



DIVISION OF SCHOOL FACILITIES

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TO: Prime Contractors

Re: Subcontractor Qualifications Documents

Dear Prime Contractor:

The Department of Education (“Department”) has streamlined the Subcontractor approval process. For new Subcontractors, you, as the Prime Contractor, must obtain and submit revised Subcontractor Application.

Please note the following:

- The revised Subcontractor Application 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 that 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 be found on <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>.

After review of the above documents, the Subcontractor will be notified in writing (Prime Contractor will be copied) when the application has been approved. 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, new tax liens, change in Vendex/MOC filing, performance issues as determined by the Department).

The Prime Contractor is responsible for reporting updates and/or changes to the information submitted on the Subcontractor’s original Application.

Very truly yours,

Meryl LaBella

Meryl LaBella
Deputy Director, Procurement Unit

cc: Volkert Braren