



ATTACHMENT 1

MANDATORY REQUIREMENT CERTIFICATION

CERTIFICATIONS:

- _____ 1. Bidder has 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. Bidder must be one or more attorneys in good standing and duly admitted to practice law in the State of New York.
- _____ 3. Attorneys appearing at the Workers' Compensation Board either in person or virtually or handling depositions on behalf of NYSIF pursuant to this proposal must have at least five (5) years of experience as of the bid due date litigating workers' compensation cases in New York State. Litigation is defined as representing carriers in workers' compensation hearings and depositions in New York State.
- _____ 4. If bidding on virtual hearings/depositions, Bidders must affirm that they meet all technical requirements for handling virtual hearings, including but not limited to having sufficient staff and equipment to:
 - i. Produce reports for NYSIF such as those required herein.
 - ii. Meet the Workers' Compensation Board's technical requirements for handling virtual hearings. Details are available here:
[HTTP://WWW.WCB.NY.GOV/VIRTUAL-HEARINGS/SYSTEM-REQUIREMENTS.JSP](http://www.wcb.ny.gov/virtual-hearings/system-requirements.jsp)
- _____ 5. If bidding on in-person hearings/depositions, Bidders must affirm that they meet all technical requirements for handling hearings, including but not limited to having sufficient staff and equipment to:
 - i. Appear regularly in court in counties within the Region for which the Bidder bids.
 - ii. Produce reports for NYSIF such as those required herein.
- _____ 6. Bidder must respond to requests to provide coverage within 1 business day.
- _____ 7. Substitutions of key staff must be approved by NYSIF. Bidder 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.
- _____ 8. Bidder must designate a specific individual to serve as the key liaison with NYSIF in contract matters.

- _____ 9. Bidder must submit to NYSIF all documents requested by this proposal.
- _____ 10. Bidder must complete the following Certification Appendices (Appendices Q & R) unless said bidder submits a statement with its proposal explaining why any such certification cannot be made. These Appendices shall be submitted along with your proposal.
- _____ 11. Bidder must certify 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 must notify NYSIF immediately and follow such steps as directed by NYSIF.
- _____ 12. Bidder must identify 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.
- _____ 13. NYSIF reserves the right to suspend the referral of files to any Bidder who does not comply with the rules and procedures set forth in this proposal. NYSIF makes no representation about the number or value of cases assigned to any Bidder. Assignment of cases is within NYSIF's sole discretion.
- _____ 14. Upon NYSIF's request, a Bidder must immediately remove an employee from performing work on behalf of NYSIF.
- _____ 15. Bidder may be disqualified if Bidder does not have sufficient operational and financial stability to provide the services required under this RFP.

Signature

Date

Typed/Printed Name

Company Name

Title