



**DASNY**

**Dormitory Authority  
of the State of New York**

**Request For Proposal  
Commercial General and Excess Liability Broker Services  
April 28, 2026**

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Attachments:

- a) Sample Contract
- b) Loss Runs
- c) Permanent Property Locations
- d) Current Construction Projects
- e) Sample Construction General Conditions
- f) W-9 Form
- g) Omnibus Certification
- h) NYS Vendor Responsibility Questionnaire
- i) Sample Insurance Certificate & Requirements
  - Sample Certificate of Insurance
  - Sample Endorsement Forms
  - Insurance Requirements

**Section 1. General Information**

**1.1 Background**

The Dormitory Authority State of New York (DASNY) is a public benefit corporation of the State of New York empowered by Titles 4 and 4-B of the Public Authorities Law (the “Act”), to provide design and project management services to, and to issue its bonds, notes and other obligations, for a wide variety of public purposes. Under the Act, DASNY provides a multitude of services in various forms in connection with the design, construction and financing of capital facilities for State University of New York, including dormitories and educational facilities; City University of New York Senior Colleges; Community Colleges; Boards of Cooperative Educational Services; cities and counties with respect to court facilities and combined occupancy structures, as defined by law; the Department of Education of the State of New York with respect to certain facilities under its jurisdiction; other State and local governmental entities; independent colleges and universities; facilities for the aged; certain not-for-profit hospitals and nursing homes, as well as a wide variety of other not-for-profit organizations specifically described in the Act.

**1.2 Purpose**

DASNY is seeking proposals from firms to provide insurance broker services that will bring a program of risk financing, claims and loss control services in support of DASNY’s efforts to manage its exposures to risk and control the costs associated with those exposures. In accordance with the Public Authorities Law, Section 2879 and the New York State Executive Law, Article 15-A, this opportunity is solely intended for NYS-certified MWBE’s. It is DASNY’s intent from this solicitation to select and award a contract to one broker or team led by a NYS-certified MWBE licensed insurance broker.

**1.3 Key Events and Dates**

<u>Event</u>	<u>Date</u>
Issuance of RFP	04/28/26
Deadline for RFP Questions	05/08/26
Post Responses to RFP Questions	05/13/26
Proposal Due Date	05/19/26 (4:00 PM)
Interviews (not earlier than, if necessary)	06/01/26 (week of)
Notice of Award (not earlier than)	06/08/26

**Section 2. Engagement Requirements**

**2.1 Scope of Services**

The selected BROKER shall provide the following services at a minimum. Additional services of a similar nature may also be required at the request of DASNY and in support of DASNY’s programs. The anticipated contract term will be for three years, with two optional one-year renewals, commencing on October 1, 2026. The successful Broker will be provided Broker of Record letters, as necessary, for marketing purposes in advance of the October 1, 2026 contract commencement date.

**Broker Services**

1. Program Placement, which shall include taking the program to market and securing placement with carriers of appropriate size and financial strength on policy forms with terms and conditions that are equal to or broader than the terms and conditions of the expiring policies. The selected BROKER shall be authorized to represent and assist DASNY and its Clients in all discussions and transactions with

insurers, provided that the BROKER shall not place any insurance on behalf of DASNY and/or its Clients unless authorized to do so in writing by DASNY.

2. Throughout the contract term continue to develop a strong understanding of the various operations and relationships between DASNY and its Clients to ensure that the program provides appropriate insurance coverage for the named and additional insureds, as their interests may appear.
3. Identify issues and exposures, potential gaps in coverage and potential program improvements. Bring to the attention of DASNY as appropriate.
4. Negotiate with insurers on behalf of DASNY and its Clients and keep DASNY informed of significant developments resulting from those negotiations.
5. Provide coverage summaries for all newly placed or renewed policies, along with updates explaining any changes to existing coverage.
6. Review policies and endorsements for accuracy and conformity to specifications and negotiated coverages.
7. Keep DASNY informed with written reports of significant changes and/or trends in the insurance marketplace and provide DASNY with an annual forecast of market conditions.
8. Monitor published financial information for news regarding DASNY's current insurers and alert DASNY when the status of one or more of those insurers falls below minimum financial guidelines.
9. Approximately six months after policy inception, provide a customer service status report summarizing the services provided to date, plans for additional service going forward and any recommendations for the overall liability insurance program.
10. Approximately 120 days prior to policy expiration, present a recommended plan for program renewal/marketing, including timelines and assignments. Pending DASNY's approval of such plan and on a schedule to be determined by DASNY, present the same in presentation to the Clients, as requested.
11. In the event of any questions regarding the interpretation of the insurance policy placed by the BROKER, at DASNY's request the BROKER will represent DASNY and its Clients in any discussions with the insurance carrier.
12. Meet as necessary with DASNY's key staff designated by DASNY's Director, Insurance to discuss strategy and open items.

#### **Claims Services**

1. The Broker will assign a dedicated claim representative who will act in the capacity of consultant to DASNY and as liaison between DASNY, its Clients and the insurance carrier.
2. The BROKER will consult with DASNY regarding claim reporting and handling procedures and will offer recommendations to improve those procedures as necessary based on state/federal law and industry best practices.
3. The BROKER will complete an audit of DASNY's claim files, as requested by DASNY. The purpose of the audit will be to identify program improvements, identify process gaps or inefficiencies and to

otherwise measure claim file content and associated processes against industry best practices in order to recommend changes that will best suit DASNY's needs.

4. The BROKER shall notify insurance carriers of potential or existing claims against the policy(ies) per procedures established in consultation with DASNY. The BROKER will monitor those claims until closing and will advise DASNY as necessary regarding appropriate handling practices.
5. The BROKER will secure carrier loss runs and participate in claim review/status meetings as requested by DASNY.

#### **Administrative Services**

1. Process or facilitate the processing of certificates of insurance, as requested by DASNY.
2. Following placement, deliver binders prior to the expiration of the current policies and as requested.
3. Follow up with insurance carriers for timely issuance of policies and endorsements.
4. Provide DASNY with detailed, accurate invoices, including explanations of rating adjustments, dividends and other factors affecting the calculation of premiums, fees/commissions and other policy expenses.

#### **Loss Control/Risk Engineering Services**

1. Possess the knowledge and have the capability to conduct inspections/surveys of selected locations, including construction project sites, to recommend operational and equipment changes that will improve the insurability of operations.
2. At DASNY's request, provide a written loss prevention plan that identifies recommended services.

#### **Other Technical Requirements**

1. Be a NYS certified MWBE licensed insurance broker or a team led by a NYS certified MWBE licensed insurance broker. The lead Broker shall clearly demonstrate its capabilities in managing and/or providing the requisite services listed below for brokerage placement, claims administration assistance, and risk management support services. Furthermore, if a team is proposed, the team must clearly define the roles and/or services each team member will deliver or provide.
2. Demonstrate successful brokerage experience for commercial and/or government clients.
3. Demonstrate the ability to access markets of sufficient capacity to meet the minimum program limits of \$80 million with carriers minimally rated "A-" by A.M. Best at the time of submittal.
4. Demonstrate the ability to perform risk identification, coverage, limits, loss, and pricing analyses required to effectively service DASNY and its clients.
5. Demonstrate strong claims support services for a large/active client program, including the ability to collaborate with and/or provide administrative services alongside other independent service providers.
6. Provide evidence of in-force Errors & Omissions (E&O) insurance coverage with a minimum limit of \$10,000,000 or provide proof of insurability with a current quote for limits required to increase existing coverage to \$10,000,000 upon notification of selection and prior to beginning work and/or award of

contract. Brokers proposing with a team must provide evidence that the lead MWBE broker shall solely fulfill this, and any other insurance obligations enumerated in the Sample Contract, without reliance on insurance provided by other team members or propose an alternative insurance arrangement reaching the same E&O limits in a manner that is acceptable to DASNY.

7. Demonstrate the ability to access expert loss control/engineering support services for a portfolio of higher education institutions, including high-rise residential exposures.
8. Possess a valid and current New York State Property & Casualty Insurance Broker's license.

### **Section 3 Content of Technical Proposal**

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested. Your technical proposal must contain sufficient information to assure DASNY of its accuracy.

1. Include a **cover letter** with the following items:
  - a. The name, title, telephone number and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
  - b. A statement to the effect that the firm is willing to perform all Services identified in Section 2 above and will abide by the terms of the RFP, including all attachments.
  - c. The cover letter must be signed by the individual(s) authorized to bind the firm contractually. Indicate the title or position that the signer holds within the firm. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter.
2. Provide a description of your firm's organization and the role of each team member proposed to provide services to DASNY. Include a detailed description of any partnering/teaming arrangements with other broker or service firms, if applicable, including the nature/organization of the partnering arrangement, the division of work between the firms and team members, and how the members of each of the respective team organizations will interact.
3. Provide the resumes or summaries of experience and credentials of the individual(s) who will provide services to DASNY, with particular emphasis on General Liability and Umbrella/Excess Liability Insurance Programs.
4. Provide a description of your understanding of DASNY, its operations and handling of the program, and how your firm will market DASNY's program to appropriate insurance markets/carriers. Include three carrier market selections, in priority order, to whom your firm would market DASNY's General and Umbrella/Excess Liability Insurance program. Explain why your firm chose these markets and why they would be a good fit for DASNY's General Liability risk profile.
5. Provide a description of successful projects your firm/team has completed within the last five (5) years for clients (public and/or private sector) of similar size and/or nature to DASNY's program, with particular emphasis on General and Umbrella/Excess Liability programs/services. Describe the general nature of the insured operations (e.g. construction, finance, manufacturing, warehousing), and how those clients' programs are similar to DASNY's, as well as specifically what services were/are provided. Include the names, titles and phone numbers of at least three (3) references, excluding DASNY employees, and a summary of the services provided.

6. Provide a description of your firm's capability and expertise in preparing, reporting and negotiating potential claims, particularly General Liability claims, with insurance carriers. Include experience and credentials of the individuals (s) who will provide claim services on behalf of DASNY.
7. Provide a copy of your firm's current and valid New York State Property & Casualty Insurance Broker's license and Certificates of Insurance as attachments. Certificates of Insurance must demonstrate evidence of a minimum of \$10,000,000 Errors & Omissions insurance, as well as other forms and amounts of insurance coverage required in the Sample Contract and Sample Certificate of Insurance attached, or evidence of the ability to secure such coverage prior to performing work and/or the award of a contract for services. Coverage must be in place within 5 business days of notification of tentative award.
8. Additional Information - The proposer must also provide statements regarding the following:
  - a. There are not conflicts of interest between your firm or individuals in your firm and DASNY.
  - b. The proposer agrees to provide DASNY with pre- and post-audit access to documents, personnel and other information necessary to conduct audits on request during the term of the Contract and for six years thereafter.
  - c. The proposer agrees to provide any services requested or required in a timely manner.
9. Provide a letter from the NYS Empire State Development certifying your business as a Minority or Women Business Enterprise, as an attachment. (Please Note: A copy of the NYS M/WBE Certification which shows the effective date OR a current screen shot from the ESD Directory which shows M/WBE Certification are acceptable forms of verification in place of a letter from ESD.

#### **Section 4 Content of Cost Proposal**

1. Include a **cover letter** with the following items:
  - a. The name, title, telephone number and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
  - b. A statement indicating the firm's/team's preference for compensation in the form of insurance carrier paid commission(s) or fee(s) paid by DASNY.
  - c. Explanation and amount of the proposer's suggested fee or commission, including the basis for calculation.
  - d. A statement to the effect that the fee or commission quoted is an irrevocable offer good for 120 days.
  - e. The cover letter must be signed by the individual(s) authorized to bind the firm contractually. Indicate the title or position that the signer holds within the firm. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter
2. Provide a completed **W-9 form**, included in this RFP as an attachment.
3. Provide a signed **Omnibus Certification**, included in this RFP as an attachment.
4. Provide a **NYS Vendor Responsibility Questionnaire**, included in this RFP as an attachment.

5. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached **Sample Insurance Certificates & Requirements**.

## **Section 5 Evaluation of Proposals**

The selection process will begin with the review and evaluation of each of the written proposals. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFP; (2) to identify the complying firms that have the highest probability of satisfactorily performing the scope of services. The evaluation process will be conducted in a comprehensive and impartial manner. The evaluation will be conducted as set forth herein.

### **5.1 Preliminary Review**

DASNY reserves the right to reject and return to the proposer 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 Sections 3 and 4. Incomplete proposals may be rejected.

### **5.2 Evaluation**

Proposals will undergo an evaluation process conducted by a Committee selected by DASNY. The Committee will evaluate the proposals based upon the criteria for selection set forth below.

### **5.3 Criteria for Selection**

The criteria for selection shall be the qualifications required by Section 3.

### **5.4 Interviews**

DASNY reserves the right to determine whether interviews will be necessary, however proposers should not rely on the opportunity for an interview. If an interview is conducted, the purpose of the interview is to further document the proposer's ability to provide the required services, and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well as all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

## **Section 6 Submission of Proposals**

**Firms shall submit their proposal by email to Nicole White, Procurement Administrator at [Nwhite@dasny.org](mailto:Nwhite@dasny.org) no later than 4:00 p.m. on May 19, 2026. Proposals received after this date will not be accepted.**

NOTE: Solicitation documents may, from time to time, be amended or addenda issued. It is the Proposer's responsibility to become aware of any such amendments and/or addenda prior to submission of a proposal. All amendments and/or addenda to solicitations will be posted on DASNY's website.

## **Section 7 Important Information Affecting Proposers**

### **7.1 Proposal Requirements**

1. All inquiries regarding this RFP should be addressed to the following individual:

Nicole White, Procurement Administrator  
[nwhite@dasny.org](mailto:nwhite@dasny.org)

All questions must be submitted in writing by email, citing the particular proposal section and paragraph number. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. Answers to all questions of a substantive nature will be given to all recipients of this RFP in the form of a formal addendum.

2. A proposer may withdraw a proposal any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 7.1.1 above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
3. If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify the contact person identified in Section 7.1.1 above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP.
4. If a proposer fails, prior to the final due date and time for submission of proposals, to notify DASNY of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.

## **7.2 DASNY Requirements**

1. By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.
2. DASNY shall not be liable for any cost incurred by the proposer in proposal preparation or in activities related to the review of this RFP or any interview costs.
3. Other than the contact person identified in Section 7.1.1 above, or their designee(s), prospective proposers shall not approach DASNY employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

## **7.3 DASNY Rights and Prerogatives**

DASNY reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.

4. To accept or reject any of the firm's employees assigned to provide services on this activity and to require their replacement at any time.
5. To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of DASNY.
7. To request a revised cost proposal from firms selected as finalists.
8. To accept a proposal for the engagement containing other than the lowest cost proposal.
9. To interview proposers prior to selection.
10. To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
11. To begin negotiations with the next most responsive proposer to this RFP should DASNY be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.
12. To contract with more than one firm.

#### **7.4 Contractual Requirements**

##### **1. Contract**

- a. By submitting a proposal, the successful proposer agrees to reference the RFP as part of the resulting contract.
- b. DASNY may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet client program requirements consistent with the RFP.
- c. Award of a contract is subject to contract negotiation and approval of such contract by the appropriate DASNY authorities.

##### **2. Modification of Contract**

- a. Any modification to the original contract signed between the successful proposer and DASNY will require the mutual consent of the successful proposer and DASNY.
- b. Any contract or amendments thereto will be considered effective only after approval by the appropriate DASNY authorities.

##### **3. Interpretation**

- a. The contract shall be construed and interpreted in accordance with the laws of New York State. New York State shall be the forum for disputes.

4. Public Announcements

- a. Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of DASNY.

**Section 8 Negotiations**

After completion of the selection process, DASNY will commence finalization of the scope of work and fee negotiations with the selected firm(s).

**Section 9 Notifications**

Upon completion of the selection process, DASNY will notify all firms of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected firm(s) will be posted on DASNY's website.

**Section 10 Freedom of Information Law and Public Disclosure**

This RFP and all information submitted in response to this RFP constitute "records" subject to disclosure pursuant to the New York State's Freedom of Information Law (Public Officers Law, Article 6, § 84-90, the "FOIL Law" or "FOIL"). FOIL reaffirms the public's right to know how government operates and requires that DASNY make its records available for public inspection or copying, except to the extent that records or portions thereof fall within one or more grounds for denial set forth in the §87(2) of the FOIL Law. Should you feel your proposal contains any such trade secrets, other confidential or proprietary information or is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must be in writing, must detail the information that should be exempt from disclosure, and must state the reasons why such information should be excepted from disclosure. DASNY will not honor any attempt, by a firm, to omit its entire proposal from disclosure.