



**ATTACHMENT 1**

**MANDATORY REQUIREMENT CERTIFICATION**

**INSURANCE DEFENSE OUTSIDE COUNSEL FOR WORKERS' COMPENSATION BOARD  
HEARINGS, DEPOSITIONS, APPEALS, & OTHER LEGAL MATTERS  
BID #2023-64-LEG**

**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. Attorneys may substitute two (2) years of the five (5) year requirement with experience in insurance or self-insured defense litigation. Bidders must provide proof within their proposal of meeting this requirement (example of proof: resumes).
- \_\_\_\_\_4. Bidders must affirm that they meet all technical requirements for handling virtual and in-person hearings and depositions, including but not limited to having sufficient staff and equipment to:
  - i. Appear in-person at administrative and court proceedings when directed by NYSIF.
  - ii. Produce reports for NYSIF such as those required herein.
  - iii. 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. 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.
- \_\_\_\_\_6. Bidder must designate a specific individual to serve as the key liaison with NYSIF in contract matters.
- \_\_\_\_\_7. Bidder must submit to NYSIF all documents requested by this proposal.

- \_\_\_\_\_ 8. 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.
  
- \_\_\_\_\_ 9. 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.
  
- \_\_\_\_\_ 10. Bidder must disclose 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.
  
- \_\_\_\_\_ 11. 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**