



**ATTACHMENT 1**

**MANDATORY REQUIREMENTS CERTIFICATION**

**LEGAL 1B INSURANCE DEFENSE OUTSIDE COUNSEL SERVICES  
BID #2025-16-LEG**

**CERTIFICATIONS:**

- \_\_\_\_\_ 1. Bidder must be one or more attorneys in good standing and duly admitted to practice law in the State of New York.
- \_\_\_\_\_ 2. Attorneys appearing in court on behalf of NYSIF pursuant to this proposal must have at least five (5) years of experience litigating civil cases in New York State courts.
- \_\_\_\_\_ 3. Bidder must affirm that they meet all technical requirements for handling virtual and in-person hearings, depositions, including but not limited to having sufficient staff and equipment to 1) Appear in-person at administrative and court proceedings when directed by NYSIF and 2) Produce reports for NYSIF such as those required herein.
- \_\_\_\_\_ 4. Substitutions of key staff must be approved by NYSIF. Bidder may not delegate any responsibility performed pursuant to any contract resulting from this RFP to anyone not identified in its proposal, without prior written approval from NYSIF.
- \_\_\_\_\_ 5. Bidder must designate a specific individual to serve as the key liaison with NYSIF in contract matters.
- \_\_\_\_\_ 6. Bidder must certify that it has performed a conflict of interest check and concluded that there exists no potential or actual conflict with any current or reasonably foreseeable future client. If any conflict of interest arises during the performance of work herein, the Bidder must notify NYSIF immediately and follow such steps as directed by NYSIF.
- \_\_\_\_\_ 7. Bidder must identify in their proposal to NYSIF all malpractice claims, grievances and disciplinary complaints asserted in the last ten years against the firm or any member thereof, the gravamen of each complaint, the filing number, the procedural history and current status, along with any additional information as needed to further explain the matter.
- \_\_\_\_\_ 8. NYSIF reserves the right to suspend the referral of files to any Bidder who does not comply with the rules and procedures set forth in this proposal. NYSIF makes no representation about the number or value of cases assigned to any Bidder. Assignment of cases is within NYSIF's sole

discretion.

\_\_\_\_\_9. Upon NYSIF’s request, a Bidder must immediately remove an employee from performing work on behalf of NYSIF.

\_\_\_\_\_10. Bidder may be disqualified if Bidder does not have sufficient operational and financial stability to provide the services required under this RFP.

\_\_\_\_\_11. The Firm must have at least 5 years of substantial, demonstrable expertise in handling personal injury defense and insurance coverage issues.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed/Printed Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Title**