



BID Start-Up Activities

Governance

- ✓ Establish BID Interim Board of Directors
 - Elect at least 13 board members, including designation of 4 public members

- ✓ Hold first Board Meeting
 - Form Committees within the Board
 - Executive Committee
 - Selection Committee
 - By-Laws Committee
 - Program Services Committee
 - Marketing Committee
 - Finance Committee
 - Audit Committee
 - Adopt by-laws
 - Approve management procedures

- ✓ Hold First BID Annual Meeting and elect Permanent Board of Directors

Administration

- ✓ Incorporate the Not-for-Profit District Management Association
 - Secure incorporating members
 - Send Certificate of Incorporation and the following information to SBS for review:
 - Chosen name of the DMA
 - Names and addresses of the initial board of directors
 - Board membership classes
 - Boundaries of proposed district
 - File Certificate of Incorporation with the New York Secretary of State

- ✓ Submit Completed VENDEX

For more information and detailed instructions on any of these activities, please visit nyc.gov/bid and click on "Services for Neighborhood Organizations".

- Complete the required VENDEX forms
 - Vendor Questionnaire
 - Principal Questionnaire
 - Submit completed questionnaires to the Mayor’s Office of Contract Services
 - Send “Submitted VENDEX Memo” to SBS
 - Verify VENDEX status for any subcontractors (if applicable)
- ✓ Verify BID Billing Assessment*
- Contact SBS to request a billing of the BID’s assessment
 - Verify the accuracy of the billing
 - Submit any errors or discrepancies with the billing to SBS
- * First BID billing should be aligned with provision of services.*
- ✓ Order a Corporate Seal, Open a BID Bank Account and Set-Up Electronic Deposit with SBS
- Submit W-9 Form
 - Submit EFT Form
- ✓ Establish a BID Office
- ✓ Sign BID Contract
- ✓ Hire BID Executive Director (See Selection Committee above)
- ✓ Hire Certified Public Accountant (See Audit Committee above)

Program Activities

- ✓ Develop RFPs for District Supplemental Services
- ✓ Organize BID Kick-Off Event / Announcement for the BID

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