ONLINE SAFs

The Latest Enhancement to the Vendor Access System ...
ONLINE SAF PROCESS OVERVIEW

Click [here](#) to access VAS. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)

<table>
<thead>
<tr>
<th>Step</th>
<th>Who</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subcontractor</td>
<td>Set up SAF Contacts, as required</td>
<td>Newly added contact receives an email with their login information.</td>
</tr>
<tr>
<td>2</td>
<td>GC/Upper-Tier Subcontractor</td>
<td>Initiate SAF (PART A)</td>
<td>Email sent to subcontractor with link to SAF; cc to GC/upper-tier sub.</td>
</tr>
<tr>
<td>3</td>
<td>Subcontractor</td>
<td>Provide insurance (and apprenticeship/license information, if required) and submit SAF by clicking the Save &amp; Start Approval Process button (PART B)</td>
<td>Email sent to GC/upper-tier sub notifying them that SAF has been submitted; cc to subcontractor.</td>
</tr>
<tr>
<td>4</td>
<td>SCA</td>
<td>Review SAF</td>
<td>Email sent to GC/upper-tier sub and subcontractor with approve/deny/pend notification.</td>
</tr>
<tr>
<td>5</td>
<td>Willis</td>
<td>Enroll subcontractor in SCA-controlled insurance program</td>
<td>Email sent to GC/upper-tier sub and subcontractor confirming coverage and including certificate of insurance as attachment.</td>
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</table>
1. Before you initiate an SAF, you should have the following information available:

   - The 10-character prime contract number for which you will be adding an SAF.
   - The subcontractor’s Tax ID number, email address and telephone number.
   - Dollar value, work description and trade code(s), work start/end dates, and other project info.


3. On the VAS homepage, in the Project Information (Post Award) section, click on Subcontractor Approval Form (SAF), which will take you to the Login screen.

Welcome to the Vendor Access System (VAS)!

The VAS portal offers contractors, subcontractors, professional service consultants, and suppliers seeking to do business with the SCA a streamlined way to do so online. As suggested by the links below, the site offers a wide range of functionality and information that will be essential to anyone seeking to work with us. The site includes lots of information and a step-by-step process designed to simplify meeting our requirements and limit the demands on your time.

If this is your first time doing business with the SCA, we recommend that you start in the section entitled “Doing Business with the SCA for the 1st Time,” where the VAS wizard will lead you to the correct pre-qualification and/or M/WBE certification application after asking a few quick questions.

If you are familiar with the SCA and/or are already doing business with us, the other categorized links below will take you directly to where you want to go.

Not sure where to start? Need help? Contact the Contractor Prequalification Unit at 718-472-8777 or the Business Development Division at 718-472-8699 (for M/WBE certification) during normal business hours.

Click here to view system requirements

View SCA Privacy Policy
4. At the login screen, enter your login ID and password; press **Login**. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)

![Applicant Firm Login](image1)

5. On the SAF Wizard screen, click to select **Other Hard Bid Contract**, select **I am identifying a subcontractor for approval**, and click **Submit**.

![SAF Wizard](image2)

6. Enter the 10-character prime contract number and click Search.

![SAF Entry](image3)

**TOOL TIP** – The search function will work if you enter any portion of the entire character string. If you don’t remember the prime contract number at all, hit Search to be provided with a list of all contracts for which you are acting as a GC or subcontractor.
7. When you have identified the proper prime contract number, click the **Select Contract** hyperlink in the right-hand column.

![SAF Entry](image1)

**TOOL TIP** – Click on any of the hyperlinked column headings to sort in ascending or descending order.

8. Enter the subcontractor’s Tax ID number (no dashes), click the **Check** button, and the firm’s information will be populated throughout the form. **IMPORTANT** – the firm must be qualified or pending qualification at the time of submission of the SAF in order to be considered for approval.

![Subcontractor Approval Form](image2)

**TOOL TIP** – For a list of qualified firms, visit the Doing Business → Prequalification section of the SCA website (www.nycsca.org).
If any pre-filled information is incorrect, contact the SAF Manager at 718-472-8880. You will not be allowed to edit this information directly, as it is tied to the firm’s prequalification information.

Once you have provided all required information (denoted with a red asterisk), click the Save & Continue button.
9. SAF Emails

VAS will return a confirmation screen telling you that you have successfully initiated an SAF for a subcontractor, and that an email will be sent to them regarding the next step in the process – the submission of required insurance information.

A link is provided to add additional SAFs.

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You have successfully added a subcontractor. An email has been sent to the firm's primary contact requesting that they log in to VAS and provide the insurance information required to complete the SAF.

Click **SAF Wizard** to add another SAF.

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If a subcontractor for whom you have created an SAF is not currently qualified or pending qualification (e.g., if their prequalification has lapsed, been administratively closed, etc.), you will be notified via email.

Please be advised that [FIRMNAME], the firm for whom you set up an SAF for the contract number above, is not currently qualified with the NYCSCA. This could be the result of the firm's qualification status lapsing, their application being administratively closed, etc. You may wish to contact this firm regarding their status.

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If VAS has no record of the subcontractor, you will receive a pop-up message that allows you to enter contact information and send the sub an email instructing them to prequalify.

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If the subcontractor submits a correction, you will receive an email notifying you of such, and a link to the SAF Approval Form.
Click on the link, and after logging in, you will be taken to the Subcontractor Approval Form – Part A for that sub, where you can make the corrections and resubmit. The next screen will be a confirmation that the changes were made successfully:

Your SAF has been successfully modified! An email has been sent to the firm notifying them to complete the remainder of the SAF.

Once the subcontractor has completed their portion of the SAF, you will receive the following email:

This is to notify you that an SAF for the following Contract Number (Job Description): **C000010955 : Evander Childs HS (X) MultiCampus Tran, Final CofO** has been completed and submitted to the SCA for processing.

10. You may check on the status of the SAF you have created at any time. For information about doing so, go to the last section of this document.
1. Before you respond to an SAF request, you should have the following information available:

   The 10-character prime contract number for which you have been added as a subcontractor. 
   Apprenticeship details (if the project requires an apprenticeship – e.g., line projects.) 
   Your firm’s trade license information, if you are required to hold a license for the project. 
   Workman’s Compensation and general liability insurance information (policy number, EMR, contact information, etc.)

2. You will receive an email notifying you that your firm has been proposed by the prime or an upper-tier sub as a subcontractor for a project, and that you must provide information to complete the SAF. Click on the link provided.

   6/18/2010
   Mr. Charles Lin
   CHARLES’ HOMES, INC
   123 Main Street
   Anytown, NY 114111204
   USA
   New SAF Created - C000010955 (Interior demolition)
   Federal Tax ID: 22-2222222
   Dear Mr. Charles Lin :
   Please use http://dobusinessstest.nycsca.org/Subcontractor/Subcontractor_Modify.aspx?Id=ee4f356f-dfd2-4227-ab2f-275f7df4d3e6 to find available SAFs that require your action for completion.
   Thanks,
   NYCSCA VAS Administrator
   THIS IS AN AUTOMATED MESSAGE GENERATED BY THE VAS SYSTEM, PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE

In order to be considered for review, your firm must be prequalified or pending prequalification. If your qualification has lapsed or been administratively closed, you will receive the following email with instructions to contact the Qualification Hotline:

   Please contact the Contractor Prequalification Unit at 718-472-8777 in reference to your prequalification application.

3. At the login screen, enter your login ID and password; press Login. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)
4. On the Subcontractor Approval Screen, verify that all of the information on the first screen is correct. If okay, check the confirmation box at the bottom of the screen and press **Save & Continue**.
If any information on the screen is incorrect, check the box at the bottom of the screen. Another field will appear that allows you to indicate which information is incorrect, and to provide the correct information.

An email will be sent to the GC/Upper Tier sub to request the change. Once the modifications are made, you will receive an email and a link back to your SAF:

6/21/2010
Mr. Charles Lin
CHARLES' HOMES
123 Main Street
Anytown, NY 11411204
USA
SAF is modified - C000010955 (Interior demolition)
Federal Tax ID: 22-2222222
Dear Mr. Charles Lin :

Please use the following link to complete the SAF that had previously requested a modification.

Thanks,
NYCSCA VAS Administrator

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THIS IS AN AUTOMATED MESSAGE GENERATED BY THE VAS SYSTEM, PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE

5. The Subcontractor Apprenticeship Information screen will appear only if this information is required for the project.

If VAS already has information for your firm regarding participation in apprenticeships, it will be automatically populated. If the appropriate affiliation does not appear or is not correct, click on the Add Apprenticeship Details link to provide this information.

If this screen does not appear, proceed to Step 8.
Complete the Add Apprenticeship Details pop-up and click Save when finished. Repeat steps 5-6 to add additional apprenticeship information if required.

You can edit or delete apprenticeship information by using the icons to the right of each item in the list. When finished, click Save & Continue to proceed to the next screen.

6. On the Subcontractor License Information screen, if VAS already has information for your firm regarding licensing, it will be automatically populated. If not, and a license is required for the project, click on the Add License link. If a license is not required, click the No License is Required box, click Save & Continue and proceed to Step 9.

Complete the Add License Information pop-up and click Save when finished. Follow steps 8-9 to add additional license information.

You can edit or delete license information by using the icons to the right of each item in the list. When finished, click Save & Continue to proceed to the next screen.
7. On the **Subcontractor Insurance Information** screen, if VAS already has insurance information for your firm from a previous SAF, it will be automatically populated on-screen. If not, or if any of the information has changed, you will need to enter it manually.

An insurance certificate is required only of firms performing hazardous material abatement/removal. If you are a sub that is not performing hazmat abatement, the Certificate Information section will not appear on-screen.
If your firm is performing hazardous materials abatement click on the ADD INSURANCE CERTIFICATE link to upload the documents required. Each document should be uploaded separately; you can upload as many documents as are necessary. As the documents are uploaded, they will appear in a list below the link.

![Insurance Certificate](image)

If your firm is performing hazardous materials abatement click on the ADD INSURANCE CERTIFICATE link to upload the documents required. Each document should be uploaded separately; you can upload as many documents as are necessary. As the documents are uploaded, they will appear in a list below the link.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos license</td>
<td>6/21/2010</td>
</tr>
<tr>
<td>Insurance Certificate</td>
<td>6/21/2010</td>
</tr>
<tr>
<td>Waste haulers permit</td>
<td>6/21/2010</td>
</tr>
</tbody>
</table>

8. When you are finished, check the box at the bottom of the screen to attest that all information is correct to the best of your knowledge, and press **Submit & Return to SAF List**.

![Check box](image)

You will receive confirmation that your SAF was submitted successfully.

![Confirmation message](image)
ADDING SUBCONTRACTOR SAF CONTACT INFORMATION

The person who is the primary contact will not always be the person who is responsible for handling SAFs for a firm. In this case, the primary contact can add another person at the firm and identify them as the SAF Contact.

IMPORTANT – Only the primary contact person can add SAF contacts.

1. Access the Vendor Access System (https://dobusiness.nycsca.org) and login. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)

2. Click on the Add/Edit Contacts icon on the homepage.
3. You will be presented with a screen listing the contacts for your firm. If the person you wish to act as an SAF contact is not listed, click the Add Contact link.

![Add Additional Contacts Table]

4. On the Add Contact pop-up, check the SAF box under type, add the SAF contact’s information, assign a login ID and click on Add Contact.

![Add Contact Pop-up]

5. Your contact will now be included on the list. Although you may not delete primary or secondary contacts, you can delete SAF contacts. To edit contact information, click on the pencil icon to the right of the phone number.

![Add Additional Contacts Table]

6. Click on Add Contact to add additional contacts, if desired.

7. VAS will automatically generate an email to the newly added SAF Contact that contains their login information.
VIEWING THE STATUS OF SAFs

1. Login to VAS ([https://dobusiness.nycsca.org](https://dobusiness.nycsca.org)).

![Applicant Firm Login](image)

2. On the Applicant Firm Menu, scroll down to the SAF Quick Links section and click on the View SAF icon.

![SAF Quick Links](image)

3. The SAF Subcontractors screen will provide two tables of information:

   The first table lists contracts for which you created SAFs as the prime or upper-tier contractor.

   The second table lists contracts for which you ARE a subcontractor and/or for which you have created SAFs for lower-tier subcontractors.
Hyperlinked numbers at the top and bottom of either table mean that additional screens of SAFs are available for viewing.

The **SAF Status** column will indicate at which point in the approval process an SAF is at:

- **New Subcontractor** – SAF has been initiated by tier above and is pending the subcontractor completion of insurance information.
- **Under Review** – SAF is in the process of being reviewed by SCA.
- **Subcontractor Pending** - SAF is pended by SCA; however subcontractor and/or tier above’s qualification is under review. Subcontractor may perform work on project as detailed in project-specific SAF.
- **Subcontractor Approved** – SAF has been approved for contractor on a specific project.
- **Subcontractor Deny** – SAF has been denied for contractor on a specific project.

To narrow your search, you may use any/all of the search criteria at the top of the screen.

QUESTIONS NOT COVERED IN THIS MANUAL SHOULD BE DIRECTED TO THE SAF MANAGER AT 718-472-8880.