



VENDOR RESPONSIBILITY QUESTIONNAIRE -- NOT-FOR-PROFIT BUSINESS ENTITY

New York State Housing Finance Agency. New York State Affordable Housing Corporation. State of New York Mortgage Agency. State of New York Municipal Bond Bank Agency. Tobacco Settlement Financing Corporation. Housing Trust Fund Corporation (collectively, "Agencies") – INFORMATION IN THIS QUESTIONNAIRE IS REQUIRED

BUSINESS ENTITY INFORMATION
Legal Business Name, EIN, Address of the Principal Place of Business, Telephone, Fax, Email, Website, Authorized Contact for this Questionnaire, Name, Telephone, Fax, Title, Email, List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years...

I. BUSINESS CHARACTERISTICS
1.0 Business Entity Type – Please check appropriate box and provide additional information:
a) Corporation (including PC) Date of Incorporation
b) Limited Liability Co. (LLC or PLLC) Date Organized
c) Limited Liability Partnership Date of Registration
d) Limited Partnership Date Established
e) General Partnership Date Established County (if formed in NYS)
f) Sole Proprietor How many years in business?
g) Other Date Established
If Other, explain:
1.1 Was the Business Entity formed in New York State? Yes No
If "No," indicate jurisdiction where Business Entity was formed:
United States State
Other Country
1.2 Is the Business Entity currently registered to do business in New York State with the Department of State? Yes No Not required



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I. BUSINESS CHARACTERISTICS

If "No," explain why the Business Entity is not required to be registered in New York State.

1.3 Is the Business Entity registered as a Sales Tax vendor with the New York State Department of Tax and Finance? Yes No

Explain and provide detail, such as 'not required,' 'application in process,' or other reasons for not being registered.

1.4 Is the Business Entity a Joint Venture? *Note: If the submitting Business Entity is a Joint Venture, also submit a separate questionnaire for the Business Entity comprising the Joint Venture.* Yes No

1.5 Does the Business Entity have an active Charities Registration Number? Yes No

Enter Number: _____
 If exempt, explain: _____
 If an application is pending, enter date of application: _____ Attach a copy of the application

1.6 Does the Business Entity have a DUNS Number? Yes No

Enter DUNS Number _____

1.7 Is the Business Entity's principal place of business/Executive Office in New York State? Yes No
 If "No," does the Business Entity maintain an office in New York State? Yes No

Provide the address and telephone number for one New York Office.

1.8 Is the Business Entity's principal place of business/executive office:

Owned
 Rented Landlord Name (if 'rented') _____
 Other Provide explanation (if 'other') _____

Is space shared with another Business Entity? Yes No

Name of other Business Entity _____
 Address _____
 City _____ State _____ Zip Code _____ Country _____

1.9 Is the Business Entity a Minority Community Based Organization (MCBO)? Yes No

1.10 Identify current Key Employees of the Business Entity. Attach additional pages if necessary. **The below information is required.***

Name & Title*	Home Address*	Social Security # (Last Four Digits)*
		xxx-xx-
		xxx-xx-
		xxx-xx-



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II. AFFILIATES AND JOINT VENTURE RELATIONSHIPS

2.0 Does the Business Entity have any Affiliates? Attach additional pages if necessary (If no, proceed to Section III) [] Yes [] No
Affiliate Name | Affiliate EIN (If available) | Affiliate's Primary Business Activity
Explain relationship with the Affiliate and indicate percent ownership, if applicable (enter N/A, if not applicable):
Are there any Business Entity Officials or Principal Owners that the Business Entity has in common with this Affiliate? [] Yes [] No
Individual's Name | Position/Title with Affiliate

III. CONTRACT HISTORY

3.0 Has the Business Entity held any contracts with New York State government entities in the last three (3) years? If "Yes," attach a list including the Contract Number, Agency Name, Contract Amount, Contract Start Date, Contract End Date, and the Contract Description. [] Yes [] No

IV. INTEGRITY – CONTRACT BIDDING
Within the past five (5) years, has the Business Entity or any Affiliate

4.0 Been suspended or debarred from any government contracting process or been disqualified on any government procurement? [] Yes [] No
4.1 Been subject to a denial or revocation of a government prequalification? [] Yes [] No
4.2 Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a government entity? [] Yes [] No
4.3 Agreed to a voluntary exclusion from bidding/contracting with a government entity? [] Yes [] No
4.4 Initiated a request to withdraw a bid submitted to a government entity or made any claim of an error on a bid submitted to a government entity? [] Yes [] No
For each "Yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

V. INTEGRITY – CONTRACT AWARD
Within the past five (5) years, has the Business Entity or any Affiliate

5.0 Been suspended, cancelled or terminated for cause on any government contract? [] Yes [] No
5.1 Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? [] Yes [] No
5.2 Entered into a formal monitoring agreement as a condition of a contract award from a government entity? [] Yes [] No



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VI. CERTIFICATIONS/LICENSES

6.0 Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? [] Yes [] No

If "Yes," provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

VII. LEGAL PROCEEDINGS

Within the past five (5) years, has the Business Entity or any Affiliate

7.0 Been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation? [] Yes [] No

7.1 Been the subject of an indictment, grant of immunity, judgment or conviction (including entering into a plea bargain) for conduct constituting a crime? [] Yes [] No

7.2 Received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful? [] Yes [] No

7.3 Had any New York State Labor Law violation deemed willful? [] Yes [] No

7.4 Entered into a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local environmental laws? [] Yes [] No

7.5 Other than the previously disclosed: (i) Been subject to the imposition of a fine or penalty in excess of \$1,000, imposed by any government entity as a result of the issuance of citation, summons or notice of violation, or pursuant to any administrative, regulatory, or judicial determination; or (ii) Been charged or convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any government entity? [] Yes [] No

For each "Yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

VIII. LEADERSHIP INTEGRITY

Note: If the Business Entity is a Joint Venture, answer 'N/A- Not Applicable' to questions 8.0 through 8.4.

Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign execute or approve bids, proposals, contracts or supporting documentation with New York State been subject to

8.0 A sanction imposed relative to any business or professional permit and/or license? [] Yes [] No [] N/A



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Table with 4 rows of questions (8.1-8.4) and checkboxes for Yes, No, and N/A.

For each "Yes" answer, provide an explanation of the issue(s), the individual involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

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IX. FINANCIAL AND ORGANIZATIONAL CAPACITY
9.0 Within the past five (5) years, has the Business Entity or any Affiliates received any formal unsatisfactory performance assessment(s) from any government entity on any contract?
9.1 Within the past five (5) years, has the Business Entity or any Affiliates had any liquidated damages assessed over \$25,000?
9.2 Within the past five (5) years, has the Business Entity or any Affiliates had any liens, claims or judgments over \$15,000 filed against the Business Entity which remain undischarged or were unsatisfied for more than 120 days?
9.3 Within the last seven (7) years, has the Business Entity or any Affiliate initiated or been the subject of any bankruptcy proceedings, whether or not closed, regardless of the date of filing, or is any bankruptcy proceeding pending?
9.4 During the past three (3) years, has the Business Entity and any Affiliates failed to file or pay any tax returns required by federal, state or local tax laws?
9.5 During the past three (3) years, has the Business Entity and any Affiliates failed to file or pay any New York State unemployment insurance returns?
9.6 During the past three (3) years, has the Business Entity or any Affiliates had any government audits?



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IX. FINANCIAL AND ORGANIZATIONAL CAPACITY

For each "Yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

X. FREEDOM OF INFORMATION LAW (FOIL)

10.0 Indicate whether any information supplied herein is believed to be exempt from disclosure under the Freedom of Information Law (FOIL). Note: A determination of whether such information is exempt from FOIL will be made at the time of any request for disclosure under FOIL.

Yes No

Indicate the question number(s) and explain the basis for your claim.

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Certification

The undersigned: (1) recognizes that this questionnaire is submitted for the express purpose of assisting the Agencies in making responsibility determinations regarding award or approval of a contract or subcontract and that the Agencies will rely on information disclosed in the questionnaire in making responsibility determinations; (2) acknowledges that the Agencies may, in their discretion, by means which they may choose, verify the truth and accuracy of all statements made herein; and (3) acknowledges that intentional submission of false or misleading information may result in criminal penalties under State and/or Federal Law, as well as a finding of non-responsibility, contract suspension or contract termination.

The undersigned certifies that he/she:

- is knowledgeable about the submitting Business Entity’s business and operations;
has read and understands all of the questions contained in the questionnaire;
has not altered the content of the questionnaire in any manner;
has reviewed and/or supplied full and complete responses to each question;
to the best of his/her knowledge, information and belief, confirms that the Business Entity’s responses are true, accurate and complete, including all attachments, if applicable;
understands that the Agencies will rely on the information disclosed in the questionnaire when entering into a contract with the Business Entity; and
is under an obligation to update the information provided herein to include any material changes to the Business Entity’s responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at the request of the Agencies prior to the award and/or approval of a contract, or during the term of the contract.

Signature of Owner/Official _____

Printed Name of Signatory _____

Title _____

Name of Business _____

Address _____

City, State, Zip _____

Sworn to before me this _____ day of _____, 20__;

_____ Notary Public