



DIVISION OF SCHOOL FACILITIES

JOHN T. SHEA, *Chief Executive Officer*

44-36 Vernon Boulevard – 5th Floor, Long Island City, NY 11101
Telephone: (718) 349-5799
Fax: (718) 349-5766
E-mail: JSHEA3@SCHOOLS.NYC.GOV

GLEN JEMMOTT
Deputy Director, Contract Governance
Telephone: (718) 349-5649
Fax: (718) 349-5769
Email: GJEMMOTT2@SCHOOLS.NYC.GOV

June 20, 2023

TO: Prime Contractors
RE: Subcontractor Qualification 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 the following documents:

- The revised Subcontractor Application form located on the Division of School Facilities (“DSF”) website: <https://infohub.nyced.org/working-with-the-doe/vendors/building-maintenance-vendors>. It is required that email addresses be provided for both you and your Subcontractor on the application.
- The Subcontractor Pre-approval for Prevailing Wage Contracts form
- PASSPort (Vendex) Questionnaires are available on the NYC Government website: www.nyc.gov/passport. PASSPort is available online and must be completed for subcontractors to be vetted and approved by the Department of Education. (A screenshot of the vendor profile from the website will do).
- OSHA verification documents/ID cards for all employees entering our schools/buildings.
- Electrician/Plumbing licenses (if required)
- **NOTE: Subcontractors cannot perform any work for the Department of Education until they are approved.**

Email completed forms to RPlata2@schools.nyc.gov or mail to: DSF Procurement Unit, Room 302, 44-36 Vernon Boulevard, Long Island City, New York 11101.

The Subcontractor will be notified by email (cc: Prime Contractor), after review. Submit all documents within a minimum of three weeks, prior to the Subcontractor’s anticipated start date. Once approved, the Subcontractor will remain in good standing absent from any changes (including but not limited to, maintaining required licenses, new tax liens, change in PASSPort/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 Subcontractors original Application.

Warm Regards,

Glen Jemmott
Deputy Director, Contract Governance

Cc: Umran Malik