



Starting BID Operations Checklist

Finalizing your Organization's Legal Status:

- Incorporation of your 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
- Submission of your Completed VENDEX**
 - 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)
- Verification of 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
- Setting-Up Electronic Deposit**
 - Submit W-9 Form
 - Submit EFT Form
- Sign the BID Contract**

Developing your Organization's Infrastructure

- Creation of an Interim Board of Directors**
 - Election of at least 13 board members, including designation of 4 public members
- Host first Board Meeting**
 - Form committees within the Board (typical committees: Executive, Hiring, Finance, and Program Services)
 - Develop and adopt by-laws
 - Approve management procedures
- Open BID Office**
- Hire BID Executive Director**
- Hire Certified Public Accountant**
- Develop RFPs for District Supplemental Services**
- Organize BID Kick-Off Event**