



ATTACHMENT 5

MANDATORY REQUIREMENT CERTIFICATION

CERTIFICATIONS:

- _____1. Bidder and Fronting Insurance Firm(s) have completed the attached Appendix T, Vendor Security Survey. Appendix T, and any substantiating documents, even if included or referenced elsewhere in a bidder's response, must be submitted as one file and labeled separately in the electronic copy.
- _____2. The Bidder has at least three (3) years' experience with proven capability in the Out of State Coverage market.
- _____3. Broker/Intermediary Bidders for the Out of State Coverage have an established relationship with a reputable Fronting Insurance Firm(s).
- _____4. The Bidder's Fronting Insurance Firm is in compliance with all state and federal laws in the locale where services are being provided. This includes any and all licensing and/or certifications required under the State where the Bidder is providing services.
- _____5. The Bidder's Fronting Insurance Firm has the ability to write policies for all States, exclusive of the Monopolistic states.
- _____6. The Bidder and/or the Fronting Insurance Firm have a minimum of two (2) writing tiers in all applicable markets which provide premium pricing flexibility.
- _____7. The Bidder employs information-security best practices in maintaining the confidentiality, integrity, and availability of its information technology infrastructure and information entrusted to it by NYSIF against compromise or misuse by internal or external malicious users. The Bidder shall use encryption on all links that are routed through public networks – current practice requires PGP encryption and SFTP. Under no circumstances will secure information be sent via electronic mail. The Bidder shall perform periodic information-security system checks/tests and generate activity reports, as requested by NYSIF.
- _____8. The Bidder will develop and maintain a detailed project plan. As the project progresses, the NYSIF project manager and the Bidder's project manager will work together to make any adjustments to the plan. The Bidder's project plan must include the following detail – activities, sub-activities, tasks, estimated hours of work, resources, schedule start and end dates, dependencies in the relationships of tasks and critical path. Associated roles and responsibilities should be outlined for each task.
- _____9. The Bidder will work with the NYSIF project manager to implement a risk management process to ensure that risks are identified, assessed and

prioritized and that mitigation activities and contingency plans are developed to address significant risks.

_____10. The Bidder will provide any technical training and involve the NYSIF technical staff in development discussions as needed.

_____11. At the end of contract, the bidder will fully cooperate with successor firm to ensure transition of services, including but not limited to providing any required:

- A. Testing
- B. Data Transfer
- C. Reporting
- D. Audit Compliance

_____12. The Bidder and the Fronting Insurance Firm are willing to enter into a non-disclosure agreement (hereinafter "NDA") with NYSIF. NDA is attached as Attachment 6. The NDA will be required after an award has been issued to the Bidder.

Signature

Date

Typed/ Printed Name

Company Name

Title