



Responsibility Determination Checklist
(for procurements in excess of \$75,000)

Vendor Name: \_\_\_\_\_

I have researched the following informational sources as noted below in each of the four major areas that contribute to determining vendor/contractor responsibility. Please add additional comments as necessary.

1.) The following resources were used in determining Integrity:

Excluded Parties List System (Federal Debarment List): http://www.epls.gov

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Denied Persons List (U.S. Commerce Department): http://www.bxa.doc.gov/dpl/thedeniallist.asp

- Vendor name was not present on these listings.
Vendor name was present on at least one of these listings. Comments:

2.) The following resources were used in determining Past Performance:

Better Business Bureau: http://www.bbb.org

- BBB Evaluation \_\_\_ Satisfactory \_\_\_ Unsatisfactory \_\_\_ Vendor was not listed on the BBB website\*.

\*If the vendor was not listed on the BBB website, then:

- Google - http://www.google.com ---or--- Alltheweb.com - http://www.alltheweb.com
No unsatisfactory prior business performances were listed.
Unsatisfactory prior business performances were listed. Comments:

3.) The following resources were used in determining Legal Capacity:

Dept. of State Corporation & Business Entity Database Search http://appsext5.dos.state.ny.us/corp\_public/enter\_search
Vendor has an entity status of: \_\_\_ Active \_\_\_ Inactive \_\_\_ Unlisted

---and---

NYS Dept. of Labor's Debarment List: http://www.labor.state.ny.us/pdf/debarred.pdf
Vendor name \_\_\_ was \_\_\_ was not present on this listing. Comments:

4.) The following resources were used in determining Financial and Organizational Capacity:

Lexis Nexis (U.S. Business Directory portion): http://web.lexis-nexis.com/universe

- Vendor is listed in the directory as having a credit rating of: \_\_\_ Very Good \_\_\_ Good \_\_\_ Poor \_\_\_ Unknown \_\_\_ Unlisted
If credit rating is Poor, Unknown, or Unlisted then check:
Other SUNY Geneseo Library databases: http://library.geneseo.edu:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_
(name) (name) (name) (name)

Comments:

---and---

New York State Stock Exchange http://www.nyse.com

- Vendor has not appeared in the "Disciplinary Actions" portion of the NYSE website for any violations within the current year or either of the two previous full years.
Vendor has appeared in the "Disciplinary Actions" portion of the NYSE website for a violation(s) within the current year or either of the two previous full years. Comments:

PA Initials \_\_\_\_\_ Date \_\_\_\_\_

Please list any other additional resources used: