

New York State State Agencies

Search all of NY.gov

NYSCR

NEW YORK STATE CONTRACT REPORTER

LOG-OUT

Empire State Development

YOUR OFFICIAL SOURCE FOR NEW YORK STATE CONTRACTING OPPORTUNITIES



User: callenv@bpcauthor.org

[back](#)

Category: Consulting

1 2 3 4

Issue Date: 1/11/2012

Contract Number: N/A

[Next](#)

Employee Benefits Insurance Broker

Description:

Hugh L. Carey Battery Park City Authority ("the Authority") and its not-for-profit affiliate, the Battery Park City Parks Conservancy (the "Conservancy") are collectively seeking an insurance broker who will be responsible for marketing and program support services for the Authority and the Conservancy's Employee Benefits program.

Please see the complete request for proposals ("RFP") attached hereto ([see link below](#)) or visit the Authority's website at www.batteryparkcity.org and click on the "Opportunities" tab. All proposals must meet all requirements listed in the RFP.

Firms interested in responding to the RFP must complete the Mandatory Forms Packet located on the Battery Park City Authority's website at www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf. The completed forms must accompany the firm's proposal.

Questions: All questions should be submitted by email to the "Designated Contact", Linda Soriero, Administrative Assistant, no later than 3:00 p.m., January 23, 2012 (EST). The Authority will post the answers on or before January 27, 2012. **For complete instructions, please see the RFP.**

Submission: All proposals must be (1) submitted in a sealed envelope clearly marked "Employee Benefits Insurance Broker" (2) addressed to Linda Soriero, Administrative Assistant, (3) delivered by messenger, overnight courier or certified mail, (4) on the Proposal Due Date listed below no later than 3 PM (EST) (according to the Authority's time stamp), to the Authority at its office on the 24th floor, One World Financial Center, New York, NY 10281 (Please do not wait until the last minute and please leave ample time for building security, as late proposals WILL BE REJECTED), (5) with ALL Mandatory forms MUST be filled out and (6) there should be seven full copies of each proposal, all of which must be signed. Proposals submitted by fax or electronic transmission will NOT be accepted. **For complete instructions, please see the RFP.**

M/WBE UTILIZATION GOAL REQUIREMENTS FOR AUTHORITY CONTRACTS: In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, the Authority has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all State contracts. The Authority 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 Authority 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 contractor and the Authority agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Contractors must document "good faith efforts" to provide meaningful

AGENCY LINKS

- > [Manage Solicitation Submissions](#)
- > [Manage Accounts](#)
- > [Manage Locations](#)
- > [Manage Announcements](#)
- > [Manage News and Events](#)
- > [Post Agency Reports \(Qtrly/Semi-Annual\)](#)
- > [Post Bid Results](#)
- > [NYS Finance Law Reports Schedule](#)
- > [FAQ](#)
- > [Upload RFP Documents](#)
- > [Agency Home](#)
- > [Procurement Information](#)

SITE LINKS

- > [Current Solicitations](#)
- > [Open Solicitations](#)
- > [Archived Solicitations](#)
- > [Bid Results](#)
- > [Search](#)
- > [Manage My Account](#)
- > [Agency Report Listings](#)
- > [Home](#)
- > [Help](#)

PUBLIC LINKS

- > [Subscribe to E-Alerts](#)
- > [About E-Alerts](#)
- > [New Registration](#)
- > [Contact Us](#)
- > [News and Events](#)
- > [Announcements](#)
- > [Contract Categories](#)
- > [Procurement Resources](#)
- > [Procurement Guide](#)
- > [Publication Schedule](#)
- > [News Letter Sign-up](#)
- > [Agency Application](#)
- > [FAQ](#)
- > [Home](#)
- > [Login Help](#)
- > [Agency Reports](#)
- > [Bookmark This Site!](#)

participation by certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how the Authority will determine a contractor's "good faith efforts", refer to 5 NYCRR § 143.8. Additionally, Offerors 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.

All Proposers must submit with their proposal a copy of its Equal Employment Opportunity ("EEO") 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 "Designated Contact" for Diversity Program: Mr. Anthony Peterson at 212.417.2337.

Restricted Period

Applicants are restricted from making contact with anyone other than the Designated Contacts specified above 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.

Battery Park City Authority 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 Battery Park City Authority website.

Minority Sub-Contracting Goal: 15%

Women Owned Sub-Contracting Goal: 15%

Due Date: 2/16/2012 3:00 PM

Contract Term: One year with two optional one-year extensions (at the Authority's option).

Location: Battery Park City Authority, One World Financial Center 24th Floor, New York, NY 10281

Contact: Linda Soriero, Administrative Assistant Finance
Hugh L. Carey Battery Park City Authority
One World Financial Center – 24th Floor
New York, NY 10281
Phone: (212) 417-4236
linda.soriero@batteryparkcity.org

Submit To: Linda Soriero, Administrative Assistant Finance
Hugh L. Carey Battery Park City Authority
One World Financial Center – 24th Floor
New York, NY 10281
Phone: (212) 417-4236
linda.soriero@batteryparkcity.org

RFP Documents:

[EmployeeBenefitsInsuranceBroker](#)

[About NYSCR](#) [Contact Us](#) [NY Loves Small Business](#) [NY Loves Biz](#) [Doing Business With NY](#) [Policies & Disclaimers](#)
[Home](#)

[Accessibility](#)

© Empire State Development | Site Development: [L&P Media](#)