Vendor’s Guide to VENDEX

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PREFACE

The City is legally required to use the Vendor Information Exchange System (VENDEX), a computerized data system, to help it make decisions regarding vendor responsibility as required by law. A responsible contractor is one which has the capability in all respects to perform fully the contract requirements and the business integrity to justify the award of public tax dollars.

The VENDEX Questionnaires consist of the vendor and principal questionnaires. This vendor’s guide provides instructions to assist in completing and submitting these questionnaires. If further assistance is required, visit the New York City web site (http://www.nyc.gov/vendex) or contact the VENDEX Unit at (212) 341-0933.
REQUIREMENTS AND INSTRUCTIONS FOR VENDEX QUESTIONNAIRES

The vendor and principal questionnaire(s) are valid for three (3) years from the date of signature on the certification page(s) of the questionnaires.

Vendors are required to complete the VENDEX questionnaires if they have contracts or subcontracts:

1. Valued at $100,000 or more;
2. That are sole source contracts valued at $10,000 or more and/or;
3. Whose aggregate business with the City in the preceding 12 months totals 100,000 or more;

In addition, vendors are required to complete the VENDEX questionnaires if they are:

1. Applicants for franchises, regardless of dollar amount or;
2. Applicants for concessions which, singly or in combination with other contracts held by the vendor, are valued at $100,000 or more.

Please note that, the City, in its sole discretion, may require that other entities/principals complete VENDEX questionnaires.

Vendors who have parent or other controlling entities will be required to submit vendor questionnaires for these entities. Principal questionnaires for parent or controlling entities are not required.

If during the three (3) years, the submitting vendor is awarded another contract and any of the submitting vendor’s or principal’s circumstances change, causing a change to any answers in the previously submitted vendor and/or principal questionnaire, the submitting vendor must update those answers at the time of award of the subsequent contract by resubmitting to the VENDEX Unit:

1. The first page of the relevant questionnaire with the box “changed questionnaire” selected;
2. The question pages where information has changed along with their corresponding supplemental pages if necessary;
3. A signed and notarized certification page.

If there have been changes to the submitting vendor’s vendor questionnaire but no changes to the principal questionnaire the submitting vendor is required to submit a changed questionnaire along with a certification of no change for the principals to MOCS. Such updates must be done by the time the submitting vendor enters into its next contract with a New York City agency.

1. When completing questionnaires, err on the side of full disclosure. Non-disclosure of relevant material may lead to a finding of non-responsibility or
criminal charges against an individual/vendor. If there is a question about whether or not a particular matter should be disclosed, please contact the Mayor’s Office of Contract Services at 212-341-0933.

2. Questionnaires may be obtained from the VENDEX Unit at 212-341-0933 or downloaded from the New York City web site http://www.nyc.gov/vendex

3. Vendors may not edit, alter or change questionnaires in any way including, file conversions. Any such changes will render the questionnaires void.

4. Answers must be either typewritten or handwritten in ink. If additional space is needed to complete a question, check the box indicating that additional information is attached, and attach the supplemental pages to the questionnaire. All questions must be answered. Questions answered “no” do not require additional information. A response of “not applicable (N/A)”, or the equivalent, will not be accepted both on vendor & principal questionnaires. Please attach any additional relevant documentation e.g. correspondence, to the back of the form.

5. Certification - A materially false statement willfully or fraudulently made in connection with any VENDEX questionnaire may result in a finding of non-responsibility. In addition, this may subject the individual making the false statement to criminal charges. The individual who completes the questionnaire must sign the certification in the presence of a notary public.

6. Submitted certification pages must have original signatures.

7. Questionnaires are considered complete when all questions are answered, and the original questionnaires are signed and notarized.

8. Completed original questionnaires may be delivered via U.S. Mail or hand delivery to: The Mayor’s Office of Contract Services, VENDEX Unit, 253 Broadway, 9th Floor, NY, NY 10007.

9. The VENDEX Unit will notify the submitting vendor if a questionnaire is incomplete. In this circumstance, the submitting vendor will have five (5) business days to answer the question completely and resubmit the questionnaire or to confirm that the requested information is being sent to MOCS, unless otherwise specified. If the submitting vendor and/or principal does not adhere to this timeframe, its VENDEX submission will be rejected.

10. The submitting vendor should keep a copy of the completed questionnaires.

WHO SHOULD COMPLETE AND SIGN THE VENDOR QUESTIONNAIRE?

The person who completes the vendor questionnaire on behalf of the submitting vendor must provide their title, telephone/ fax number and e-mail address on page 1 of the vendor questionnaire. The person who signs the certification on behalf of the submitting vendor should be either the Chief Executive, Executive Director, Chief Administrator, President, Vice President, Treasurer, Secretary, Chair of the Board of Directors, or the principal owner or officer responsible for administering the submitting vendor’s contract.
WHO MUST COMPLETE A PRINCIPAL QUESTIONNAIRE?

All principal owners and officers listed in response to question number 6a in the vendor questionnaire must complete principal questionnaires, with the following exceptions:

1. If the submitting vendor is a partnership, all partners should be listed, but only the partners performing on the contract and those who have a (10) percent or greater ownership interest in the partnership need to complete principal questionnaires.

2. If another entity controls ten (10) percent or more of the submitting vendor that entity must complete a vendor questionnaire instead of a principal questionnaire. Principal questionnaires are not required for the principal owners or officers of that entity. Under these circumstances, a submitting vendor is still required to submit principal questionnaires for its top three officers listed in response to question 6A regardless of ownership interest.

3. If the principal owner or officer is an estate or trust, then the executor or trustee must complete a principal questionnaire.

The City, in its sole discretion, may require that other principal owners or officer complete a VENDEX questionnaire.

WHO SHOULD COMPLETE AND SIGN A CERTIFICATION OF NO CHANGE?

1. Two original signed, notarized certifications of no change must be executed for both the submitting vendor and if applicable the parent.

2. Certifications of No Change are to be sent directly to the agency with which the submitting vendor is seeking to do business. Certifications of No Change should not be sent to the Mayor’s Office of Contract Services. (Unless it is a certification of no change for principals on a changed questionnaire as described on page 2 of 14).

3. The individual signing the certification of no change on behalf of the vendor certifies that both the vendor and principal questionnaires are complete and accurate.

4. It is recommended that one of the principal owners/officers listed in response to question #6a execute the certification of no change on behalf of the vendor.

5. If you are completing the certification of no change on behalf of the parent entity you are not required to provide principal information.

6. The submitting vendor must also report to the contracting agency information on all subcontractors that will work on the proposed contract.
DEFINITIONS

Administrative Charge
When an agency charges an entity with violating the agency’s regulations. These charges include, but are not limited to violations of prevailing wage laws, workers’ compensation laws, Occupational Safety and Health Administration (OSHA) violations and tax offenses.

Affiliate
An entity in which the parent of the submitting vendor owns more than fifty (50) percent of the voting stock and/or an entity in which a group of principal owners or officers that owns more than fifty (50) percent of the submitting vendor also owns more than fifty (50) percent of the voting stock.

Agency
Any government body, whether Federal, State, City, County, Borough, local agency or other office, position, administration, department, division, bureau, commission, authority, corporation, advisory committee or other agency of government, including departments, offices, quasi-public agencies, public authorities, public corporations, public development corporations, local development corporations and others. New York City agencies are those agencies for which expenses are paid in whole or in part from the city treasury, and include but are not be limited to, the City Council, the offices of each elected official, the Department of Education, the School Construction Authority, community boards, the Financial Services Corporation, the Health and Hospitals Corporation, the Economic Development Corporation, and the New York City Housing Authority, but do not include any court or any corporation or institution maintaining or operating a public library, museum, botanical garden, arboretum, tomb, memorial building, aquarium, zoological garden or similar facility.

Business Addresses
The address and telephone numbers for the location(s) at which the submitting vendor conducts its activities. See definition for telephone number(s).

Certification of No Change
Replaced Affidavits of No Change- certifies that information contained in vendor questionnaires, principal questionnaires or any changed questionnaires for this vendor are complete and accurate.

Changed Questionnaire
The revised VENDEX questionnaire submitted within the three year VENDEX cycle to document changes occurring to any of the information collected on either the principal questionnaire or vendor questionnaire, or both. This is comprised of the questionnaire’s top page (checking the changed questionnaire box), newly signed and notarized certification page and the appropriate pages where the information has changed, along with any necessary additional information. If there have been
changes to the submitting vendor's vendor questionnaire but no changes to the principal questionnaire the submitting vendor is required to submit a changed questionnaire along with the certification of no change for the principals to MOCS.

Consulting Capacity
Serving in a capacity to act on behalf of or assist the submitting vendor with services including, but not limited to legal, engineering or architectural.

Contract
Any agreement between a New York City agency, New York City affiliated agency, elected official or the Council and an individual or entity, which (a) is for the provision of goods, services, or construction and has a value that when aggregated with the values of all other such agreements with the same individual or entity or subcontractor during the immediately preceding twelve (12) month period is valued at one hundred thousand dollars ($100,000) or more; or (b) is for the provision of goods and/or services, was awarded on a sole source basis and is valued at ten thousand dollars ($10,000) or more; or (c) is a concession and has a value that when aggregated with the value of all other contracts/agreements held by the same concessionaire is valued at one hundred thousand dollars ($100,000) or more; or (d) is a franchise.

Control (Controlling Entity)
The submitting vendor is controlled by another entity when:
• the other entity holds ten (10) percent or greater ownership interest, or
• the other entity directs or has the right to direct daily operations

The submitting vendor controls another entity when:
• it holds ten (10) percent or more of the voting stock of the other entity, or
• it directs or has the right to direct daily operations

DBA
An acronym that stands for doing business as, a formal notice filed with a county clerk that an individual or entity is conducting business under an assumed name.

DUNS
The D&B number, formerly known as the Dun and Bradstreet number.

Employer identification number (EIN)
A nine digit number assigned by the Internal Revenue Service to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting business purposes. See definitions for TIN and SSN.

Entity
Any joint venture, sole proprietorship, general partnership, limited liability
partnership, limited partnership, limited liability company, professional limited liability company, business corporation, professional business corporation, or others. This also includes any not-for-profit corporation.

Immediate Family
Includes former or current husband(s), and or wife(ves), son(s), daughter(s), stepson(s), stepdaughter(s), adopted child(ren), grandchild(ren), parent(s), brother(s), sister(s), grandparent(s), mother(s)-in-law, father(s)-in-law, brother(s)-in-law and sister(s)-in-law.

Individual
Any person (not an entity).

Internal Revenue Code
The set of rules and regulations established by the United States Internal Revenue Service (IRS).

Investigated
An individual or entity has been investigated if there has been any inquiry by any prosecutorial, investigative or regulatory agency concerning such individual or entity or the activities and/or the business practices thereof. An “inquiry” includes, but is not limited to the following:

1. an appearance before a grand jury by the individual or any current or former representative of the entity or its affiliates has been made or been sought;

2. a subpoena requiring testimony has been issued and/or received;

3. a subpoena for the production of documents in a criminal proceeding or criminal investigation has been issued and/or received;

4. a search warrant at any location occupied or used by individual/entity, any affiliate, or any of their principal owners or officers has been executed;

5. notice has been received that the communications or activities of the individual or any current or former representative of the entity or its affiliates have been monitored under a court order;

6. notice has been received that the individual/entity, or any current or former representative of the entity or its affiliates is the subject or target of an investigation;

7. any questioning of an employee concerning the individual/entity, or the conduct of the individual/entity’s or the affiliate’s business which relates to the possible commission of any act or acts that could expose the individual, the entity, or its affiliates to either criminal or civil
liability;
8. any investigation into compliance with prevailing wage laws or regulations;

The following are not inquiries:
1. background investigations for employment;
2. contact with the contracting **agency** relating to performance or routine aspects of an existing contract;
3. **agency** communications relating to constituent complaints;
   d) routine non-forensic program or financial audits.

**Managerial Employees or Managerial Capacity**
Employees in a supervisory capacity who, either by virtue of their title or their duties, operate with discretion over solicitation, letting, or management of **contracts** with New York City.

**Material Weakness**
A reportable condition in which the design or operation of one or more of the components of internal control does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

**Non-Responsible**
When an **individual** or **entity** lacks the capability in all respects to fully perform the contract requirements and/or lacks the business integrity to justify the award of public tax dollars.

**Not-for-Profit Corporation**
Any group incorporated under the New York State Not-For-Profit Corporation Law and/or registered with the Secretary of the State as a Not-For-Profit Corporation in accordance with Article 13 of that law, and/or exempt from taxation under section 501 of the **Internal Revenue Code**.

**Officer**
Any **individual** who serves as or performs the functions of chief executive officer, chief financial officer, or chief operating officer of the **submitting vendor**, without regard to such **individual's** title e.g., president, vice president, secretary, treasurer, board chairperson, trustee, (**individual** or **entity** who administers a trust) or their equivalents.

**Parent**
Any **entity** including, but not limited to any **individual**, partnership, joint venture or
corporation which owns more than fifty (50) percent of the voting stock of another entity.

**Primary Place of Business**

The most important location from which the submitting vendor conducts its business in the New York City metropolitan area. See business address definition.

**Prime**

The entity awarded the contract.

**Principal Executive Office**

The location at which the submitting vendor’s principals are located. See also the definitions for primary place of business, business address and telephone numbers.

**Principal Owner**

An individual, partnership, joint venture or corporation that holds a ten (10) percent or greater ownership interest in a submitting vendor or subcontractor.

**Principal Questionnaire**

The VENDEX questionnaire collecting information on the submitting vendor’s principals and/or officers.

**Responsibility Determination**

A conclusion reached by any government agency or quasi-governmental agency, concerning the responsibility of an entity. A responsibility determination is based on several factors including, but not limited to an entity’s financial resources, business integrity, and performance.

**Sanction**

Any fine, penalty, judgment, injunction, violation, debarment or suspension.

**Share**

To have space, staff, equipment, expenses, etc., or use such items, in common with one or more other entities. See shared equipment, shared space, shared staff and shared expenses definitions.

**Shared Equipment**

Equipment is considered to be the items used in an individual or entity’s operation or activity that include, but are not limited to telephone(s) and telephone systems, photocopiers, computer, motor vehicles and construction machinery. These items are considered shared whenever the submitting vendor shares the ownership and/or the use of any equipment with any other entity. Equipment should not be considered to be shared under the following three circumstances: (1) when, although the equipment is owned by another entity, the submitting vendor has
entered into a formal lease for the use of the equipment and exercises exclusive use of the equipment; or (2) when the submitting vendor owns equipment that it has formally leased to another entity, and for the duration of such lease the submitting vendor has relinquished all right to the use of such leased equipment; or (3) when the submitting vendor out-sources internal administrative functions, such as payroll.

Shared Expenses
Expenses are costs, charges, fees, etc. When the submitting vendor and any other entity jointly incur or pay for expenses, they are considered shared.

Shared Space
Space is considered to be shared when any part of the space utilized by the submitting vendor, at any of its sites, is also utilized on a regular or intermittent basis for any purpose by any other entity, and where there is no lease or sublease in effect between the submitting vendor, and any other entity, that is sharing space with the submitting vendor.

Shared Staff
Staff should be considered to be shared when any individual provides the services of an employee (including services of any type or level, managerial or supervisory, whether paid or unpaid) to the submitting vendor, and also, on either a regular or irregular basis, provides the services of an employee, paid or unpaid, to one or more other entities, if such services are provided during any part of the same hours the individual is providing services to the submitting vendor. This type of sharing may include, but is not limited to, individuals who provide the following services: telephone answering, receptionist, delivery, custodial, and driving.

Social Security Number (SSN)
The unique nine digit number assigned by the Social Security Administration that assists in maintaining an accurate record of wages or self-employment earnings that are covered under the Social Security Act, and used by the Internal Revenue Service for tax administration purposes. See EIN and TIN definitions.

Subcontract
An agreement between an individual or entity that is party to a contract and another individual or entity which (a) is for the provision of goods, services or construction pursuant to that contract, and has a value that when aggregated with the values of all other such agreements with the same individual or entity and subcontractor during the immediately preceding twelve (12) month period is valued at one hundred thousand dollars ($100,000) or more; or (b) is for the provision of goods and/or services, was awarded on a sole source basis and is valued at ten thousand dollars ($10,000) or more; or (c) is a concession and has a value that when aggregated with the value of all other contracts/agreements held by the same concessionaire is valued at one hundred thousand dollars ($100,000) or more; or (d)
is a franchise.

**Subcontractor**
Any individual or entity engaged under a subcontract.

**Submitting Vendor**
The entity submitting the vendor questionnaire

**Subsidiary**
An entity in which the majority of the voting stock is owned by a parent.

**Telephone Numbers**
The telephone numbers of an individual, entity and/or submitting vendor at the primary place of business address, principal executive office address and business addresses.

**Taxpayer Identification Number (TIN)**
A generic term used by the Internal Revenue Service for identification in the administration of tax laws, which includes SSN and/or EIN, among others. See EIN and SSN definitions.

**VENDEX**
The Vendor Information Exchange System, a legally required computerized data system that contains information for every New York City franchise, concession, and contract over one hundred thousand dollars ($100,000). Information is collected on the vendor, principal and changed questionnaires.

**Vendor Questionnaire**
VENDEX questionnaire collecting information on the submitting vendor.

**FREQUENTLY ASKED QUESTIONS WITH ANSWERS**

**PROCESS OF SUBMISSION OF VENDEX QUESTIONNAIRES**

1. Question: If a VENDEX questionnaire has already been completed and submitted within the last three years and the submitting vendor is seeking a new contract, does the new VENDEX questionnaire have to be completed and submitted?

   Answer: The VENDEX questionnaires remain current for three years from the date of the notarized signature on the certification page. However, if, during the three (3) years, any of the submitting vendor’s circumstances change causing modifications to any answers in the vendor and/or principal questionnaire(s) previously provided, the submitting vendor MUST update the appropriate questionnaire at the time of award of the subsequent contract. Remember to check the box on the front page that says it is a changed questionnaire.
2. Question: Are the submitted VENDEX questionnaires for my company approved?

   Answer: There is no such thing as a VENDEX approval. Once the City has accepted VENDEX forms for a submitting vendor and its principal owners or officers and has inputted the information into the VENDEX system, the agency performs contract-specific responsibility determinations.

3. Question: Who can sign the principal questionnaire's certification page?

   Answer: The principal questionnaire must be signed by the individual named in question #1 of the questionnaire. There is no power of attorney for the principal questionnaire.

4. Question: Where should I send my completed VENDEX questionnaires?

   Answer: To the Mayor’s Office of Contract Services VENDEX Unit 253 Broadway, 9th Floor New York, NY 10007

5. Question: My company has fifty members on its board of directors. How many officers do I have to list?

   Answer: You must report the three officers or individuals who exercise the most substantial degree of control over the entity.

6. Question: Does MOCS accept VENDEX submissions from vendors that do not have a pending award?

   Answer: MOCS will accept VENDEX submission from any vendor; however MOCS will only process submissions when City agencies make specific requests for vendor submissions associated with pending awards.

ELEMENTS REQUIRED TO DO BUSINESS WITH NEW YORK CITY

1. Question: Is it necessary to have an EIN in order to do business with New York City agencies?

   Answer: An EIN is required in order to do business with New York City agencies, except for foreign companies whose contracting services will be carried out outside of the United States. In those cases vendors must contact the Vendor Enrollment Center at (212) 857-1680 for further instructions.

WHO MUST SUBMIT A QUESTIONNAIRE? WHICH QUESTIONNAIRE MUST BE SUBMITTED?

1. Question: I do not own any shares/stock in the submitting vendor, why do I have to fill out a principal questionnaire?

   Answer: If you are an officer of the submitting vendor, you are required to submit a principal questionnaire regardless of ownership interest.
2. Question: If the submitting vendor is owned by another entity, do both entities submit principal questionnaires?

   Answer: No. Principal questionnaires are required for the principal owners/officers of the submitting vendor but not for those of the parent.

3. Question: What is the difference between a subsidiary and an affiliate of the submitting vendor?

   Answer: A subsidiary is an entity in which the majority of the voting stock is owned by the submitting vendor. The submitting vendor is the parent of the subsidiary. An affiliate is an entity in which the parent that owns the submitting vendor also owns more than fifty percent of the voting stock, or an entity in which more than fifty percent of the business and the voting stock is owned by some or all of the same principal owners as the submitting vendor; in effect, affiliates have a sibling relationship to the submitting vendor.

4. Question: What type of questionnaire should be completed for a subcontractor?

   Answer: A subcontractor must complete a vendor questionnaire and the subcontractor’s principal owners/officers are required to submit principal questionnaires.

5. Question: If an entity is foreign-based, does it have to complete the VENDEX questionnaires?

   Answer: Yes, where the entity is based does not change the legal requirement to complete the VENDEX questionnaire(s).

6. Question: If a local affiliate or subsidiary of a foreign-based entity will be responsible for carrying out the terms of the contract, does the foreign entity have to fill out a vendor questionnaire, or may the local division fill one out?

   Answer: If the foreign-based entity itself is the parent, the submitting vendor must disclose all of the requested information concerning the foreign-based entity and, generally, the foreign-based entity must also complete a vendor questionnaire, but in appropriate circumstances, the agency may rely solely upon the vendor questionnaire from the submitting vendor. If the foreign-based entity itself is the submitting vendor, the foreign-based entity must complete the vendor questionnaire.

7. Question: If a trust or an estate is a parent or a principal owner of the submitting vendor, do VENDEX Questionnaires need to be completed by the trustee or administrator of the trust?

   Answer: Yes.

8. Question: If a holding company, created for tax purposes, is a parent or principal
owner, does it have to complete the VENDEX questionnaires?
Answer: Yes, the purpose of the company’s formation is irrelevant and does not affect the legal obligation to complete VENDEX questionnaires.

9. Question: If an entity has a large number of subsidiaries, do all of them have to be listed on the vendor questionnaire?
Answer: All subsidiaries of an entity completing a vendor questionnaire must be disclosed. However, the entity may submit a list of subsidiaries and that list may be submitted as an attachment in lieu of completing the appropriate section on the questionnaire.

INVESTIGATION RELATED

1. Question: An entity was debarred by the federal government three years ago, but that decision was later overturned. Does this need to be reported?
Answer: No, if an entity was debarred, found non-responsible or defaulted, and those determinations were subsequently overturned or reversed, the entity is not required to disclose them in response to Question 11. However, if those actions were taken as the result of an investigation or inquiry by any prosecutorial, investigative or regulatory agency, the entity is required to disclose the investigation or inquiry in response to Question 15.

2. Question: The principal owner of an entity was arrested for DWI and the case was later dismissed. Does this need to be disclosed?
Answer: No, if criminal charges were filed against a submitting vendor or affiliate, or if a principal owner or officer was arrested, and those charges or that arrest was later dismissed, the entity is not required to disclose them in response to Question 16 (a) or (b) because there are no convictions in those cases. However, if the charges are currently pending at the time the entity is completing the questionnaire, the entity is required to disclose them in response to Question 16 (c) which asks if any charges are currently pending. If the charges or the arrest that was later dismissed was the result of an investigation or inquiry by any prosecutorial, investigative or regulatory agency, the entity is required to disclose the investigation or inquiry in response to Question 15.

3. Question: If, in the course of being investigated, the submitting vendor has been asked to provide documents, but has not heard anything since complying, how should the status of the investigation be described?
Answer: Contact the investigating agency and ask for the status. Report their answer (e.g. open, closed, pending, or even “the investigating body did not respond or refused to comment”).

4. Question: I am a submitting vendor and the agency investigating me/my company
told me the inquiry was confidential, and should not be discussed with anyone else. I want to cooperate with the VENDEX process, but do not want to violate the investigating agency's guidelines. How do I proceed?

Answer: If you are in such a situation, you should explain to the agency that you are seeking New York City business and are required to report being investigated to the City. If permission is still refused, you should disclose that you/your company are the subject(s) of an investigation and detail the communications between you and the investigating agency, including the request for secrecy. You may also wish to seek legal counsel.

**UPDATING PREVIOUSLY SUBMITTED QUESTIONNAIRES**

1. Question: What should I do if I realize that a completed VENDEX questionnaire was inadvertently inaccurate?

   Answer: As soon as you learn of the error, you should contact the VENDEX Unit in writing and alert them to the error, and then submit a changed questionnaire as soon as possible. Failure to timely advise the City of a mistake could lead to questions about the reason for the inaccuracy.

**TIMING RELATED**

1. Question: The principal owner is aware of adverse data from a former affiliate, should this information still be reported since the principal owner is no longer an employee of that entity?

   Answer: Yes, if the date of occurrence of that adverse information is within the timeframe of the VENDEX question.

2. Question: Four years ago, a principal owner or officer of the submitting vendor had her/his driver’s license revoked. Her/his current duties do not involve driving a vehicle. Do I need to report this?

   Answer: Yes, this must be reported. Vendor questionnaire question 14a asks specifically if a license has been revoked. Answer this, and all questions, completely.

3. Question: How long does the adverse information stay on the VENDEX system?

   Answer: Adverse information remains on the VENDEX system for ten (10) years.