



ATTACHMENT 1

**MANDATORY REQUIREMENTS CERTIFICATION
LEGAL COLLECTIONS and JUDGMENT ENFORCEMENT SERVICES
BID #2024-101-LEG**

CERTIFICATIONS:

- _____1. Bidder certifies that it has completed the attached Appendix T, Vendor Security Survey in accordance with the instructions contained within the Appendix. Bidder acknowledges that failure to do so will result in disqualification. Bidder certifies that Appendix T, and any substantiating documents, even if included or referenced elsewhere in a bidder's response, has been submitted as one file and labeled separately in the electronic copy.
- _____2. Bidder certifies that it has one or more attorneys in good standing and duly admitted to practice law in the State of New York with a minimum of five (5) years of experience handling collections efforts.
- _____3. Bidder certifies that it understands that substitutions of key staff must be approved by NYSIF. Bidder understands that it 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.
- _____4. Bidder certifies that it has designated a specific individual to serve as Bidder's key liaison with NYSIF in contract matters.
- _____5. Bidder certifies that it has submitted to NYSIF all documents requested by this proposal. Bidder understands that the failure to do so will result in disqualification.
- _____6. Bidder certifies that it has completed the following Certification Appendices (Appendices Q & R) or that said bidder has submitted a statement with its proposal explaining why any such certification cannot be made. Bidder certifies that these Appendices have been submitted along with the Bidder's proposal.
- _____7. Bidder certifies 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 certifies that it will notify NYSIF immediately and follow such steps as directed by NYSIF.

- _____ 8. Bidder certifies that it has disclosed 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.

- _____ 9. Bidder certifies that it understands that NYSIF reserves the right to suspend the referral of legal counsel needs to any Bidder who does not comply with the rules and procedures set forth in this proposal. Bidder agrees that NYSIF makes no representation about the volume of work assigned to any Bidder. Bidder certifies that assignment of work is within NYSIF's sole discretion.

- _____ 10. Upon NYSIF's request, a Bidder certifies that it will immediately remove an employee from performing work on behalf of NYSIF.

- _____ 11. Bidder certifies it understands that written approval must be obtained from NYSIF prior to utilizing outside firms or organizations to perform services that would otherwise be done by the Bidder. Approval must be obtained before outside firms or organizations commence work. Bidders certifies it understands that payment to outside firms and organizations is the Bidder's responsibility. Bidder certifies that it understands it retains ultimate responsibility for services performed under a contract

- _____ 12. Bidder certifies that it has sufficient operational and financial stability to provide the services required under this RFP.

Signature

Date

Typed/Printed Name

Company Name

Title