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Contracting Opportunity

Title: Insurance Advisory Services

Agency: Hugh L. Carey Battery Park City Authority
Public Information

Contract Number: N/A

Contract Term: One (1) Year

Date of Issue: 03/27/2015

Due Date/Time: 04/24/2015 3:00 PM

County(ies): All NYS counties

Location: Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority, One World Financial Center 24th Floor, New York, NY

Classification: Miscellaneous - *Consulting & Other Services*

Opportunity Type: General

Entered By: Maria Ellison

Description: Description of Goods or Services to Be Bid

Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority (“BPCA”) and the Battery Park City Parks Conservancy Corporation (“BPCPC”, and with BPCA, the “Organization”) requests proposals (each individually, a “Proposal” or collectively, the “Proposals”) from firms (each individually, a “Proposer” or collectively, the “Proposers”) to provide insurance advisory and risk management consulting services to the Organization. Insurance advisory and risk management consulting services shall include, but not be limited to the provision and/or performance, as necessary, of: (i) review of insurance policies to ensure consistency with broker agreements; (ii) review and update of the Organization’s risk management assessment; (iii) guide on types and amounts of insurance coverage needed and other related matters for new and existing projects and Requests for Proposals; (iv) advice regarding the form and content of official BPCA and BPCPC documents and contracts as they relate to the identification, allocation, and insuring of risks; (v) technical assistance to the Organization in its selection of broker services for property, casualty and employee benefits, and direction to such broker; (vi) a current schedule of insurance for the Organization, updated periodically; (vii) assistance in insurance audits; and (viii) cooperation and assistance with respect to claims management.

Interested parties may download the complete request for proposals (“RFP”)

via the link provided below or by visiting BPCA's website at www.batteryparkcity.org and clicking on the "Opportunities" tab. All Proposals must meet the requirements listed in the RFP.

As stated in the RFP, firms interested in responding to the RFP must complete the Mandatory Forms Packet located on BPCA's website at www.batteryparkcity.org//pdf_n/Mandatory_Forms_Packet.pdf. The completed forms must accompany the firm's proposal.

Restricted Period

Proposers are restricted from making contact with anyone other than the Designated Contacts (identified below) during the period from the time of publication of this advertisement through approval of the procurement contract by BPCA (the "Restricted Period"). Employees of BPCA are required to record certain contacts during the Restricted Period, including, but not limited to, any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

Eligibility / Qualifications Requirements / Preferences

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals. All Proposers must submit with their proposal a copy of its Equal Employment Opportunity or Diversity policy along with a breakdown of all company staff by job classification, race and gender. For questions on M/WBE participation, joint ventures and sub-contracting goals ONLY, please contact "Diversity Designated Contact": Mr. Anthony Peterson at 212.417.2337.

M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS: In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all state contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, the Organization hereby establishes a goal of 15% for Minority-owned Business Enterprises (MBE) participation and 15% for Women-owned Business Enterprises (WBE) participation. (We are happy to work with you to help you identify opportunities for M/WBE participation, joint ventures and sub-contracting). As a condition of this procurement, the Proposer and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Proposers must document "good faith efforts"

to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of the awarded contract. For guidance on how BPCA will determine a Proposer's "good faith efforts," refer to 5 NYCRR § 143.8. Additionally, Proposers must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

BPCA reserves the right to cancel or withdraw in whole or in part this RFP at its sole discretion. Proposers will be notified in the event the RFP is cancelled via the BPCA website.

Minority Owned Sub-Contracting Goal: 15%

Women Owned Sub-Contracting Goal: 15%

Contact Information

Primary contact: Hugh L. Carey Battery Park City Authority
Public Information
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Submit to contact: Hugh L. Carey Battery Park City Authority
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Supporting document shown below:

The following supporting documents are available for download:

Document title	Description	Type
Insurance Advisory Services	RFP	pdf

To download these documents, please visit the New York State Contract Reporter website: <http://www.nyscr.ny.gov>

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