

**ATTACHMENT III
STATE OF NEW YORK
UNIFIED COURT SYSTEM**

**VENDOR RESPONSIBILITY QUESTIONNAIRES
FOR-PROFIT BUSINESS ENTITY
NOT-FOR-PROFIT BUSINESS ENTITY
FOR-PROFIT CONSTRUCTION ENTITY
NOT-FOR-PROFIT CONSTRUCTION ENTITY
And attachments**

The Unified Court System of the State of New York (“UCS”) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The above-referenced questionnaires and their attachments are designed to provide information to assist 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). **These questionnaires and their attachments are incorporated and made a part of this solicitation.**

The prospective contractor must go to the New York State Office of the State Comptroller’s website at www.osc.state.ny.us/vendrep/templates.htm, select the link to “ Instructions for completing the questionnaires”, and download or print the questionnaire and relevant attachment(s) that most adequately reflect its company:

- The “For-Profit” and “Not-for-Profit” Questionnaires require Attachment A.
- The “For-Profit, Construction” and “Not-for-Profit, Construction” require Attachment B and C.

The prospective contractor must answer every questions contained in the questionnaire and its attachment(s) as well as the certification at the end of the questionnaire. It is imperative that the person completing the Vendor Responsibility questionnaire and its attachment(s) be knowledgeable about the prospective contractor’s business and operations. The information contained in the questionnaire must be attested to by an owner or officer of the vendor.

Failure to submit the appropriate questionnaire and its attachment(s) with the prospective contractor’s bid response may disqualify such bid response.