certification Regarding Substantiated Cases of Client Abuse or Neglect	

**Additional Requirements for Discretionary Contracts**

- Conflict of Interest Disclosure and Compliance Certification
- Training Attendance Certification *(For contractors who receive less than \$1 million in City funding)*

**Additional Requirements for Not-for-Profit Organizations**

- Most Recent Financial Statement
- NYS Charities Bureau Filing Certification or Certification of Exemption from Filing