

ATTACHMENT 04
CONTRACTOR INFORMATION
(for ordering and contract administration purposes)

NOTE: Contractors MUST submit an updated form to OGS EVERY TIME a reseller/distributor is added or removed. If a contract has Minority- and/or Women-owned Business Enterprise (MWBE) participation goals, in addition to this form, Contractors MUST submit to OGS a completed MWBE 100 form EVERY TIME they add or remove a reseller that has been certified by NYS as an MWBE.

The MWBE 100 form is available under the “Commodity & Service Contracts” section at: <https://ogs.ny.gov/mwbe/forms>

CONTRACTOR/COMPANY INFORMATION	
Company Business Name:	Forrester Research, Inc
D/B/A – Doing Business As (if applicable):	
Address:	60 Acorn Park Dr., Cambridge, MA 02140
Company Website:	https://www.forrester.com
Federal Tax ID #:	04-2797789
NYS Vendor ID #:	1100041950

CONTRACT ADMINISTRATION	
Contract Administrator Name:	La Sandra Williams
Title:	Manager, Government Contracts
Address (if different from above):	
Email:	lawilliams@forrester.com
Phone:	617-613-5881
Toll Free Phone:	

SALES/BILLING (if different from above)	
Contact Name:	Rony Mercado
Title:	Billing Supervisor
Address:	
Email:	rmercado@forrester.com
Phone:	617-613-6000
Toll Free Phone:	
Business Hours (Specify M-F, Sat, Sun):	M-F 9:00-5:00 ET

EMERGENCIES	
Contact Name:	Drew Jaehnig
Title:	Capture Manager
Address:	
Email:	djaehnig@forrester.com
Phone:	540-671-6671
Cell Phone:	

INVOICING	
Entity information that will appear on invoices, for orders placed directly with the Contractor, if different from Contractor/Company information above.	
Invoicing Entity Company Name:	Forrester Research, Inc
Federal Tax ID #:	04-2797789
NYS Vendor ID #:	1100041950
Is payment made to the above Entity/Federal ID#? <i>Note: If yes, the invoicing entity NYS Vendor ID MUST be referenced on Purchase Orders</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No