



# Homes and Community Renewal

Kathy Hochul, Governor

RuthAnne Visnauskas, Commissioner/CEO

# Request for Proposals for *Insurance Brokerage Services*

RFP Issuance Date:

February 11, 2025

Proposal Submission Deadline:

March 11, 2025, 12pm, DST

Number: HCR-RFP-250211

NEW YORK STATE HOUSING FINANCE AGENCY  
STATE OF NEW YORK MORTGAGE AGENCY  
NEW YORK STATE AFFORDABLE HOUSING CORPORATION  
STATE OF NEW YORK MUNICIPAL BOND BANK AGENCY  
TOBACCO SETTLEMENT FINANCING CORPORATION  
641 LEXINGTON AVENUE • NEW YORK, NEW YORK 10022

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**REQUEST FOR PROPOSALS  
FOR  
INSURANCE BROKERAGE SERVICES**

IMPORTANT NOTICE: A Restricted Period under the Lobbying Procurement Law is currently in effect for this procurement process and will remain in effect until approval of the Contract(s). Proposers are prohibited from Contacts related to this procurement process with any employee of the New York State Housing Finance Agency, State of New York Mortgage Agency, New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency and Tobacco Settlement Financing Corporation (collectively, “Agencies”) or their Affiliate(s)<sup>1</sup>, other than the Designated Contact Officer listed below.

Lobbying Law Designated Contact Officer:

Michael Vayser, Assistant Counsel  
New York State Homes & Community Renewal  
641 Lexington Avenue, 5<sup>th</sup> Floor  
New York, New York 10022  
[Michael.Vayser@hcr.ny.gov](mailto:Michael.Vayser@hcr.ny.gov)

If you have inquiries regarding this request for proposal or would like to contact the Agencies regarding issues not relating to Lobbying Procurement Law Contacts, please forward inquiries via electronic email to [contractunitinfo@hcr.ny.gov](mailto:contractunitinfo@hcr.ny.gov).

Further information regarding the Agencies’ Lobbying Procurement Law policies is available in the [Agencies’ Standard Clauses and Requirements for Solicitations](#), hyperlinked herein as Exhibit A.

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<sup>1</sup>Affiliate(s) shall mean the other agencies comprising New York State Homes and Community Renewal being the Housing Trust Fund Corporation.

# 1. Introduction

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[New York State Homes and Community Renewal](#) (“HCR”) consists of all the major housing and community renewal agencies of the State of New York (“State”), including the New York State Housing Finance Agency, State of New York Mortgage Agency, New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency and Tobacco Settlement Financing Corporation. HCR includes other agencies (“Affiliates”) not involved in this request for proposals (“RFP”) process.

# 2. Purpose

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The New York State Housing Finance Agency (“HFA”), State of New York Mortgage Agency (“SONYMA”), New York State Affordable Housing Corporation (“AHC”), State of New York Municipal Bond Bank Agency (“MBBA”) and Tobacco Settlement Financing Corporation (“TSFC”) (individually or collectively, “Agency” or “Agencies”) are seeking proposals from insurance brokers (“Firms” or “Proposers”) in the State of New York (“State”) to assist the Agency(ies) in obtaining various types of insurance coverage. This request for proposals (“RFP”) is issued in accordance with the Procurement and Contract Guidelines of the Agency(ies) and in compliance with Section 2879 of the Public Authorities Law.

# 3. Overview of the Agencies

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The Agency(ie)s are public benefit corporations of the State of New York, co-located and co-administered from their New York City (“NYC”) office.

## 3.1 New York State Housing Finance Agency

The [New York State Housing Finance Agency](#) is a public benefit corporation created in 1960 to finance low- and moderate-income rental housing. HFA issues taxable and tax-exempt bonds to provide mortgage loans to developers of affordable multifamily rental housing. HFA’s mission is to create and preserve high quality affordable multifamily rental housing that serves communities across the State of New York. Today, HFA is one of the nation’s most prolific issuers of multifamily housing bonds.

In 2023, as one of the primary issuers of municipal bonds for housing in the nation, HFA issued over \$1.156 billion of bonds to finance over 3,953 affordable units. HFA utilizes three financing tools to fund its projects: (i) fixed rate bonds for its all affordable projects funded under the Affordable Housing Revenue Bond Resolution; (ii) unrated private placements on a case by case

basis; and (iii) variable rate demand bonds for its 80/20 developments. As part of its mission, the Agency looks to continuously explore new and innovative cost-effective financing techniques and efficiencies that can be implemented in its existing financing structures.

### **3.2 State of New York Mortgage Agency**

The [State of New York Mortgage Agency](#) is a public benefit corporation, created in 1970, to provide single-family homeownership opportunities for low- to moderate-income New Yorkers. The Agency funds its mortgage lending activities through the issuance of taxable and tax-exempt bonds under two resolutions: (i) The Homeowner Mortgage Revenue Bond Resolution; and (ii) Mortgage Revenue Bond Resolution. The Agency is the only State issuer of single-family housing bonds.

In 2023, the Agency issued over \$275 million in bonds and funded over 1,701 mortgages. Together with HFA, the two agencies combined were one of the top four largest housing issuers in the nation last year.

### **3.3 New York State Affordable Housing Corporation**

The [New York State Affordable Housing Corporation](#) is a public benefit corporation that creates homeownership opportunities for low and moderate-income families by providing grants to governmental, not-for-profit and charitable organizations to help subsidize the cost of newly constructed houses and the renovation of existing housing.

AHC administers the Affordable Home Ownership Development Program (“AHOD Program”). Under the AHOD Program, AHC enters into contracts (“Grant Agreements”) with eligible applicants such as municipalities, not-for-profits, or charitable organizations (“Grantees”) for the purpose of distributing grants to certain projects (“AHC Projects”) for the acquisition, new construction, rehabilitation, or improvement of owner-occupied homes for low and moderate income persons.

The purpose of the AHOD Program is to promote homeownership by persons of low and moderate income, which, in turn, fosters the development, stabilization and preservation of neighborhoods and communities. To achieve these goals, the State appropriates funds in order for AHC to provide financial assistance in the form of grants, in conjunction with other private and public investments, for the construction, acquisition, rehabilitation and improvement of owner-occupied housing. AHC works with its parent agency, HFA, and its sister agency, SONYMA, to increase homeownership opportunities.

### **3.4 State of New York Municipal Bond Bank Agency**

The [State of New York Municipal Bond Bank Agency](#) was created in 1972 as a public benefit corporation to help municipalities gain access to the capital markets. MBBA has the authority to issue bonds and use the proceeds to purchase bonds and notes issued by local governments to finance public improvements.

### **3.5 Tobacco Settlement Financing Corporation**

The [Tobacco Settlement Financing Corporation](#), created in 2003 as a subsidiary of MBBA, monetizes the State's Tobacco Settlement Revenues. Pursuant to the Tobacco Settlement Financing Corporation Act, TSFC was authorized to issue bonds in an aggregate principal amount not to exceed \$4,200,000,000 (*excluding costs of issuance and refunding bonds*). TSFC's authority to issue bonds, other than refunding bonds, expired on June 30, 2004. TSFC used its total new money bond authority through bond issuances in 2003. Since then, TSFC has issued refunding bonds in 2008, 2011, and 2013. TSFC has no bonds outstanding. TSFC is included in the RFP process in the event that its statute is amended to authorize future bond issuances.

More detailed information relating to the Agency(ies) and their respective programs may be found at the [Agencies' website](#), hyperlinked herein.

## **4. Assessment of Practices relating to Diversity and Service-Disabled Veteran Owned Business Enterprises (“SDVOBs”)**

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The Agency(ies) has/have determined, pursuant to New York State Executive Law Article 15-a (“Article 15-A”) and New York State Veterans’ Law Article 3 (“Article 3”), that the assessment of participation by minority-and/or women-owned business enterprises (“MWBEs”) (assessment of participation by MWBEs hereinafter referred to as “Diversity”) and SDVOB practices of Proposers responding to this RFP is practical, feasible, and appropriate.

### **4.1 Minority and/or Women Owned Business Enterprise Participation**

The Agency(ies) is/are committed to awarding contracts to firms that are dedicated to diversity and provide high-quality services. The Agency(ies) strongly encourage(s) firms that are certified by the State as MWBEs to submit responses to this RFP. All MWBE firms submitting proposals to this RFP should be registered as such with the State's Empire State Development (“ESD”).

The Agency(ies) is/are required to implement the provisions of Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all Agency contracts, as defined therein, with a value in

excess of \$25,000. For assistance identifying MWBE partners, review the [list of certified State MWBEs](#), hyperlinked herein.

For purposes of this solicitation, the Agency(ies) hereby establish(es) an overall goal of 30% of total contract expenditures for MWBE participation, 15% for minority-owned business enterprises (“MBEs”) and 15% for women-owned business enterprises (“WBEs”).

#### **4.2 Service-Disabled Veteran-Owned Business Enterprise Participation**

The Agency(ies) is/are committed to awarding contracts to service-disabled veteran-owned business enterprises that provide high-quality services. The Agency(ies) strongly encourage(es) firms that are certified as SDVOBs to submit responses to this RFP. All SDVOB firms submitting proposals to this RFP should be certified with the State’s Office of General Services (“OGS”).

The Agency(ies) is/are required to implement the provisions of Article 3 for all Agency contracts, as defined therein, with a value in excess of \$25,000. For assistance identifying SDVOB partners, review the [list of certified State SDVOBs](#), hyperlinked herein.

For purposes of this solicitation, the Agency(ies) hereby establish(es) a goal of 6% of total contract expenditures for SDVOB participation. The Agency(ies) aspire(s) to meet the SDVOB participation goal by directly contracting with SDVOBs.

#### **4.3 MWBE and SDVOB Partner/Subcontractor Interest**

MWBEs and SDVOBs certified in the State may request that their firm’s contact information be included on a list of MWBE and SDVOB firms interested in serving as a subcontractor for this RFP. The listing will be publicly posted on the Agency’s/Agencies’ website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its MWBE certification and/or SDVOB certification to [ContractUnitInfo@hcr.ny.gov](mailto:ContractUnitInfo@hcr.ny.gov). Nothing prohibits an MWBE or a SDVOB firm from proposing as a prime contractor (i.e., a “Proposer”).

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## 5. Calendar of Events and Milestones

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It is anticipated that contracts resulting from this RFP process will be awarded based on the following schedule:

Event	Date
Issuance of Request for Proposals	February 11, 2025
Deadline for RFP Questions	February 24, 2025, 12pm, Eastern Standard Time (“EST”)
Deadline for Responses to RFP Questions	<u>March 04, 2025</u>
Deadline for Submission of Proposals	<u>March 11, 2025, 12pm, DST</u>
Interviews/Demonstrations (if necessary)	To Be Determined
Anticipated Selection Date*	May 16, 2025

\*Subject to the approval of each Agency’s Board of Directors (“**Board**”).

The Agency(ies) reserve the right to modify this schedule at its/their discretion. Notification of changes in connection with this RFP will be made available to all interested parties via the Agencies’ web page at: <https://hcr.ny.gov/procurement-opportunities>.

## 6. Scope of Services (“Scope of Work”)

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The successful Proposer must provide evidence of NYS broker license and possess at least five (5) years of insurance broker experience. Experience with governmental entities is preferred, but not required. Insurance companies must be licensed within the State of New York and must hold an AM Best rating of no less than A-VIII.

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## 6.1 General Scope of Services for Insurance Brokerage Services

The successful Proposer will place, subject to the Agencies approval, certain property, liability and other insurance coverages, with limits and specifications comparable to those of the coverages now in effect. The Agencies require the following line of coverage:

- Auto
- Crime
- Travel
- Media
- Package
- Umbrella and Directors/Officers/EPLI
- Professional, Long Term Disability
- Dental, Property
- Data Breach and Privacy (Cyber)
- Technology Errors and Omission
- and other coverages, as others may be required

The successful Proposer will be required to provide the Agencies with services including, but not limited to, the following list of services (collectively, “Coverage Services”):

- A. Evaluate Agencies’ existing insurance programs and identify any applicable market trends or exposure trends that the Agencies should be aware of, and as necessary recommend changes to terms, conditions, or coverage limits to ensure the program is affordable and adequately protects the Agencies’ interests;
- B. Identify issues and exposures of the Agencies, and negotiate with insurance carriers on the Agencies’ behalf, keeping the Agencies informed of significant developments. The successful Proposer shall be authorized to represent and assist the Agencies in discussions and transactions with all insurance carriers, provided that the successful Proposer shall not place any insurance on behalf of the Agencies unless so authorized in writing by the Agencies;
- C. Follow up with insurance carriers for timely issuance of policies and endorsements and delivery of binders following placement of coverages, and verify that new policies, binders, certificates, endorsements, and other documents are accurate, issued in a timely manner, and reflect the terms and conditions agreed during negotiations;
- D. Review policies and endorsements for accuracy and conformity to specifications of negotiated coverages;
- E. Write summaries for all new coverages and updates on changes to existing coverages;

- F. Negotiate with underwriters on behalf of the Agencies and obtain insurance coverage that best meets the Agencies' needs and requirements at the best cost, while also advising on the carrier's services, claim handling process, etc.,
- G. Forecast services including forecast of insurance premiums and service costs for the upcoming fiscal year and forecast of insurance industry and how changes may affect upcoming fiscal year.
- H. Process or facilitate the processing of certificates of insurance, as requested by the Agencies;
- I. Assume responsibility for risk management and loss control services, which may include annual loss control inspections and providing loss information reports;
- J. Provide all claims administration services, such as forwarding claims to the insurance carrier, monitoring claim status, and assisting the Agencies in obtaining timely resolution of submitted claims;
- K. Provide opportunities for the Agencies' employees to attend relevant training sessions regarding the Agencies' insurance policies and insurance coverage in general;
- L. And other related insurance brokerage related services.

## **7. Contract**

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The contract(s) resulting from this RFP process will be to provide Insurance Brokerage Services for a five (5) year period, with two optional one-year renewals, subject to approval by the Agencies' respective Boards. The Agencies/Agency's at their/its discretion, may exercise their/its option to modify any provision in the contract including, but not limited to, the scope of services and compensation, on an as needed basis, with the mutual written consent of the contracting parties. Any contract that exceeds a five-year period will require the affirmative concurrence of the Agencies' respective Boards to extend the term of the contract beyond a five-year period without undergoing a new solicitation process.

The successful Proposer(s) will be required to execute a contract with the Agencies that incorporates the Agencies' [\*Standard Clauses for Contracts\*](#), hyperlinked herein as Appendix I. The successful Proposer(s) may also be required to execute a contract with the Agency(ies) that incorporate(s) the Agencies'/Agency's [\*MWBE Participation Requirements and Procedures for Contracts\*](#), hyperlinked herein as Appendix II.

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## 8. Questions and Answers

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Any questions or requests for clarification regarding this RFP must be submitted via email to [contractunitinfo@hcr.ny.gov](mailto:contractunitinfo@hcr.ny.gov) citing the RFP page and section, no later than the date identified in the “*Calendar of Events and Milestones*” section of this RFP. The “Subject” line of the email should indicate “Questions: Insurance Brokerage RFP.”

Questions will not be accepted orally, and any question received after the deadline may not be answered. The list of questions/requests for clarifications and the official Agency responses will be posted in a timely manner on [HCR’s Procurement Opportunities’ webpage](#).

Proposers should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

An electronic version of this RFP will be posted on [HCR’s website](#) in addition to any subsequent changes, additions or deletions to the RFP, including the timelines and target dates. **Proposers are encouraged to check HCR’s website frequently for notices of any clarifications, changes, additions or deletions to the RFP.**

## 9. Amendments and Addenda

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The Agency(ies) reserve(s) the right to modify any part of this RFP including, but not limited to, the date and time by which proposals must be submitted and received by the Agency(ies), at any time prior to the Deadline for Submission of Proposals date listed in the “*Calendar of Events and Milestones*” section of this RFP. Modifications to this RFP will be made by issuance of amendments and/or addenda. Any amendment or addendum to this RFP will become part of this RFP.

Prior to the Deadline for Submission of proposals’ date, any such clarifications or modifications, as deemed necessary, will be posted to [HCR’s website](#).

If the Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Proposer will immediately notify the Agency(ies) of such error in writing and request clarification or modification of the document.

There are no designated dates for release of addenda; therefore, interested Proposers should check the Agency’s/Agencies’ website frequently through the Deadline for Submission of Proposals’ date. It is the sole responsibility of the Proposer to be knowledgeable of all addenda related to this RFP process.

## **10. Proposal Requirements**

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A complete proposal for this RFP is comprised of five (5) separate tabs: (i) Tab One: Proposal Cover Sheet, Cover Letter and Proposal Certification; (ii) Tab Two: Technical Proposal; (iii) Tab Three: Cost Proposal; (iv) Tab Four: Administrative Proposal; and (v) Tab Five: EEO, Diversity and SDVOB Proposal.

The Proposal must be complete and prepared in the format consistent with the instructions provided in this RFP. In all instances, the Agencies'/Agency's determination regarding a proposal will be final. Proposals not organized in the manner prescribed in this RFP may be considered non-responsive at the Agencies'/Agency's sole discretion. Proposers should not refer to other parts of the proposal, to information that may be publicly available elsewhere, or to the Proposer's or other websites in lieu of answering a specific question.

## **11. Contents of Proposals**

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The Proposer must submit a proposal that clearly provides all the information required in this RFP. Emphasis should be made on conformance to the RFP instructions, responsiveness to the RFP requirements, and clarity of content. The Proposer is advised to thoroughly read and follow all instructions contained in this RFP. Proposals that do not comply with these instructions, or do not meet the full intent of all the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed non-responsive.

The Agencies' do not require, nor desire, any promotional material that does not specifically address the proposal requirements in this RFP.

The proposal should demonstrate that the Proposer is qualified to perform the Scope of Work based upon prior relevant professional experience.

The completed proposal will include Tabs One through Five, as described in the Proposal Submission Requirements section of this RFP. Each Tab must be electronically bookmarked as "Tab 1," "Tab 2," "Tab 3," "Tab 4," and "Tab 5," and must be presented in the exact order requested in this RFP. A proposal that does not include all required information and completed forms may be subject to rejection.

The Proposer's proposal must contain responses to the items listed below.

## **11.1 TAB 1: Proposal Coversheet, Cover Letter and Proposal Certification**

The Proposer shall submit, as part of its Proposal Submission, the Proposal Coversheet, Cover Letter and Proposal Submission Certification (collectively titled as “Attachment I” of Tab 1) as outlined in this RFP

### **11.1.1 Proposal Coversheet**

The Proposer shall complete and submit a Proposal Coversheet which contains identifying information for the firm. The Coversheet must be submitted utilizing the template provided in Attachment I.

### **11.1.2 Cover Letter with Executive Summary (3 pages)**

The Proposer’s Cover Letter must (i) be on Proposer letterhead, (ii) not exceed three (3) pages, and (iii) include the following items:

1. The Proposer’s name, address, telephone number, fax number, email address and web site address, if applicable;
2. The names, titles, telephone numbers, fax numbers, and email addresses of the principals and the individual(s) within the Proposer’s organization who will be the Agencies’ primary contact concerning the proposal;
3. The name of each employee at your Firm who will work on marketing and servicing these coverages and a description of the position each will hold, including licensing information. (This material should also include the names of any consultants and joint venture parties.)
4. A schedule of the insurance companies and/or insurance agencies that your Firm does most of its business and the rating of each entity in Best’s Ratings.
5. A summary of the Proposer’s organizational history and legal structure (*e.g. corporation, State of incorporation, authority to do business in the State of New York, evidence of MWBE and/or SDVOB certification status, etc.*);
6. The location of the Proposer’s main business office. If there are other locations of the Proposer that may be involved in future transactions, identify those other locations and include names/telephone numbers/fax numbers/email addresses of contact persons in those locations;

7. A list of at least three but not more than five entities, including New York State public benefit corporations and public authorities, on behalf of which you have placed insurance coverage (excluding insurance coverage provided to the Agencies, if any). For each entity, please provide the name of the organization, address, phone number and a description of the coverage, as well as the name of a person who may be contacted by the Agencies as a reference; and
8. Provide:
  - (a) evidence of NYS Broker License;
  - (b) a statement the Proposer possesses at least five (5) years of insurance broker experience (preferably with governmental entities, but not required, excluding insurance broker experience with the Agencies, if any); and
  - (c) a statement confirming that Proposer is doing business with licensed insurance companies within the State of New York that hold an AM Best rating of no less than A-VIII.

### **11.1.3 Proposal Certification**

Proposer shall complete and submit with their Proposal Submission a signed certification (“Proposal Certification”) which affirms that the information contained in the proposal is true and accurate and that the person signing the Proposal Certification is authorized to submit the proposal on behalf of the Proposer. The Proposal Certification must be submitted utilizing the template provided in Attachment I of Tab 1.

## **11.2 TAB 2: Technical Proposal**

This section of the RFP provides instructions to Proposers regarding information that is to be included in the Technical Proposal. The content in Tab 2 is limited to ten (10) letter-size pages, double spaced, minimum 12-point font, and at least one-inch margins. The ten-page limit in Tab 2 does not include resumes, references, organizational chart, etc. Proposal documents must be complete, factual and as detailed as necessary to allow the Agencies to adequately evaluate capabilities and experience for the insurance broker services required under the contract(s) awarded to the successful Proposer(s).

The purpose of the Technical Proposal is to provide the Proposer an opportunity to demonstrate its qualifications, competence and capacity to undertake the Scope of Work described in the Scope of Services section of this RFP, in a manner which complies with the requirements in this RFP.

The Agencies are seeking evidence of your Firm’s experience in providing Insurance Brokerage Services as described in the Scope of Work section of this RFP. Proposals must specifically detail

a Proposer's qualifications and experience in providing services sought by the Agencies. Please provide the items indicated below.

1. Firm Experience and Qualifications.

- a) Demonstrate at least five (5) years of successful similar brokerage experience with clients, governmental clients preferred but not required, and provide at least three (3) references, with contact information. The contract information should include an individual of the client that can speak with authority as to work performed for the client.
- b) Demonstrate the ability to access insurance markets with sufficient market capability to assist the Agencies in their insurance needs.
- c) Demonstrate the ability to identify risk, recommend appropriate insurance coverage and limits, and analyze losses to provide the most cost effective and comprehensive insurance for clients similar to the Agencies.
- d) Demonstrate at least five (5) years of providing expert loss control and insurance claims support services for a governmental client or a client similar in size/scope of the Agencies.
- e) Provide information about the history and organization of your firm, including the number of employees and number of offices and locations.
- f) Discussion of your Firm's presence in New York State including any offices maintained in the State, the number of staff employed in the State and the number of staff covering the Agencies who are employed in the State;
- g) Describe the Proposer's corporate citizenship and commitment to New York State, including local procurement of goods and services, development or participation in internship programs or scholarships and corporate philanthropy;
- h) Provide a list and description of any proceedings against Proposer, pending or contemplated by any governmental agencies or oversight body, such as the New York Department of State's Division of Licensing Services, New York Board of Real Estate – Department of State, or entity including, but not limited to, any pending or anticipated proceedings or rule or order relating to a violation or alleged violation by Proposer of any federal or state statute or regulation that could have an adverse material impact on the Proposer's ability to successfully perform the Agencies' insurance broker services. Provide a listing of all sanctions and/or fines

imposed on Proposer during the last 24 months in connection with any proceedings of the types described in the proceeding sentence. Also, provide the Agencies with a list and description of any pending or anticipated proceedings by private parties against Proposer (individually or in the aggregate) that Proposer has determined may have a material adverse impact on the current financial status or operations of Proposer;

- i) Disclose any existing or contemplated relationship with any other person or entity, including relationships with any parent, subsidiary or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Proposer or former officers and employees of the Agencies, in connection with your rendering services enumerated in this RFP. If a conflict does or might exist, please describe how your Firm would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Agencies of, and resolve any such conflicts; and
- j) Disclose whether the Firm, or any of its members discussed in paragraph (j) above, has been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, “Commission”), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.
- k) Provide evidence of memberships such as the Realtors Insurance Place – National Association of Realtors, if any.

2. Staff Experience and Qualifications.

- a) Describe the staff that will be designated to work with the Agencies and the services that will provide. If you plan to use other firms as partners or subcontractors, provide a profile of their staff and the services that they will provide.
- b) Name the principal contact and other key personnel that will be primarily responsible for serving the Agencies’ insurance needs. Include resumes.

3. Project Plan and Approach together with Technical Resources and Capabilities.

- a) Provide an overview of your marketing strategy for the Agencies.
- b) Describe in detail how you would provide the insurance brokerage services required by the Agencies.



- c) Provide a detailed technical plan for accomplishing the work in the Scope of Services section of this RFP. Include a discussion of your general approach and methodology for the procurement of Insurance. How would you ensure the Agencies receive a fair market price? What role would you expect to play? Discuss your view of competitively bid versus negotiated procurements.
- d) Describe your firm's technical resources and capabilities, including access to market data and information. How would you propose assisting the Agencies in this area?

### **11.3 TAB 3: Cost Proposal**

**In a separate attachment to be labeled as “Tab 3: Cost Proposal,”** provide information concerning all fees to be charged by your firm over the course of the engagement for brokerage and administration services. All fees and commissions must be identified separately from the insurance policy premiums. Include any measure proposed by you to reduce the cost to the Agencies in retaining your Firm.

Although proposed fees will be taken into account, the Agencies reserve the right to negotiate a lower or different fee structure with any Firm selected.

### **11.4 TAB 4: Administrative Proposal**

Proposers are subject to the requirements indicated in the Agencies’ [\*Standard Clauses and Requirements for Solicitations\*](#), hyperlinked herein as Exhibit A. Such requirements include, but are not limited to, submission of the following information and forms: (a) [\*Vendor Information FORM\*](#); (b) [\*Lobbying Procurement Law FORM 1\*](#) and [\*Lobbying Procurement Law FORM 2\*](#) ; (c) [\*Non-Collusive Bidding Certification FORM\*](#); (d) [\*Vendor Responsibility Questionnaire for For-Profit Business Entity\*](#) OR [\*Vendor Responsibility Questionnaire for Not-For-Profit Entity\*](#); (e) [\*Vendor Assurance of No Conflict of Interest and Detrimental Effect\*](#); and (f) [\*Executive Order #16 – Prohibiting Contracting with Businesses Conducting Business in Russia\*](#).

In addition to completion of the forms hyperlinked in the paragraph above, Proposers must provide all other information indicated in this section for TAB 4.

#### **11.4.1 Insurance Requirements**

The following requirements may be subject to change and negotiation with the successful Proposer/Bidder. Where the Proposer/Bidder is proposing insurance coverage that deviates from the requirements below, please provide an explanation in the Bid Proposal for why the coverage proposed is sufficient.

The successful Proposer (“**Contractor**”) and its subcontractors, if any, are required to provide and maintain, at its (their) sole cost and expense, the required insurance coverage, issued on an occurrence basis<sup>2</sup>, at the minimum limits specified herein during the term of the contract and for two (2) years after completion of work. All required insurance policies shall be maintained with insurance companies licensed within the State of New York and holding an AM Best rating of no less than A- VIII. Said policies shall contain a provision that coverage will not be canceled, non-renewed or materially changed, until at least thirty (30) days’ prior written notice has been provided to the Agencies. The Agencies and their Affiliated Agencies<sup>3</sup> and any and all other parties-in-interest as the Agencies may designate in writing from time to time (collectively, the “Additional Insureds”), all as their interests may appear, shall be named as additional insureds. Contractor (*and its subcontractors, if any*) agrees to have included in each of the above policies for Contractor’s Parties<sup>4</sup>, a waiver of the insurer’s right of subrogation against the Additional Insureds. The Agencies reserve the right to set minimum insurance limits in any subcontracting agreement between the Contractor and its subcontractor(s), if any.

The Contractor (*and its subcontractors, if any*) shall furnish to the Agencies evidence of the insurance requirements indicated below prior to execution of awarded Agreement. The Agencies reserve the right to modify these insurance requirements.

1. Workers’ Compensation Documentation. The successful Proposer will be required to provide the Agencies with written evidence of their workers’ compensation insurance coverage utilizing ONE of the following forms:

- ✓ **Form C-105.2** – Certificate of Workers’ Compensation Insurance issued by private insurance carriers; **OR**
- ✓ **Form U-26.3** issued by the State Insurance Fund; **OR**
- ✓ **Form SI-124** – Certificate of Workers’ Compensation Self-Insurance; **OR**
- ✓ **Form GSI-105.2** - Certificate of Participation in Workers’ Compensation Group Self- Insurance; **OR**
- ✓ **CE-2006** – Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage.

2. Disability Benefits Documentation. The successful Proposer will be required to provide the Agencies with written evidence of disability benefits insurance coverage utilizing ONE of the following forms:

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<sup>2</sup> Occurrence basis are insurance policies under which all Claims occurring during the period of the policy are covered, irrespective of when the Claim is made.

<sup>3</sup> Affiliated Agencies shall mean the agencies comprising New York State Homes and Community Renewal that are not parties to the contract resulting from this RFP process.

<sup>4</sup> Contractor’s Parties shall mean Contractor and those working on its behalf including, but not limited to, subcontractors and vendors.

- ✓ **Form DB-120.1** - Certificate of Disability Benefits Insurance; **OR**
- ✓ **Form DB-155** - Certificate of Disability Benefits Self-Insurance; **OR**
- ✓ **CE-200** – Certificate of Attestation of Exemption from New York State Workers’ Compensation and/or Disability Benefits Coverage.

3. Professional Errors and Omissions Liability – Errors and Omissions (*or Professional Liability*) insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the general aggregate. The coverage must include the following:

- Insure loss arising from any claim or claims made arising out of the scope of services during the policy period by reason of any covered error, omission or negligent act committed in the conduct of the insured’s professional business during the policy period;
- If coverage is written on a claims-made policy, the Contractor warrants that any applicable retroactive date precedes the start of work; and that continuous coverage will be maintained, or an extended discovery period exercised, throughout the performance of the services and for a period of not less than three years from the time work under the Contract resulting from this RFP process is completed; Written proof of this extended reporting period must be provided to the Agency prior to the policy’s expiration or cancellation; and
- The policy shall cover professional misconduct or lack of ordinary skill for the positions defined in the scope of services of the Contract resulting from this RFP process.

This policy requirement applies to both primary and excess liability policies, as applicable.

4. Data Breach and Privacy/Cyber Liability Insurance, which shall include individual limits of not less than One Million Dollars U.S. Dollar (\$1,000,000) per occurrence and Five Million Dollars U.S. Dollars (\$5,000,000) in the general aggregate. Such coverage shall include failure to protect confidential information and failure of the security of the Primary Contractor’s computer systems or the users of the Agency’s/Agencies’ systems due to the actions of the Primary Contractor that result in unauthorized access to the Agency’s/Agencies’ users or their data. Said insurance shall provide coverage for damages arising from, but not limited to, the following: 1) breach of duty to protect the security and confidentiality of nonpublic proprietary corporate information; 2) personally identifiable nonpublic information (e.g., medical, financial, or personal in nature in electronic or non-electronic form); 3) privacy notification costs; 4) regulatory defense and penalties; 5) website media liability; and 6) cybertheft of customer’s property including, but not limited to, money and securities. If the policy is written on a claims-made basis, Primary Contractor must submit to the Agency(ies) an Endorsement providing proof that

the policy provides the option to purchase an Extended Reporting Period (tail coverage) providing coverage for no less than one year after work is completed if coverage is cancelled or not renewed. This requirement applies to both primary and excess liability policies, as applicable.

Certificates of Insurance, presented on Acord form 25, accompanied with additional insured endorsement CG2010 (1001) and CG2037 (0704), if determined it is necessary, or, if acceptable to the Agencies, their equivalent, shall be delivered to the Agencies, prior to beginning the Scope of Work, evidencing the coverage required hereunder and showing all such coverages as noted above being in force. All insurance policies provided by the Contractor's Parties shall be maintained under terms and conditions reasonably satisfactory to the Agencies, and Contractor's Parties shall provide such other insurance coverage as the Agencies may reasonably request from time to time. The Agencies will not accept any exculpatory language such as "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" on the Certificate of Insurance, i.e., the certificates shall meet the insurance requirements above.

For additional information regarding workers' compensation and disability benefits requirements, please refer to [www.wcb.ny.gov](http://www.wcb.ny.gov).

In the event, any insurance coverage is cancelled, the Agencies must be notified immediately.

5. In addition to the foregoing, Contractor and any subcontractors, if any, shall procure and maintain any and all insurance which is required by any applicable current or future law, rule, regulation, ordinance, permit, license, order or other legal requirement.
6. All insurance shall be primary and non-contributory and shall waive subrogation against the Agencies and all of either of their former, current, or future officers, directors, and employees. No deductible of more than \$50,000 shall be permitted without advance written approval by the Agencies, which the Agencies may withhold, condition or deny in their sole and exclusive discretion.
7. The Contractor shall provide Certificates of Insurance to the Agencies prior to the commencement of work and shall provide full and complete copies of the actual policies and all endorsements upon request. Subcontractors, if any, shall be required to maintain insurance meeting all of the requirements set forth above for items 1-4; however, Contractor shall require subcontractors, if any, to maintain greater limits and/or other or additional insurance coverages if greater limits and/or other or additional insurance coverages are (a) generally imposed by the Contractor given its normal course of business for subcontracts for similar work or services to those being provided by the subcontractor at issue; or (b) reasonable and customary in the industry for similar work or services to those anticipated hereunder.

## 11.4.2 Financial Capacity

The Proposer must provide the last two years of their firm's most recent tax returns or, if available, audited financial statements.

## 11.4.3 Licenses, Certifications and other Credentials

The Proposer must respond affirmatively that it, and its subcontractors (if any), will have, prior to commencement of work under the contract(s) resulting from this RFP, all necessary licenses, certifications, approvals, and other needed credentials to perform the Scope of Work in the RFP, if applicable.

## 11.5 TAB 5: EEO, Diversity and SDVOB Proposal

For Tab 5, submission of the following information and forms, hyperlinked herein, is required: (a) [EEO Staffing Plan, PROC-1](#); (b) [Utilization Plan, PROC-2](#), (c) [MWBE & EEO Policy Statement, PROC-4](#); (c) [Company Demographic Profile PROC-7](#); (d) [EEOC Statement, PROC-8](#), applicable to Proposers with 15 or more employees; and (e) [Diversity Practices Questionnaire, PROC-9](#).

## 12. Proposal Submission Requirements

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Proposals must be delivered, by email, no later than the proposal due date and time indicated in the “*Calendar of Events and Milestones*” section of this RFP.

Proposals must be submitted by email to [Nyhomes.proposal@hcr.ny.gov](mailto:Nyhomes.proposal@hcr.ny.gov) in searchable portable document format (“PDF”) compatible with Adobe Reader XI. The Agency(ies) will not accept discs, flash drives, or FTP file references that require the Agency(ies) to download information from the Proposer's or a third party's site.

The proposal must be bookmarked and divided into five parts: (i) Tab One: Proposal Cover Sheet, Cover Letter and Proposal Certification; (ii) Tab Two: Technical Proposal; (iii) Tab Three: Cost Proposal; (iv) Tab Four: Administrative Proposal; and (v) Tab Five: EEO, Diversity and SDVOB Proposal. Proposals must be sent in two emails and labeled as follows: (a) one email to include Tabs One, Two and Three and the subject line of the email must be labeled: “2025 Insurance Broker Services: Tabs 1, 2 and 3”; and (b) the other email must include Tabs Four and Five and the subject line of the email must be labeled “2025 Insurance Brokerage Services: Tabs 4 and 5”.

Any proposal delivered after the date and time designated as the proposal submission deadline listed in the “*Calendar of Events and Milestones*” section of this RFP may be deemed ineligible. It is the Proposer's sole responsibility to ensure that all emails and attachments are delivered on time in a legible format. Proposers assume all risk for proposal delivery.

A proposal may be deemed to be non-responsive because it is materially incomplete. The Agency(ies) reserve(s) the right to seek clarification or request additional information.

The determination of whether any proposal is complete or was received on time is at the sole discretion of the Agency(ies).

All submitted proposals shall become the property of the Agency(ies).

## **13. Evaluation of Proposals**

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The Agency(ies) reserve(s) the right to reject all proposals received after the RFP due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in this RFP. Incomplete proposals may be rejected. Proposals will be evaluated based on “best value,” that is the proposal that best optimizes quality, cost and efficiency.

### **13.1 Evaluation and Criteria for Selection for Round 1**

Proposals will undergo a two-step evaluation process. The evaluation process will be conducted by an Agency review committee (“Committee”).

During the first phase of the evaluation process, the Committee will evaluate the proposals based upon the following criteria, not necessarily listed in the order of importance:

1. Demonstrated ability and capacity to perform the types of services which have been described herein;
2. Expertise, experience and availability of the Proposer to provide the Agency(ies) with the services described in the Scope of Services section of this RFP, and any recommendations from past clients;
3. Quality of the insurance carriers proposed by the broker including whether or not they are licensed by and authorized to do business in the State of New York, and their experience dealing with New York State public benefit corporations or public authorities;
4. Brokers credentials, including educational background and professional training of staff, brokers legal ability to do business in New York, and experience with the New York insurance industry
5. The price for the Firm’s services;
6. Maintenance of an office in the State of New York;
7. Diversity and commitment to equal employment opportunity and MWBE and SDVOB participation/programs;

8. Avoidance of any potential conflict of interests or appearance of impropriety and policies designed to ensure the avoidance of such conflicts in the future;
9. Financial stability;
10. Overall completeness of all information provided in the proposal; and
11. Interviews to clarify or expand on the responses (*to be conducted at the Agencies' discretion*).

## **13.2 Scoring for Round 1**

### **13.2.1 Technical Proposal Evaluation – 65 Points**

The Agency(ies)' Committee will independently score each Technical Proposal to identify Proposers with the highest probability of satisfactorily providing the services described in the Scope of Services of this RFP. Evaluations will be based on the Proposer's demonstration of its ability to provide the services required through its Technical Proposal.

### **13.2.2 Cost Proposal – 25 Points**

The Agency(ies)' Committee will independently score each Cost Proposal for cost reasonableness.

### **13.2.3 MWBE Scoring – 10 Points**

The Agencies' Department of Empowerment, Compliance and Opportunity ("DECO") will examine the MWBE/SDVOB documents and review them for responsiveness to MWBE/SDVOB requirements. Proposals that have identified MBEs, WBEs, MWBEs or SDVOBs as the Proposer to meet the Scope of Services are eligible to receive five (5) percentage points.

All proposals are eligible to receive up to five (5) percentage points if the Proposer's Staffing Plan demonstrates that a majority of its staff are comprised of minority, women or disabled veterans.

## **13.3 Evaluation and Scoring for Selection for Round 2 (if applicable)**

After the first phase of the evaluation, the Committee expects to create a short list ("Short List") of the three highest-ranking Firms. During the second phase of the evaluation, Firms on the Short List will receive an electronic copy of the full terms of the insurance policies in the Agencies' portfolio and must provide information to the Agencies addressing the items listed below

(instructions and response date will be forwarded to Firms via email with the electronic copy of the insurance policies in the Agencies' portfolio)<sup>5</sup>:

- a) An analysis of the Agencies' portfolio of insurance policies with recommendations (i) of coverages and/or limits appropriate to address any coverage gaps and maintenance of an adequate risk management program for the Agencies, and (ii) for reducing the Agencies' total cost of the entire portfolio of insurance;
- b) Recommendations with respect to liability insurance coverage for the Agencies and their respective members, directors, officers and employees that take into consideration the Agencies' Indemnification Statutes;
- c) A description of your Firm's approach and process for: (i) providing the Agencies with the Coverage Services described in the Scope of Services section of this RFP; and (ii) obtaining the most appropriate coverages for the Agencies at the best possible premiums from reputable companies; and
- d) Fees for services provided in for the above services, including any measures proposed by you to reduce the cost to the Agencies of retaining your Firm.

Proposers in Round 2 will be eligible to earn up to 40 points. The Committee will evaluate responses from Firms on the Short List based upon Proposer's responses to a), b), c) and d) above.

The Agencies reserve the right to forego the above Round 2 evaluation and scoring and to move forward with interviews with the expected three highest-ranking firms resulting from Round 1 evaluations and scoring. The Agencies also reserve the right to forego both Round 2 evaluations and scoring together with interviews and award a contract to the highest-ranking firm in Round 1 based on "best value."

### **13.4 Interviews for Round 2 Firms**

The Agencies reserve the right to determine whether interviews will be necessary. If the Agencies deem interviews necessary, selected firms will be notified. The Proposer's primary staff person who would be responsible for the Agencies' relationship with the Proposer, as well as other key personnel proposed to provide services, including its subcontractor's primary staff person, if any, must be present and participate in the interview. The purpose of the interview is to further document the Proposer's ability to provide the required services, and to impart to the Agency Committee an understanding of how specific services will be furnished. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the

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<sup>5</sup> Firms in this stage of the evaluation process must sign a non-disclosure agreement prior to the Agencies forwarding Agency insurance policies.



Proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

The Agencies reserve the right to negotiate or hold discussions with any Proposer.

Final selection will be based upon the above factors, as well as the interview performance. The final selection will be a “best value” selection.

### **13.5 Selection and Notification**

The selected Proposer(s) will be notified via U.S. mail or email. Proposers who are not selected will be notified of the Agencies’ determination via U.S. mail or email.

## **14. General Provisions**

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### **14.1 Performance**

The performance of the successful Proposer (“Contractor”) will be assessed by the Agencies according to the achievement of the Contractor’s contractual obligations in a timely and professional manner, as set forth in the resulting Contract. The Agencies may utilize progress reports and periodic meetings to ensure that the brokerage services are carried out on a timely basis and results in effective recommendations and work products.

Contractor warrants that its services shall be performed in accordance with applicable professional standards and that the Contractor shall correct, at no charge to the Agencies, services which fail to meet applicable professional standards and which result in obvious or patent errors in the progression of its work.

### **14.2 Additional Services Requested**

The Agencies may, at any time, by written notice, make changes or additions to work or services within the general scope of the contract resulting from this RFP for unanticipated needs. If any such change or addition causes an increase or decrease in the cost of, or in the time required for, performance of the contract, an equitable adjustment may be made in the price using the billing rates set forth in the contract, and the Contractor shall be notified in writing accordingly. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change; provided however, that the Agencies, if they decide that the facts justify such action, may receive and act upon such claim as asserted at any time. Nothing in this clause shall excuse the Contractor from proceeding with this contract as modified.

### **14.3 Contractor Staff**

Contractor staff assigned to work on this project shall be subject to approval by the Corporation. It is highly desirable that staff assigned to work on this project continue to work on this project until completion. The Contractor should notify the Corporation of any proposed changes in staff immediately. The Corporation has an absolute right and discretion to approve or disapprove any proposed changes in staff. The Corporation, in each instance, will be provided with a summary of experience of the proposed substitute and an opportunity to interview that person, prior to giving its approval or disapproval; approval shall not be unreasonably withheld.

The Contractor specifically represents and agrees that its members, officers, employees, agents, servants, consultants, shareholders, and subcontractors have and shall possess the experience, knowledge, and character necessary to qualify them individually for the particular duties performed hereunder.

The Agreement resulting from this RFP is intended to secure the professional services of the Contractor because of its ability and shall not be assigned, conveyed, transferred, or disposed of by the Contractor.

The Contractor agrees not to subcontract any of its services, unless as indicated in its proposal, without the prior written approval of the Agencies. Approval shall not be unreasonably withheld upon receipt of written request to subcontract. All employees of the Contractor, or of its Subcontractors, who shall perform Services under this contract, shall possess the necessary qualifications, training, licenses, and permits as may be required within the jurisdiction where the Services specified are to be provided or performed, and shall be legally entitled to work in such jurisdiction. All persons, corporations, or other legal entities that perform Services on behalf of Contractor under the Agreement resulting from this RFP shall, in performing such Services, comply with all applicable Federal and State laws concerning employment in the United States.

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## Attachment A: Proposal Checklist

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### CHECKLIST FOR VARIOUS REQUIRED FORM RELATED ITEMS TO BE COMPLETED AND RETURNED:

- Tab 1 - Proposal Coversheet, Cover Letter and Certification, Attachment I
  
- Tab 2 – Technical Proposal
  
- Tab 3 – Cost Proposal
  
- Tab 4 - Administrative Proposal
  - [Vendor Information Form](#)
  - [Lobbying Reform Law Form 1](#)
  - [Lobbying Reform Law Form 2](#)
  - [Non-Collusive Bidding Certification Form](#)
  - Vendor Responsibility Questionnaire for [For- Profit Business Entity](#) OR [Not-For-Profit Business Entity](#)
  - [Vendor Assurance of No Conflict of Interest and Detrimental Effect](#)
  - [Executive Order #16 – Prohibiting Contracting with Businesses Conducting Business in Russia](#)
  - Proposer’s most recent two years of financial statements or federal tax returns
  - Evidence of Insurance (required upon contract award)
  - [W-9 Form](#) (required upon contract award)
  
- Tab 5 - Diversity and SDVOB Proposal
  - [EEO Staffing Plan, PROC-1](#)
  - [Utilization Plan, PROC-2](#)
  - [MWBE & EEO Policy Statement, PROC-4](#)
  - [Company Demographic Profile, PROC-7](#)
  - [EEOC Statement, PROC-8](#)
  - [Diversity Practices Questionnaire, PROC-9](#)

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## **Policies, Standard Clauses and Requirements**

- [Standard Clauses and Requirements for Solicitations, Exhibit A](#)
- [Standard Clauses for Contracts, Appendix I](#)
- [MWBE Participation Requirements and Procedures for Contracts](#), hyperlinked herein as Appendix II.

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# Attachment I

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## *Proposal Coversheet*

*Attach this form to the top of your Proposal Submission.*

**ALL PROPOSAL SUBMISSIONS MUST BE ELECTRONICALLY MAILED TO THE E-MAIL ADDRESS SPECIFIED IN THE PROPOSAL SUBMISION INSTRUCTION SECTION OF THE RFP.**

**APPLYING FOR: Brokerage Services**

**GENERAL INFORMATION ON FIRM:**

Legal Name of Firm:

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Firm's Mailing Address:

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Firm's Website:

---

Firm's Main Telephone Number (including area code):

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Federal Tax ID Number:

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Data Universal Numbering System Number (DUNS) (if applicable):

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SEC Registration Number (if applicable):

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Statewide Financial System (SFS) Vendor ID Number (if applicable):

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MWBE Registration Number (if applicable):

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Indicate name(s) of MWBE subcontractor(s) (if applicable):

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Service-Disabled Veteran-Owned Business (SDVOB) Control / Registration Number (if applicable):

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Indicate name(s) of SDVOB subcontractor(s) (if applicable):

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**MAIN CONTACT INFORMATION FOR THIS PROPOSAL:**

Please list the individual that will be the main contact *regarding this proposal*:

Contact Name:

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Contact Telephone Number (including area code):

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Contact E-mail Address:

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Contact Facsimile Number (including area code):

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**PRINCIPAL IN CHARGE:**

Please list the primary staff person(s) who will provide services to the Agency. Attach additional sheets if necessary.

Contact Name:

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Contact Telephone Number (including area code)

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**ADDITIONAL CONTACTS (if applicable):**

Contact Name:

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Contact Telephone Number (including area code):

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Contact E-mail Address:

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Contact Facsimile Number (including area code):

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Contact Name:

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Contact Telephone Number (including area code):

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Contact E-mail Address:

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Contact Facsimile Number (including area code):

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## *Proposal Certification*

The Proposal Submission must be fully and properly executed by an authorized person. By signing this Proposal Certification you certify your express authority to sign on behalf of the Proposer and acceptance of the terms included in (i) this RFP, (ii) Appendix A (Agencies’ Standard Clauses For New York State Contracts) and (iii) State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided in the proposal is complete, true and accurate. By signing this Proposal Certification, the Proposer affirms that it understands and agrees to comply with Agency procedures relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b). Proposer also affirms that it has reviewed the Requirements within the RFP and agrees to be bound by said terms.

<b>Legal Business Name of Proposer:</b>	<b>D/B/A Name of Proposer:</b>
<b>Federal Tax Identification Number:</b>	<b>New York State Identification Number:</b>
<b>Printed or Typed Name of Authorized Firm Signatory:</b>	<b>Proposer Signature:</b>
<b>Title:</b>	<b>Date:</b>