



*New York State Insurance Fund*  
*Procurement Unit*

---

October 29, 2019

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Structured Settlement Services, bid number 2019-49-INS. Material in this Amendment supersedes any contradictory material in the RFP.

The mandatory requirement listed in Section 2.1.3 is hereby revised as follows: "Provide evidence that at least 15% of the broker's book of business is workers' compensation related".

Please note that the due date for the submission of bids **remains unchanged**.

**All bids are due 11/6/19, by 2:00 p.m.(eastern).**

Sincerely,

A handwritten signature in black ink, appearing to read "V. Ginardi", is written over a faint, larger version of the same signature.

Vincent Ginardi  
Contract Management Specialist

**New York State Insurance Fund  
RFP #2019-49-INS  
Amendment 1**

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	9	1.7 Insurance Requirements	With regard to adding NYSIF as an 'additional insured' on my proof of insurance, I need the EXACT name & address NYSIF would like used.	New York State Insurance Fund 199 Church Street New York, NY 10007  Please note that proof of insurance is not required until after award.
2	79-94	Appendix M / MWBE Requirements and Procedures	As an independent structured settlement consultant, I individually provide advice and annuity quotes to claim handlers. I do not have employees nor work with subcontractors or suppliers. How do I address Appendix M, specifically Forms 101 and 103? Should I just execute Form 104 (Request for Waiver Form)?	Forms 101 and 106 must be submitted with all bids. If your firms cannot meet MWBE goals outlined in the RFP, please submit Form 104 (Request for Waiver). Form 103 should be submitted if goals are being met.
3	14	2.2 / Questions 5 & 6	Both questions 5 & 6 ask for 10 examples of settlements. What is the proper procedure / format to do this? I cannot reveal claimant or client information but would also like to comply with the spirit of the question. Should I just provide anecdotal information about the settlements?	Please provide redacted settlement agreements and corresponding redacted NOD's approving the agreements.
4	13	Section 2 - Technical Specifications - 2.1 Mandatory Requirements & 2.2 Services to be Provided	In both sections, the term "broker" is referred to in reference to requirements and services to be provided. Is it correct to assume that with a brokerage firm, the requirements and services pertain to the firm, as opposed to bidders that are individual independent brokers?	The requirement pertains to the specific, individual independent brokers that will be assigned NYSIF.

**New York State Insurance Fund  
RFP #2019-49-INS  
Amendment 1**

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
5	10, 14-15	Section 1 - General Information - 1.7 Insurance Requirements (paragraph 5) Section 2 - Technical Specifications - 2.5 Subcontracting	When referencing subcontractors, there are instances when the injured worker and/or his attorney employ their own structured settlement broker. Are we required to submit information to the fund regarding the subcontractor and payment information regarding any sharing agreement we reach to resolve the case?	No. A subcontractor is defined as "Any individual or legal entity (including but not limited to sole proprietor, partnership, limited liability company, firm or corporation) who has entered into a contract, express or implied, for the performance of a portion of a Contract with a Contractor". In this instance, information regarding the structured settlement broker would not need to be submitted as they are not employed by the Contractor.
6	13	2.1	The stated requirement "Provide evidence that at least 25% of the broker's book of business is workers' compensation related." will take many brokers out of contention. Can there be any repeal or amendment to this requirement?	Requirement 2.1.3 is hereby revised as follows: "Provide evidence that at least 15% of the broker's book of business is workers' compensation related".