ATTACHMENT III
STATE OF NEW YORK UNIFIED COURT SYSTEM

VENDOR RESPONSIBILITY QUESTIONNAIRE: INSTRUCTIONS

(This page is **not** the Vendor Responsibility Questionnaire.)

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The Vendor Responsibility Questionnaire, a required component of all UCS solicitations, is 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).

Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at https://portal.osc.state.ny.us. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Office of the State Comptroller or the Unified Court System's designated contact person for this solicitation for a copy of the paper form.

Vendors who elect to file the questionnaire online with OSC must circle "Yes" and fill out the requested information below. This signature is an acknowledgment by the vendor that the questionnaire has been filled and certified directly on the Office of the State Comptroller's VendRep System.

Vendor Responsibility Questionnaire filed online via the OSC VendRep System: **Yes/No**
(Please circle)

Solicitation Number or Procurement Name: _____
Company Name: _____
Name and Title: _____
Signature : _____ Date: _____
(Please sign in blue ink only)

If the vendor has circles "Yes", it must submit this page with its proposal.

If the vendor has circled "No", it must submit the paper questionnaire with its proposal.