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Issue Date: 2/5/2007

## CONSULTING SOLICITATION

## THIRD PARTY CLAIMS ADMINISTRATOR

## Description:

Hugh L. Carey Battery Park City Authority ("BPCA") is seeking a Third Party Claims Administrator for its General Liability Claims Administration Program.

**Requirements:** Consultant must have at least five (5) years of Claims Administration experience, should provide a brief Firm history with a description of the Firm's capability, resumes of key personnel, and three client references, evidence of New York State licensing, along with evidence of New York State Workers Compensation Insurance and Errors and Omissions Insurance.

Consultant will be required to designate a team responsible for managing and mitigating loss for Battery Park City Authority, including one dedicated Claims Professional to handle BPCA claims.

The fee proposal should include pricing as follows: (a) Flat fee (Life of Contract, i.e., all claims during the contract term); (b) Life of Claim. The fee proposal must fully detail all services included in the fee. Claim services not included in the fee should be detailed with a cost estimate for those services (including allocated expenses). Record or Notice Only claims should be quoted separately.

Prospective Consultant MUST attend a pre-proposal meeting on Thursday, February 15, 2007, at 11:00 a.m. to be held at Battery Park City Authority, One World Financial Center, 24<sup>th</sup> Floor.

All proposals must be submitted in a sealed envelope clearly marked "Proposal for Third Party Administrator c/o Legal Department," and must be delivered to BPCA by messenger, overnight courier or certified mail, by no later than February 26, 2007, 5 p.m. (EST), to the Contact listed below (the "Designated Contact"), at the address indicated. Proposals submitted by fax or electronic transmission will not be accepted.

Applicants are prohibited from making contact with anyone other than the Designated Contacts during the period (the "Restricted Period") from the time of publication of this advertisement through approval of the procurement contract by BPCA. Employees of BPCA are required to obtain and record certain contacts during the Restricted Period, 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. Minority/Women-owned business sub-contracting goals are TBD. For more information, please contact Mr. Anthony Peterson at (212) 417-2337 or Mr. Hector Calderon at (212) 417-2280.

## Minority Sub-Contracting

Goal: TBD%

## Women Owned Sub-

Contracting Goal: TBD%

Proposal Due: 2/26/2007 5:00 p.m.

Contract Term: Up to three years, in one year renewable installments.

**Location:** Hugh L. Carey Battery Park City Authority One World Financial Center, 24th fl. New York, NY 10281

**Contact:** Jeffrey Laner, Associate General Counsel  
Legal  
Hugh L. Carey Battery Park City Authority  
One World Financial Center  
24th floor

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(212) 417-4214 FAX  
[www.batteryparkcity.org](http://www.batteryparkcity.org)

**Contact 2:** Annette L. Guarino, Deputy General Counsel  
Legal  
Hugh L. Carey Battery Park City Authority  
One World Financial Center  
24th floor  
New York, NY 10281  
(212) 417-4209  
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**Submit To:** Jeffrey Laner, Associate General Counsel  
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