



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: <http://www.opt-osfns.org/nycdsf> . 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/vendor/forms.shtml>
- **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/vendor/forms.shtml>

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 any changes (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.

Warm regards,

Kimberly M. De Vine

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Deputy Director, Procurement Unit

cc: David Lewis