

Fiscal Year 2009-2010 Countdown Plans Explanatory Note:

Contracts are listed by agency, and within each agency, by the name of the program (alphabetically by vendor within each program category).

“Pending Vendor Documents” means the agency is awaiting one or more materials – such as proposed budgets, proof of insurance, DLS filings, signed contracts, etc. – from the vendor. If this status is shown, the vendor should already know from the agency which documents are needed., and should contact the agency if there is any confusion. “Awaiting VENDEX Submission” reflects that the vendor has not yet sent in required questionnaires or certificates of no change; vendors who have already done so should inform the contracting agency, by faxing or emailing this memo: http://www.nyc.gov/html/selltonyc/pdf/memorandum_2006.pdf.

“Pending DOI Clearance” means that VENDEX is up-to-date and the process is within the 30 day time frame allowed under the PPB Rules, for DOI to send the results of its review to the contracting agency. “Pending Responsibility Determination” means that the necessary vendor materials and DOI clearances have been obtained and the agency is reviewing them. Otherwise, “Pending Agency Action” refers to required agency actions such as approval of vendor budgets, drafting of contracts or renewal agreements and assembly of registration packages.

Relatively few human services contract, renewal or extension awards require individual approvals from the Law Dept., OMB or the MOCS, so notations to that effect are relatively rare. Vendors should contact the contracting agency with any questions; if concerns about these oversight approvals remain after contact in the contracting agency, a vendor may contact MOCS at 212-788-0010. “Pending Funding Decision” does not mean that a particular contract approval is pending; instead, it means that the agency and OMB have not yet resolved the overall *dollar amount* for group of contracts in that program. Any vendor with questions about such issues should contact the relevant contracting agency.