Interest in Participation Form for
Town+Gown and the Academic Consortium Contract

_____ (the Institution) is interested in joining the City's Town+Gown program, a systemic action research program focusing on the built environment, managed by the New York City Department of Design and Construction (DDC).

Please provide the Institution's EIN number: _____

Please provide the Institution's mailing address:

_____

_____

_____

Please provide a list of the schools/departments/programs/centers/institutes that focus on built environment issues at the Institution, with contact name/title, mailing address, e-mail address, and telephone number (please attach additional sheets, if necessary)

_____

_____

_____

_____

_____

Please provide name/title, mailing address, e-mail address, and telephone number (please attach additional sheets, if necessary) of the central administrative personnel who will be responsible for the Institution's compliance with the remainder of the City's procurement process described below:

_____

_____

_____

_____

_____

The documents in addition to this document that the Institution must submit are described in detail below. Submission of these documents is a pre-requisite for registration of the Consortium Contract with respect to your Institution. ***All Consortium Contracts must be registered by no later than June 2, 2015. In view of the time it takes for the City to process these materials in the ordinary course of business, we strongly advise that the Institution send all its materials no later than January 1, 2015, so the entire process can be completed by that date.***

1. *VENDEX.* If the Institution has never filed a completed VENDEX questionnaire with the City or its VENDEX form has either expired or is nearing expiration (there is a three-year shelf life for a VENDEX Questionnaire), the Institution must submit a completed VENDEX questionnaire (www.nyc.gov/vendex) to the Mayor's Office of Contract Services (MOCS). The instructions for submission are included in the forms. Please scan the receipt of filing with MOCS and email to Terri Matthews (matthewte@ddc.nyc.gov), as soon as possible after the submission, so that DDC can facilitate review by MOCS. If the Institution has a valid VENDEX on file, please send two (2) original Certificates of No Change (www.nyc.gov/vendex) to Terri Matthews (matthewte@ddc.nyc.gov) so that DDC can initiate the required vendor name check process, which happens automatically with the initial VENDEX submission.

2. *Payment Registration.* The Institution must register online in the City's Financial Management System (www.nyc.gov/pip), which is necessary for registration of the Consortium Contract, as well as eventual payments under awarded Task Orders. After online registration, there will be some additional paperwork, but it is first necessary to register.

3. *SBS DLS.* If the Institution has never filed a completed Division of Labor Services (DLS) form with the New York City Department of Small Business Services (SBS) or its DLS form has either expired or is nearing expiration (there is a three-year shelf life for a DLS form), the Institution must submit a completed DLS form (http://www.nyc.gov/html/sbs/html/procurement/dls.shtml) to Terri Matthews (matthewte@ddc.nyc.gov). If the Institution's DLS form is still valid, it will be necessary to complete Part 1 and the signature page of the form for the Consortium Contract and submit it to Terri Matthews (matthewte@ddc.nyc.gov).

4. *Consortium Contract.* The Institution should send four (4) original sets of Consortium Contract signature and notary pages (pages 21-23 of the Consortium Contract document) signed in ***blue ink*** to Terri Matthews at DDC, 40 Worth Street, Room 836, New York, NY 10013. DDC will register the Consortium Contract executed by the Institution with the Comptroller's Office. The Institution should not respond to any Mini RFP until DDC notifies the Institution that its Consortium Contract has been registered and the Institution should perform no work on a Task Order until the agency that issued the Mini RFP notifies it that the Task Order has been registered.

[Name]
[Title]

_____
[Institution Name]