

Pursuant to the Procurement Policy Board Rules, the City may award contracts only to responsible contractors. A responsible contractor is one which has the capability in all respects to perform fully the contract requirements and the business integrity to justify the award of public tax dollars. For a list of some of the factors that affect a contractor's responsibility, please consult the [PPB Rules § 2-08\(b\)\(1\)](#) (Page 35). As a result, any and all businesses and individuals who receive \$100,000 or more, during a one year period, must fill out a Vendex form for approval by the City of New York.

Since the Catskill Fund for the Future (CFF) was funded by an appropriation from New York City (NYC), CWC must abide by NYC procurement policy when issuing loans.

As a result, any loan recipient who has been approved for a loan of \$100,000 or more, must create an account on the NYC Mayor's Office of Contract Services website. Please go to the following link:

<https://passport.cityofnewyork.us/page.aspx/en/usr/login>

Once there; you must create an account and complete one Vendor Questionnaire and one Principal Questionnaire for each Principal of your business.

For CFF loan awards please use the following PIN number: **82697CATWA12**

Thank you for your interest in working with our program. Please contact cff@cwconline.org or call 845-586-1400 if you have any questions or concerns.