

# SCOPE OF SERVICES

The BROKER shall provide for the following:

1. Market and place (bind) DASNY's Blanket Crime or Business Travel Accident Insurance policy(ies), as applicable, with an insurance carrier of sufficient size and financial strength (minimum A- rating by A. M. Best) to protect the financial interests of DASNY and its subsidiaries, as applicable.
2. Identify issues and exposures and negotiate on DASNY's behalf. The BROKER shall be authorized to represent and assist DASNY and its subsidiaries in all discussions and transactions with insurers, provided that the BROKER shall not place any insurance unless so authorized in writing by DASNY.
3. Review policies and endorsements for accuracy and conformity to specifications and negotiated coverage.
4. Provide coverage summaries and updates to existing coverage including written observations about the insurance program and recommendations for changes to existing terms and conditions, limits, or other program elements as warranted.
5. Keep DASNY informed with written reports of significant changes and/or trends in the insurance marketplace and, at least 120 days prior to policy expiration, provide DASNY with (1) an annual forecast of market conditions and (2) a written renewal action plan and timeline.
6. Monitor published financial information regarding DASNY's current insurers and alert DASNY when their status falls below minimum financial guidelines.
7. At DASNY'S request the BROKER will represent DASNY, and/or its subsidiary(ies) as applicable, in any discussions with the insurance carrier, including discussions regarding interpretation of the policy document, renewal and/or replacement of coverage as necessary.
8. Meet as necessary with people designated by DASNY's Director, Insurance to discuss strategy and open items.
9. Assist and counsel DASNY in the means to properly report, manage and close claims associated with any policies placed by the BROKER, through and including final disposition of the claim(s). All claims will be reported to the BROKER who will advise the carrier of the claim event.
10. The BROKER shall provide the following Administrative Services:
  - a. Issue Certificates of Insurance as requested by DASNY.
  - b. Deliver binders prior to the expiration of the current policies.
  - c. Follow up with insurance carriers for timely issuance of policies and endorsements.
  - d. Provide DASNY with detailed invoices.