



Office of Employee Relations

Application for Competitively Bid Contract

1. Project/Procurement Title: _____
2. Contract Procurement Number:
(To Be Completed by OER) _____
3. Issuing Unit or Committee: _____
4. Name of Firm Submitting Proposal: _____
Federal Employer Identification #: _____
5. Payment Office Mailing Address: _____
Email Address: _____
Facsimile Number: _____
6. Telephone Number: _____
7. *Non-Sectarian use of Funds*: Are any of your purposes sectarian (for the advancement of any religion)?

☐ YES ☐ NO

If YES, please state if funds to be received from New York State will be used for a purely secular purpose: _____
8. *Compliance with New York State Policy*: I (we), the undersigned, affirm that we are willing to comply with all the conditions set forth in the Request for Proposals, specifically those set forth in New York State Standard Appendix "A" and all the statutes and regulations pertaining thereto.

9. *Americans with Disabilities Act (ADA)*: The successful bidder(s) shall comply with all applicable requirements of the Americans with Disabilities Act (ADA), codified at Title 42 of the United States Code, Section 12101 et seq. and associated regulations, including, but not limited to, those located in 28 C.F.R. Part 36. The successful bidder(s) shall comply with all applicable requirements of the New York State Human Rights Law, codified in the Executive Law Sections 290-301 and applicable regulations implemented pursuant to that law. The successful bidder shall warrant to the GOER that the successful bidder(s) is (are) in compliance with both the ADA and its regulations and the New York State Human Rights Law and its regulations. The successful bidder(s) shall also indemnify the GOER to that end.
10. *Period of Validity*: Each bidder(s) shall hold all provisions of their proposal firm and not revocable for a period of up to ninety days from the bid opening unless withdrawn in writing or unless otherwise specified in the solicitation.
11. *Vendor Responsibility Questionnaire Requirement*. Check the appropriate box:
- ☐ Certified, within the last 6 months, and filed the Vendor Responsibility Questionnaire online via the New York State VendRep System.
- OR**
- ☐ Included a properly executed paper copy of the Vendor Responsibility Questionnaire with the Technical Proposal.

Procurement Lobbying Law Provision of State Finance Law Sections 139-j and 139-k 139-k (5):

**Contractor Disclosure of Contacts Form
Procurement Lobbying Law – Form 1**

This form shall be completed and submitted with your bid, proposal, or offer. Failure to complete and submit this form may result in a determination of non-responsiveness and disqualification of the bid, proposal, or offer. If at the time of submission of this form, the specific name of a person authorized to attempt to influence a decision on your behalf is unknown, you agree to provide the specific person's information when it is available. You also agree to update this information during the negotiation or evaluation process of this procurement, and throughout the term of any contract awarded to your company pursuant to this bid, proposal, or offer.

Section 1: Is this an initial filing in accordance with Section II, paragraph 1 of Procurement Lobbying Law or an updated filing in accordance with Section II, paragraph 2 of Procurement Lobbying Law? (Please check): ☐ Initial filing ☐ Updated filing

If at the time of this filing no person or organization was retained, employed or designated by or on behalf of the bidder to attempt to influence the procurement process,
check here: ☐

Section 2: This section **must only be completed** if your firm or business has retained, employed, or designated by or on behalf of the prospective bidder/contractor to appear before or contact the Governmental Entity to attempt to influence the procurement.

Name: _____

Address: _____

Telephone Number: _____

Primary Place of Business/
Executive Office: _____

Occupation: _____

Does the above-named person or organization have a financial interest in the procurement?
☐ Yes ☐ No

**Procurement Lobbying Law Provision of State Finance Law Sections 139-j and 139-k
139-k (5):**

Prospective Bidder/Contractor Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter
into the Procurement Contract: _____

Name of Person Submitting this Form: _____

Title of Person Submitting this Form: _____

Has any Governmental Entity made a finding of non-responsibility regarding the individual or
entity seeking to enter into the Procurement Contract in the previous five years?

☐ No ☐ Yes

If yes to above, please answer the following questions:

Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139?

☐ No ☐ Yes

Was the basis for the finding of non-responsibility due to the intentional provision of false or
incomplete information to a Government Entity? ☐ No ☐ Yes

If yes to above, please provide details regarding the finding of non-responsibility below:

Government Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: (Add additional pages if necessary)

Procurement Lobbying Law Provision of State Finance Law Sections 139-j and 139-k

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

☐ No ☐ Yes

If yes to above, please provide details below.

Government Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: (Add additional pages as necessary.)

I (We), the undersigned, attest that I am (we are) in agreement with all of the above provisions and I am (we are) authorized to bind the bidder to the above provisions and the provisions of the technical proposal and cost proposal that I (we) have submitted.

Signature(s) of Individual(s) Authorized to Sign Contract:

(Name/Title)

(Date)

(Name/Title)

(Date)

(Name/Title)

(Date)

(Name/Title)

(Date)