

NOTICE TO CITY VENDORS VENDEX PROCEDURES

GENERAL INFORMATION

In an effort to streamline the operation of VENDEX, the Mayor's Office of Contract Services has made some significant changes in the processing of VENDEX forms.

- There are only two Questionnaires; the **Vendor Questionnaire** and the **Principal Questionnaire**.
- Questionnaires are submitted directly to MOCS; Questionnaires will no longer go directly to the agencies.
- Questionnaires are valid for three years from the date of the certifications.
- The new forms are available on line at www.nyc.gov/vendex

CERTIFICATIONS OF NO CHANGE

- Affidavits of no change are no longer accepted. Instead vendors are required to complete under penalty of perjury, a Certification of No Change which states that the information contained in the most recent VENDEX submission/ changed questionnaire is current and accurate, Unlike affidavits of no change, principals are not required to submit individual Certifications of No Change.
- The vendor must execute **TWO ORIGINAL** Certifications of No Change and return them to the agency.
- If the vendor has a parent or controlling entity that is required to submit VENDEX Questionnaires, the parent or controlling entity must also execute 2 original Certifications of No Change. **The Certification of No Change that is executed on behalf of the vendor will not be sufficient to cover the parent or the controlling entity of the vendor.**
- It is recommended that either the individual who signs the contract on behalf of the vendor, or one of the principal officers executes the Certifications of No Change on behalf of the vendor.

**HOW TO DETERMINE WHETHER YOU NEED TO FILE NEW FORMS/
MAKE CHANGES/ CERTIFY THAT THERE ARE NO CHANGES**

- If the vendor has never completed VENDEX questionnaires, or has not made a complete VENDEX submission in the last 2½ years, the vendor should complete the new forms and return them directly to MOCS, Mayor's Office of Contract Services, VENDEX UNIT, 253 Broadway, 9th Floor, New York, NY 10007. In order to inform the agency that the Questionnaires were sent to MOCS the vendor must complete the **submitted VENDEX memorandum** and return it to the agency. The submitted VENDEX memorandum can also be found on www.nyc.gov/vendex.
- If the vendor has made a complete VENDEX submission in the last 2½ years and there have been no changes in information requiring an update of the forms, the vendor should execute a Certification of No Change. Certifications should be included as part of the vendor's response to bids, solicitations or RFP's.
- If the vendor has made a complete VENDEX submission in the last 2½ years and there have been changes in information requiring an update of the forms, the vendor is required to submit full questionnaires using the new forms. **MOCS will not be able to process changed questionnaires using the new forms if they are attempting to update old forms.** The vendor should inform the agency that changed questionnaires were sent to MOCS by returning the **submitted VENDEX memorandum** to the agency as part of their response.
- A changed questionnaire consists of the first page of the questionnaire with a check in the box marked "changed questionnaire," the relevant changed pages, any additional pertinent information and a signed certification page.