



DIVISION OF SCHOOL FACILITIES

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Re: Subcontractor Qualifications Documents

Dear Contractor:

The Department of Education (“Department”) has streamlined the Subcontractor approval process. For new or renewing Subcontractors, as of this date, you, as the Prime Contractor must obtain and submit revised Subcontractor Application/Subcontractor Certification of Change Form. Please note the following:

- The revised Subcontractor Application/Subcontractor Certification of Change Form is available on the Division of School Facilities (“DSF”) website: www.opt-osfns.org/dsf. It is required that email addresses are provided for both you and your Subcontractors on the applications.
- The Form must be returned to DSF Procurement Unit, Room 302, 44-36 Vernon Boulevard, Long Island City, New York 11101.
- The Vendex Questionnaires are available on the NYC Government website: <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>.
- The Vendex Questionnaires must be returned directly to the Mayor’s Office of Contract Services (“MOCS”), Vendex Unit, 253 Broadway, 9th Floor, New York, New York 10007.
- In order to notify the Department the Vendex Questionnaires were submitted, the Prime Contractor must forward the Vendex memorandum to DSF Procurement Unit, Room 302, 44-36 Vernon Boulevard, Long Island City, New York 11101. The Vendex memorandum can also be found on <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>.

Upon receipt, the executed documents will be forwarded to the Division of Contracts and Purchasing (DCP) for review and approval. Please submit all documents a minimum of three weeks prior to the Subcontractor’s anticipated start date. Once approved, the Subcontractor will remain in good standing, absent a change including but not limited to maintaining required licenses, tax liens, change in Vendex/MOC filing, performance issues, as determined by the Department.

The Prime Contractor is responsible for reporting updates/changes to the information submitted on the Subcontractor’s original Application. The box next to Subcontractor Certification of Change must be checked to provide notice of change and/or when a Subcontractor will be used to perform work under additional contracts. All relevant changes must be disclosed to the Division within 30 days of the event.

Sincerely,



Sandra Bispham-Haywood
Deputy Director
Procurement Unit

cc: Volkert Braren