**Insurance Compliance Review and Tracking**

**Scope of Work**

1. Overview:

DASNY seeks to engage a responsible firm to provide insurance review and compliance monitoring services for approximately 1500 contracts per year. The selected vendor will be required to perform the following services:

a. Obtain contract level proof of insurance from DASNY contractors/consultants through review of the following forms:

1. Acord 25 or equivalent;
2. Acord 855 or equivalent (for construction contracts only);
3. Schedule of forms and endorsements (review for exclusions that would preclude contract work from being covered – restricted elevations, etc.);
4. Additional insureds endorsements.

b. Review additional insured endorsements to determine if it is a standard ISO form:

* 1. If the additional insured endorsement is not a standard ISO form, review the endorsement for any provisions pertaining to limitations on coverage for additional insured parties and contractual liability; and
	2. Determine if coverage provided by the policy extends to the entities to be named as additional insured(s), per the contract requirements; and
	3. Primary and non-contributory coverage – confirm coverage will be primary and non-contributory for all parties required to be additionally insured per contract; and
	4. Waiver of Subrogation – confirm the policy includes a waiver of subrogation.

c. Review and monitor remaining documents regarding:

* 1. Correct Policy limits and insurance types per contract requirements;
	2. Expiration dates and renewals – provide correspondence to contractors and consultants in advance of renewals and monitor future compliance until directed by DASNY staff that the contract has been completed or terminated.
1. Service Parameters:

The selected vendor will be expected to provide services and comply with the following parameters:

a. Time for Compliance: insurance compliance determinations shall be made within five (5) calendar days;

b. Waiver Requests: if unable to obtain compliance for a specific reason, the vendor shall submit a waiver request after the five day compliance period before proceeding with additional compliance efforts;

c. Submission of Documents: vendor shall accept documents from DASNY contractors and consultants in electronic or hard copy via email, regular mail and fax;

d. Compliance Efforts: vendor shall exercise best efforts to obtain compliance by contacting the contractor or consultant, the contractor or consultant’s insurance broker or agent or the carrier directly;

e. Professionalism: vendor shall interact with third parties on behalf of DASNY in a professional manner;

f. Compliance Communications: vendor shall monitor ongoing compliance and shall issue appropriate emails and letters to contractors and consultants to establish a written record of insurance compliance efforts.

3. Vendor Requirements:

The selected vendor shall comply with the following additional requirements:

a. Insurance: vendor shall comply with the insurance requirements of Article VII of the Sample Contract (attached);

b. Security: vendor shall comply with the data integrity and security requirements imposed by DASNY’s Information Services division (attached);

c. Reporting: vendor shall provide a cloud based management and reporting system to allow DASNY access to all documents related to the insurance compliance process, including but not limited to reports, electronic copies of certificates and endorsements.

4. Areas of Review:

 The selected vendor will preferably have experience reviewing insurance submittals in the following market areas:

* + - 1. Construction Contracts;
			2. Professional Service Contracts;
			3. Real Property Transactions (Contracts & Leases);
			4. Purchasing; and
			5. Internal Operating Contracts for Vendors providing services to DASNY, with particular emphasis on technology based services

**Proposed Work Flow**