

NEW YORK LIQUIDATION BUREAU REQUEST FOR PROPOSAL

March 8, 2010

I. BACKGROUND

The New York Liquidation Bureau (the “Bureau”) carries out the responsibilities of the New York State Superintendent of Insurance as Receiver, administering the affairs of impaired or insolvent insurance companies that are in court-ordered receivership. The Bureau currently manages the affairs of 64 estates.

The Bureau is in the process of planning and preparing to relocate its central computer processing equipment and attached peripherals, open systems servers and storage, and network communications environment as a result of either consolidating space at its current location at 123 William Street or moving to a new location within Manhattan.

Relocation will begin as early as July, 2010. The Bureau seeks the services of an IT Project Manager (the “Proponent”) to provide comprehensive project management services for all phases of the project, including planning, design, construction and move-in, as more fully set forth below. The Bureau invites your firm to draft and submit (at the Proponent’s expense) a proposal (the “Proposal”) in accordance with the requirements outlined in this request for proposal (“RFP”). The selected Proponent (the “Awardee”) will perform services solely on behalf of the Superintendent as Receiver and not in his capacity as regulator.

A detailed list, which is subject to change, of the systems/servers to be moved is included as Attachment A.

II. DESCRIPTION OF SERVICES

The Awardee shall provide the following services without limitation (the “Services”):

The Awardee is to review the Bureau’s computing environment and provide a written relocation plan that meets with the satisfaction of the Bureau. The Awardee will coordinate with the Bureau and any outside constituents, to ensure all elements of the plan are made ready for scheduled implementation and conduct any necessary testing in anticipation of the relocation. The Awardee is to be on site as appropriate and will serve as the single point of contact to coordinate all elements of the relocation effort, including assisting with the selection of a qualified moving company specializing in the relocation of IT systems and coordinating the rental and use of “swing” storage devices necessary to provide rapid restoration of data in the event of damage to equipment during the relocation. Upon relocation, the Awardee will de-install, package, oversee the transport of, and then re-install any necessary equipment. The Awardee is to remain on site until power has been restored and all IT systems are restored to acceptable operating condition to the satisfaction of the Bureau.

In addition to the above, the Awardee should offer pricing for a two-part analysis of the Bureau's existing IT infrastructure. The first part will consist of an analysis of existing server devices to produce a non-proprietary plan for server consolidation, which may be effectuated in conjunction with and in aid of the relocation. Desired information includes the cost efficiency of moving numerous older devices versus consolidating them into newer devices that might be purchased or outsourced. This part of the work, if awarded, would be done immediately prior to the relocation planning. The second part of the analysis will consist of an overall review of the Bureau's IT infrastructure and systems and recommendations for (a) meeting the Bureau's future technological needs, (b) integrating existing systems, (c) reallocating existing resources to increase efficiencies and (d) evaluating the Bureau's cost structure.

III. RULES AND INSTRUCTIONS

In order to facilitate a fair evaluation of all Proposals, the Bureau requires that all Proposals maintain a uniform format. Accordingly, all Proposals must strictly adhere to the requirements outlined in this RFP. The Bureau may, in its sole discretion, modify, rescind or provide an addendum to this RFP, require Proponents to revise their Proposals or supply additional information in response, and/or invite any Proponent to appear for an interview.

All compliant Proposals will be reviewed by a committee that will, under the supervision of the Bureau's Chief Compliance Officer, consider Proponents based exclusively on the Proposals submitted and any subsequent interviews with Proponents and/or additional information submitted by Proponents at the request of the Bureau.

Proposals must specifically supply all items of information requested in Section IV below in the exact format set forth in Section IV. Material deviations from the required format will likely result in disqualification of the Proposal. If any item in Section IV does not apply to Proponent, Proponent must specifically indicate that the item is not applicable. Proponents may not satisfy an item of requested information by submitting or referring to a brochure, promotional or descriptive literature, or any other document, unless the request expressly permits such submission or reference.

Proposals must be formatted in 12-point or larger font. Each Proponent shall submit one original and four copies of its Proposal. Each Proposal must be signed and dated by the Proponent. In submitting a signed Proposal, Proponent certifies that the information in the Proposal is materially complete, truthful and accurate.

Proponent shall be bound by the information contained in its Proposal, including fees quoted for services. Proposals may be withdrawn from consideration at any time by written submission to Chief Compliance Officer Tarik Ajami at the address listed below.

Proposals must be sent via overnight courier or hand delivery to:

New York Liquidation Bureau
123 William Street

New York, New York 10038-3889
Attn: Tarik Ajami
Chief Compliance Officer
RFP: IT Project Manager

Information with respect to the site tour to be conducted prior to the submission deadline is set forth below:

SITE TOUR: **New York Liquidation Bureau**
 123 William Street
 New York, New York 10038
 Location: 4th Floor Conference Room
 Contact: Joseph Palumbo
 Date: Monday, March 15, 2010
 Time: 9:00 a.m
 To Be Continued at the new location

NOTE: SITE TOUR IS MANDATORY

Proposals must be received no later than 5:00 p.m., EST, on March 22, 2010 unless such deadline is extended in writing by, and at the sole discretion of, the Bureau. Late Proposals will be disqualified from consideration.

Proponents may submit written questions no later than 5:00 p.m., EST, on March 19, 2010 via e-mail to tajami@nylb.org.

Proposals will be opened on March 23, 2010 at a closed meeting under the supervision of the Chief Compliance Officer.

Except as provided in this RFP and as otherwise necessary for conducting business operations previously established with the Bureau, Proponents may not communicate with Bureau personnel who are involved in the review, evaluation or selection of Proponents. The Bureau will disqualify Proponents who engage in prohibited communications of a material nature, as determined by the Bureau.

IV. CONTENTS OF PROPOSAL

Proposals shall set forth the following information:

A. GENERAL INFORMATION

1. Name of Proponent, addresses of Proponent's headquarters and offices, location of office or offices that will provide Services to the Bureau, and names of Proponent's primary and alternate contact persons and their contact information.
2. Proponent's tax identification number and certificate of authority to do business in the State of New York.
3. The names of Proponent's parent companies, subsidiaries and affiliates.

4. A list of all relevant licenses held by Proponent or its personnel.
5. A general overview and history of Proponent, including without limitation the number of years in business, total number of employees, and a brief description of proponent's organization, including any operating divisions or working groups.

B. REPUTATION AND INTEGRITY

1. A brief statement regarding the integrity and reputation of Proponent and its employees, including whether in the last 10 years Proponent or any of its partners or senior officers has been the subject of any criminal conviction or any final, non-appealable civil judgment for malfeasance (including actions or proceedings by governmental authorities).
2. A brief statement regarding whether Proponent is or has been the subject of any investigation by any governmental or regulatory authority, licensing body or trade group or association within the last 10 years.

C. EXPERTISE

1. A statement of Proponent's qualifications and experience in performing the required services, including a examples of comparable projects, project dates and references.
2. A description of how the project will be staffed and resumes of all professional personnel who will be providing Services to the Bureau.

D. POTENTIAL CONFLICTS OF INTEREST

1. A list of all known employees of Proponent or any parents, subsidiaries or affiliates of Proponent who are related by blood or marriage to any Bureau employees and/or who are living in the same household as any Bureau employee.
2. A list of all known employees of Proponent or any parents, subsidiaries or affiliates of Proponent who were previously employed by the Bureau.
3. A list of all known Bureau employees previously employed by Proponent or any parents, subsidiaries or affiliates of Proponent.
4. Whether Proponent or any parents, subsidiaries or affiliates of Proponent have been involved in litigation against the Receiver, the Bureau and/or its estates within the last 10 years as a party, witness or otherwise.
5. The names of all persons or entities, if any, asserting claims against the Bureau and/or its estates for whom Proponent is currently performing work.
6. A brief statement regarding whether Proponent has previously provided services to the Bureau, including whether Proponent has any financial interest in any organization that has contracted to provide services to the Bureau.

E. FEES

The Proponent should provide detailed costs for each of the following:

- a) a flat fee for applicable Project Manager fees and salaries
- b) applicable moving company charges
- c) applicable computer and peripheral equipment service technician charges
- d) applicable PC technician charges
- d) total equipment move costs (based on actual items moved)
- e) a detailed breakdown of rental equipment charges
- f) applicable insurance
- g) applicable bond costs, and
- h) a detailed listing of “other applicable charges”

F. MISCELLANEOUS

1. Proponent must provide three (3) references. References should be reasonably current (within the past three years), consist of work that was performed that is of similar size and scope as the Bureau’s anticipated relocation, and include both a current phone number and email address for each contact.
2. EEO/Diversity/MWBE Status
 - a. Set forth facts sufficient to demonstrate that Proponent is an equal opportunity employer and complies with all relevant federal, state and municipal equal employment opportunity and non-discrimination laws, regulations and executive orders. Proponent may attach hard copies of any equal employment opportunity policy statements or other relevant official firm documents.
 - b. Are you certified as an MWBE with the New York State Department of Economic Development? If yes, please provide a copy of your certification. If no, please list any other jurisdictions and/or certifying bodies that have deemed Proponent to be minority or women owned. Please provide a copy of any such certification.
 - c. If Proponent has applied for, but has not, as of the date of this RFP, been awarded certification as an MWBE by the New York State Department of Economic Development, please submit proof of a pending application, and indicate the filing date thereof.
 - d. Please provide any additional information that may demonstrate your commitment to equal employment opportunity and diversity in the workplace.
3. A statement of the General Liability and Worker’s Compensation insurance coverage maintained by the Proponent.
4. Any additional pertinent information not already provided in the Proposal; however, advertising and promotional literature will not be considered.

V. EVALUATION AND AWARD

This RFP does not commit the Bureau to select an Awardee or enter into a contract with any Proponent. The Bureau reserves the right to: (a) rescind, revoke or modify this RFP prior to execution of a contract with an Awardee; and (b) utilize any ideas from the Proposals. The Bureau may in its sole discretion: (a) reject a Proposal if it is non-responsive or non-compliant with the requirements set forth in this RFP; or (b) waive minor discrepancies in any Proposal. All materials submitted in response to this RFP become the property of the Bureau and will not be returned.

In selecting an Awardee, the Bureau will consider, among other factors it deems appropriate, whether the Proponent: (1) has the appropriate expertise to provide the particular services sought pursuant to this RFP; (2) has demonstrated that it will commit appropriate staffing and resources to perform the Services; and (3) is in good standing in the State of New York and conducts its business in an ethical manner. The Bureau is not bound to accept the lowest-priced Proposal. Additionally, the Bureau may decide to proceed with only a portion of the Services described in this RFP and therefore select an Awardee for only a portion of the Services described in this RFP.

The Awardee will be required to enter into a written agreement satisfactory to the Bureau. In addition, the Awardee may be required to provide information necessary for security checks of any on-site personnel.

VI. ADDITIONAL TERMS AND INFORMATION

The information contained herein shall be used for the sole purpose of responding to this RFP. The Bureau will not, and is under no obligation to, pay the costs, in whole or in part, incurred by Proponent during the preparation of a Proposal. The Bureau disclaims responsibility and liability for any costs related to Proponent's participation in this RFP.