



## **ATTACHMENT 4**

### **MANDATORY REQUIREMENT CERTIFICATION**

#### **CERTIFICATIONS:**

- \_\_\_\_\_ 1. Bidder has at least ten (10) years of recent experience providing the services required within this RFP to one or more clients with complex real estate portfolios consisting of owned and leased assets.
  
- \_\_\_\_\_ 2. Bidder is a duly licensed broker in the State of New York and able to perform all brokerage services
  
- \_\_\_\_\_ 3. The Bidder is a firm that has one or more individuals on its Prime Project Team who are licensed real estate brokers in the State of New York as of the Proposal Due Date. (This will be an ongoing material condition of the contract through the term of the contract and all options to renew terms.)
  
- \_\_\_\_\_ 4. Bidders has a full-service office in New York State. All records with respect to examinations described in this RFP must be available at such office.
  
- \_\_\_\_\_ 5. The Bidder understands that any contractor providing services under the contract will be duly licensed or certified to provide any related services to NYSIF. A copy of such license or certification will be provided to NYSIF prior to the services being performed.
  
- \_\_\_\_\_ 6. The Bidder is able to service the entire state in a timely manner. Bidder must have regional offices and/or staff available to service all areas of the state.
  
- \_\_\_\_\_ 7. Bidder has documented experience in Real Estate transactions on behalf of state, city or federal agencies.
  
- \_\_\_\_\_ 8. Bidders has documented experience in the Upstate and New York City real estate market providing all the required services of this RFP.

\_\_\_\_\_9. Bidder affirms that a Contract Liaison(s) will be assigned to NYSIF for the term of the contract. The Contract Liaison(s) will act as the primary point of contact for NYSIF, and upon request, will establish regularly scheduled meetings to discuss and review ongoing projects.

\_\_\_\_\_10. Bidders is willing to enter into a non-disclosure agreement (hereinafter "NDA") with NYSIF. NDA is attached as Attachment 3. The NDA will be required after an award has been issued to the Bidder.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed/Printed Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Title**