**ATTACHMENT 4**

**MANDATORY REQUIREMENTS CERTIFICATION**

**CERTIFICATIONS:**

1. Bidders proposals must demonstrate how each of the following mandatory requirements are met AND/OR attest to their ability to meet the mandatory requirement. Each proposal response should cite the particular RFP section and paragraph number being addressed.
2. Bidders must provide workers’ compensation claims auditing services for policies written in New York State.
3. Bidders are required to submit a full, verifiable description of the vendor’s qualifications and its ability to perform the stated work.
4. Bidders must provide one (1) sample of similar work already performed specific to the subject matter.
5. Bidders who are submitting a proposal must have a minimum of four (4) years’ experience in providing similar claim audit services for workers’ compensation insurance companies.
6. Bidder has ability to connect to a Third Party Administrator’s Web Portal.
7. Bidder confirms no subcontracting will be utilized under the contract.

**Signature Date**

**Typed/Printed Name Company Name**

**Title**