

## **Request for Approval Sub-consultant Form (RFAS/C)**

As per Procurement Policy Board (PPB) Rule 4-13(c), requests for authorization for all subcontractors must be approved regardless of industry or M/WBE status. The Prime Consultant must submit an RFAS/C form for each firm to be awarded a subcontract on the project. This form is submitted in addition to the information required to be entered in the Payee Information Portal (PIP). The Form requires:

- All requested identifying information about the subconsultant
- Specific subcontract description
- An approximate subcontract dollar value
- Subconsultant New York City M/WBE status (MOCS Best Practices, pg. 25) Should there be changes to a subcontract amount more than 10% or in the amount of \$500,000 (whichever is greater), a new RFAS needs to be submitted for approval.

NYC PIP entry required before submission to ACCO

**Project Information**

Infrastructure

Public Buildings

Safety & Site Support

CAPIS/Project ID Number

DDC Project Manager/EIC name

Contract Registration Number

Phone Number

Cubicle Number

Task Order Number

PIN Number

Child Contract Registration Number and Project I.D.

**Project Name, Location and Borough**

**Subconsultant**  1st Tier or  2nd Tier

Subconsultant Name

EIN/Tax ID Number

Vendor Customer Number

Office Phone

Email Address

Address

City

State

Zip Code

Subconsultant Amount

Start Date (MM/DD/YY)

End Date (MM/DD/YY)

Subconsultant Work Description

Three Comparable Project References

Yes (Attached)

PASSPort disclosure filed with MOCS

Yes

N/A

SBS DLS

Yes (Attached)

Uploaded into PASSPort

I hereby verify that the above information is true and provided in full, & the prime contractor reported this subcontract information correctly in PIP, using an "active" vendor customer number.

**Subconsultant**

Print Name & Title

Signature

Date (MM/DD/YY)

Prime Contractor or  1st-Tier Subconsultant

Contractor Name

EIN/Tax ID Number

Email Address

Office Phone

Address

City

State

Zip Code

If 1st-Tier Subconsultant, Provide Prime Contractor Name:

I hereby certify that the above named subcontractor has been informed of all relevant requirements and has provided all necessary documentation for certifications and Labor agreements indicated; has adequate equipment to do the work expeditiously; has suitable financial status to meet obligations incident to the job; has appropriate technical experience; that all operations are covered by a sufficient amount of insurance; and that the applicable provision of the general contract, as set forth in said contract, will govern the work to which the subcontract relates.

I hereby certify that the value of work subcontracted does not exceed the limits allowed under the contract, and that the information supplied here is true.

I hereby certify the NYC PIP Electronic entry of 1st-Tier Sub as per Local Law 1 has been submitted.

**Prime Contractor/  
1st Tier Subconsultant**

Signature

Date (MM/DD/YY)

Print Name

Title

Contract Registration Number \_\_\_\_\_ Prime Contractor Name \_\_\_\_\_

CAPIS/Project ID Number \_\_\_\_\_ Subconsultant Name \_\_\_\_\_

**DDC Infra Assistant Commissioner/PB Project Manger**

**Mandatory - Indicate Reviewed Below:**

Previous Approved Similar Work/References	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Technical Qualifications/Interview	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
OBEGS Review	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
License/Certification proof attached	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_  Approved  Denied

Print Name \_\_\_\_\_ FL/Cube \_\_\_\_\_

**DDC Office of Environmental and Geotechnical Services (OEGS) (if applicable)**

Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_  Approved  Denied

Print Name \_\_\_\_\_  N/A

**Office of Diversity and Industry Relations (ODIR)**

MWBE/DBE Compliance/ODIR  N/A **Prime Contractor:**  In Compliance  Not in Compliance \_\_\_\_\_  
**Subcontractor:**  Asian  Black  Hispanic  Women  DBE  Non

**DDC Agency Chief Contracting Office/Final Approval or Denial**

**Mandatory:**

Vendor Integrity **Sub:**  Satisfactory  Unsatisfactory \_\_\_\_\_  
 Approved  Denied

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_

**Notice to Prime and Subconsultant**

The subconsultant is not permitted to start work until APPROVED by DDC's ACCO office. A prime contractor that employs a subconsultant for this contract prior to approval shall not be compensated for work performed by that subconsultant, and may be subject to sanctions including, but not limited to, initiation of default proceedings.

**Submit Original Forms:** RFAS, SBS DLS, PLA

**PASSPort** [www.nyc.gov/PASSPort](http://www.nyc.gov/PASSPort)

**NYC Payee Information Portal ("PIP")**

All Vendors Doing business with the City of New York are required to have a Vendor Customer Number.

As per NYC Local Law 1, the Prime Contractor is required to report first-tier subconsultant via PIP. [www.nyc.gov/pip](http://www.nyc.gov/pip)  
 For further assistance, contact the City FISA Dept. via email: [pip@fisa-opa.nyc.gov](mailto:pip@fisa-opa.nyc.gov) or call the help desk at 212-857-1777.  
 See the Mayor's Office of Contract Services for info on Subconsultant Reporting  
[http://www.nyc.gov/html/mocs/html/business/doing\\_biz.shtml](http://www.nyc.gov/html/mocs/html/business/doing_biz.shtml)