

ATTACHMENT 9

INTENT TO BID – OGS SOLICITATION 23246 Administrative Services (Statewide)

A Vendor may submit a completed form to the OGS Designated Contact at: OGS.sm.SST_admin_svcs@ogs.ny.gov by **October 15, 2021, at 5:00 PM ET.**

Please Note: By submitting this form, a Vendor is **not** obligated to provide a bid on the solicitation. Submission of this form is **not** required.

Vendor's Federal Tax Identification Number <i>(Do Not Use Social Security Number)</i>		NYS Vendor Identification Number		
Legal Business Name of Vendor Intending to Respond:				
D/B/A - Doing Business As (if applicable):				
Street	City	State	County	Zip Code
Printed Name	Title	Signature		Date
Phone	Extension	E-mail Address		
Vendor has completed and certified the NYS Vendor Responsibility Questionnaire on-line: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Date of most recent NYS Vendor Responsibility On-Line Certification:				

QUESTIONS ABOUT THIS FORM

Is this form required?

No. A Vendor is encouraged, but not required, to complete and submit this form. Submitting this form allows OGS an opportunity to commence a Vendor Responsibility review prior to the Proposal Submission due date. It also assists with providing a listing of potential bidders interested in participating in this Solicitation.

Is a Vendor required to complete and certify a NYS Vendor Responsibility Questionnaire on-line in order to submit this form?

No. A Vendor is encouraged, but not required, to complete and submit the NYS Vendor Responsibility Questionnaire on-Line.

What is a NYS Vendor Identification (ID) Number?

The NYS Vendor ID is a unique identifier issued by the NYS Office of the State Comptroller (OSC). It is not the same as a SOCIAL SECURITY NUMBER or a TIN/FEIN Number. A Vendor who intends to do business with and receive payment from New York State must register with OSC's Vendor File System. Additional information is available at: <http://osc.state.ny.us/vendors/index.htm>.

How does a Vendor obtain a Vendor ID Number?

A Vendor will complete and e-mail OSC's **Substitute W-9 Form**, which can be found at: http://osc.state.ny.us/vendors/forms/ac3237s_fe.pdf to the primary designated contact, OGS.sm.SST_admin_svcs@ogs.ny.gov. Once the process has been initiated, registrants will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information, please visit the following website: http://www.osc.state.ny.us/vendor_management/.

What is NYS Vendor Responsibility and Certification (NYS VendRep)?

After obtaining a NYS Vendor ID Number, a Vendor will register in the NYS OSC VendRep System. This system allows a Vendor to enter, certify (or recertify) and maintain its Vendor Responsibility Questionnaire in a secure, centralized database. Additional information is available at: <https://onlineservices.osc.state.ny.us/Enrollment/login?0>.

If a Vendor has completed and certified its on-line Vendor Responsibility Questionnaire at the time it submits this "Intent to Bid" form, does it relieve them of the obligation to certify the Questionnaire at the Proposal Submission Due Date?

No. A Vendor must ensure its on-line Vendor Responsibility Questionnaire was certified or recertified no more than six (6) months prior to the Proposal Submission due date.

What is an MBE or WBE?

Defined in New York State Executive Law Article 15-A, a Minority- or Women-Owned Business Enterprise (MBE or WBE, respectively) is a business enterprise, including a sole proprietorship, partnership or corporation that is:

- At least 51% (fifty-one percent) owned and controlled by the minority members and/or women;
- An enterprise in which such minority and/or women ownership interest is real, substantial and continuing;
- An enterprise in which such minority and/or women ownership has and exercises the authority to independently control the day-to-day business decisions; and
- An enterprise independently owned, operated and authorized to do business in New York State.

Vendors certified and listed in the Empire State Development's Directory of Certified Minority and Women-Owned Business Enterprises: https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?sm_au=iVVHrMn4H2DFtHDJ are identified by OGS as MBEs and/or WBEs in the OGS Centralized Contract upon award. For further information and/or an application, please contact Empire State Development, Division of Minority and Women's Business Development at: (518) 292-5250 (Albany) or (212) 803-2414 (New York City).

What is an SBE?

A Small Business (SBE), as defined in New York State Finance Law Article 11, means a business meeting the following criteria:

- Is a resident in New York State;
- Is independently owned and operated;
- Is not dominant in its field; and
- Employs one hundred (100) or fewer persons.