ATTACHMENT 4

MANDATORY REQUIREMENTS CERTIFICATION

CERTIFICATIONS:

_____ 1. Bidder certifies that it has minimum net worth $1 million and is providing most recently audited financial statements.

_____ 2. Bidder certifies that it has the ability to collect electronically the money owed NYSIF and transmit it in the time frame determined by NYSIF.

_____ 3. Bidder certifies that it allows policyholder to join midperiod without collecting and remitting funds from the back period (i.e. the portion of the current policy period that has already passed).

_____ 4. Bidder certifies that it provides or possesses the following technology:

   a. Technology to transmit and receive electronically all data, and utilization of SFTP, FTPS Server or API;

   b. Ability to calculate the Composite (net) rate based on policy data transmitted by NYSIF or the ability to receive a net (composite) rate should NYSIF opt to choose this protocol;

   c. Capabilities to electronically send NYSIF a payroll file on an account level per payroll frequency or pre-agreed frequency and in an agreed upon format;

   d. Fully automated ACH and Credit Card collection of premiums from policyholders;

   e. Contractor must have a protocol and exception process to re-classify employees retroactively and collect and report premiums;

   f. Capabilities to provide back payrolls and to bill and collect associated back premiums.

_____ 5. Bidder certifies that it will provide dedicated customer (policyholder) support via phone and email Monday through Friday between 8 am EST and 5 PM EST.

_____ 6. Bidder certifies that it has contacts for the following:

   a. File processing issues

   b. Deposit discrepancies

      c. Account inquiries

      d. Technical Issues

_____ 7. Bidder certifies that it can provide the following issue resolution methodologies:

      a. Technical issues must be resolved within 72 hours or follow a clear path for escalation.

      b. Financial/accounting issues must be resolved within 5 business days or follow a clear path for escalation.

_____ 8. Bidder certifies it can provide the following remittances and data criteria:

      a. The vendor must remit premium to NYSIF based on a determined schedule (weekly or monthly) along with a remittance data file reflecting the corresponding payroll dates.

      b. The vendor must provide a remittance summary to support the deposited funds with policy level details to match the associated deposit values.

_____ 9. Bidder certifies that NYSIF is the agent of record on all policies or an agency/broker recognized on NYSIF's policy system.

_____ 10. Bidder certifies that NYSIF retains the right to remove any policyholder from the Pay-As-You-Go program.

_____ 11. Bidder certifies that NYSIF retains the right to cancel coverage for underwriting reasons.

_____ 12. Bidder certifies that NYSIF retains the right to cancel coverage for non-payment of premium.

_____ 13. Bidder certifies that Provider agrees not to solicit or market competing products directly to NYSIF policyholders enrolled in the Pay-As-You-Go program.

_____ 14. Bidder certifies that Provider must agree to allow NYSIF branding of product.

_____ 15. Bidder certifies that Provider cannot add a workers' compensation class without the prior approval of NYSIF.

_____ 16. Bidder certifies that Payroll company contracts and interfaces to be handled

by SAAS provider.

17. 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.

_____   _____

Signature   **Date**

_____   _____

Typed/Printed Name   **Company Name**

_____

Title