

**Request for Proposals (RFP) 2026-23  
Suffolk County Office of Central Procurement on behalf of  
the Law Department is Seeking Proposals For  
Workers' Compensation Legal Counsel**

## **Timeline**

|                                      |                                                                                          |
|--------------------------------------|------------------------------------------------------------------------------------------|
| <b>Advertised/Issue Date:</b>        | <b>September 24, 2026</b>                                                                |
| <b>Technical Questions Due:</b>      | <b>October 2, 2026 by 3:30 PM</b>                                                        |
| <b>Proposal Due Date:</b>            | <b>October 19, 2026 by 3:30 PM</b>                                                       |
| <b>Anticipated Term of Contract:</b> | <b>January 1, 2027 to December 31, 2029 with<br/>three (3) one year options to renew</b> |

## **Contact/Help Information**

Need Help? Please contact Bonfire directly at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

## **Uploading your submission**

- Upload your submission at: <https://suffolkcountyny.bonfirehub.com/portal/>
- Logging in and/or uploading your file(s) does not mean your response is submitted. Proposers must successfully upload all the file(s) and MUST click the SUBMIT button before the closing time.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your proposal.
- Each submitted item of requested information will only be visible to Suffolk County after the closing time.
- If the file you are submitting is required by this RFP, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- Please note the type and number of files allowed. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

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**Section I**  
**Administrative Information**

**1. Purpose of RFP**

The County of Suffolk ("County"), on behalf of the Suffolk County Department ("Department") set forth on page one, invites proposals ("Proposal(s)") from qualified companies ("Proposer") to provide services ("Services"), as described in Section III, entitled "Technical Requirements."

The term Contractor ("Contractor") shall mean the successful Proposer who may be awarded a contract pursuant to this RFP.

**2. Coordinating Departments**

**a. Prior to Award of Contract**

The Suffolk County Office of Central Procurement is responsible for coordinating with the Department regarding the issuance of this RFP:

Suffolk County Office of Central Procurement  
335 Yaphank Avenue, Room 103  
Yaphank, NY 11980  
Tel: (631) 852-5463  
Contact: Thomas Malanga, Associate Chief Procurement Officer  
Email: thomas.malanga@suffolkcountyny.gov

**b. After Award of Contract**

- i. The Department is responsible for coordinating with the Suffolk County Attorney's Office and the Contractor regarding the negotiation and execution of the contract.
- ii. The County will execute a contract with the Contractor, based on the Model Contract included in this RFP. Note that the Model Contract is subject to negotiation and revision, based on the Department's needs and the approval of the County Attorney's Office.
- iii. The Proposal submitted by the Proposer in response to this RFP, as may be negotiated by the Department, will become the basis for the contract.

**c. After Execution of Contract**

The Department is responsible for administration of the contract.

**3. Background Information**

- a. Suffolk County, with a population of 1.5 million, is Long Island's eastern-most county, and covers an area of approximately 900 square miles, 20 miles at its widest part and approximately 86 miles in length.
- b. The County of Suffolk is a municipal corporation of the State of New York with an annual operating budget of approximately \$3.9 billion. The County employs approximately 9,000

employees, with main offices located in Hauppauge, Yaphank, Riverhead, and several smaller locations.

#### **4. Evaluation Committee and Award of Contract**

The award of any contract will be made in the best interest of the County, taking into consideration cost as well as technical or other non-cost factors. The Suffolk County Department of Law acts as counsel to the RFP Evaluation Committee, but does not vote in the selection process.

The RFP Evaluation Committee shall include the following:

- a.** Suffolk County Legislature Presiding Officer, or their designee; and
- b.** Suffolk County Executive, or their designee; and
- c.** A second duly authorized representative of the Suffolk County Executive (Budget or Management); and
- d.** The Department Head, or their designee, of the Department requesting the RFP.

#### **5. Questions and Comments**

##### **a. Administrative Questions**

Administrative questions (e.g., procedural questions on how to respond to this RFP) may be submitted by telephone or in writing (email acceptable) to the Office of Central Procurement staff member listed in paragraph 2 (a) of this section.

##### **b. Technical Questions**

Technical questions (questions which are specific to the service requested in this RFP) must be submitted on or before the date set forth on page one of this RFP. Responses to such technical questions will be developed by the requesting Department and issued by the Office of Central Procurement in the form of an Addendum to this RFP.

To contact the Suffolk County Office of Central Procurement or ask questions in relation to this RFP, respondents must register with the Office's Procurement Portal at <https://suffolkcountyny.bonfirehub.com/portal> (the "Portal") and initiate the communication electronically through the "Messages" tab in the left column on Bonfire, then click "Vendor Discussions" to enter your question(s). The County will not accept any respondent's communications by any other means, except as specifically stated in this RFP.

Need Help? Please contact Bonfire directly at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions or issues related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

**c. No Direct Contact**

No questions or comments should be directed to any County employee or its contractors or any firm currently in contract with the County regarding this RFP during the RFP process, except as set forth in sub-paragraphs 5.a and 5.b above or as may be requested or permitted by the Suffolk County Office of Central Procurement and/or the Suffolk County Department of Law. Failure to comply may result in immediate disqualification.

**6. Proposer's Conference**

There will not be a Proposer's Conference held for this RFP.

**7. Due Date for Proposals**

Proposals must be submitted by 3:30 p.m. on the date set forth on page one of this RFP.

In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an Addendum to this RFP and applicable to all Proposers.

**8. Submission of Proposals**

Suffolk County no longer will accept hard copies of RFP responses. All submissions must be done online at <https://suffolkcountyny.bonfirehub.com/portal/>.

**9. RFP Policies and Procedures**

- a.** It is the County's intent to select the Proposer that provides the best solution for the County's needs. In order for the County to conduct a uniform review process of all Proposals, Proposals must be submitted in the format set forth below in the paragraph entitled "Proposal Format." Failure to follow this format may be cause for rejection of a Proposal because adherence to this format is critical for the County's evaluation process.
- b.** The contract will be in the general format set forth in Section V entitled "Model Contract," but will be subject to final contract negotiations.
- c.** This RFP is not intended, and shall not be construed, to commit the County to pay any costs incurred in connection with any Proposal or to procure or contract for any services.
- d.** As a preliminary step, each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. After such preliminary review, all responsive Proposals will be evaluated.
- e.** The decision to award a contract shall be based on the ability of the Proposer to provide quality and needed services and products and to comply with all applicable laws, rules, and regulations, including without limitation the local preference and other Suffolk County local laws referenced in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."
- f.** While the County is under no obligation to contact Proposers for clarifications, it reserves the right to do so. Depending on the number and quality of the Proposals submitted, the County, at

the sole discretion of the RFP Evaluation Committee, may elect to interview all or some of the Proposers during the selection process and to request presentations.

- g. After evaluating the Proposals, the County may enter into negotiations with one Proposer or multiple Proposers. The primary purpose of negotiations is to maximize the County's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one Proposer or multiple Proposers. Negotiations will be structured by the County to safeguard information and ensure that all Proposers are treated fairly.
- h. The County may invite one or more Proposers to submit a best and final offer ("BAFO"). Such invitation will establish the time and place for submission of the BAFO. Any BAFO that is not equal to or lower in price than the pricing offered in the Proposer's original Proposal will be rejected as non-responsive and the County will revert to consideration and evaluation of the Proposer's original pricing.
- i. If required, after review of the BAFO(s), clarification may be sought from the Proposer(s). The County may conduct more than one round of negotiations and/or BAFO submissions in order to attain the best value for the County.
- j. The County will not necessarily choose the Proposer(s) with the lowest rates for Services. Based on the evaluation criteria, a competitive range consisting of those Proposals which are acceptable to the County, or which could be made acceptable following written or oral presentations, will be determined.
- k. The award of any contract will be made as judged to be in the best interest of the County.
- l. **Protest Procedures:** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Chief Procurement Officer ("CPO") who is head of the Office of Central Procurement for Suffolk County. A protest with respect to an invitation for bids or a request for proposals shall be submitted to the CPO in writing and signed by the aggrieved party prior to the opening of bids or the closing date for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. In that case the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an award from a bid or a request for proposals shall be submitted in writing and signed by the aggrieved party within ten (10) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.

## 10. RFP Posted on Bonfire Portal

This RFP is available on-line at: <https://suffolkcountyny.bonfirehub.com/portal/>. By downloading documents for this RFP, you will be notified of all future addendums.

## 11. Reservation of Rights

The County expressly reserves the right to:

- a. Reject or cancel any or all Proposals or any part thereof submitted in response to this RFP;

- b. Withdraw the RFP at any time, at the County's sole discretion;
- c. Disqualify any Proposer whose conduct and/or Proposal fails to conform to the requirements of the RFP;
- d. Use Proposal information obtained through site visits, management interviews, and the County's investigation of a Proposer's qualifications, experience, ability or financial standing, and any material or information submitted by the Proposer in response to the County request for clarifying information in the course of evaluation and/or selection under this RFP;
- e. Prior to Bid opening, amend the RFP specifications to correct errors, or oversights, or to supply additional information as shall become available;
- f. Prior to Bid opening, direct Proposers to submit Proposal modifications addressing subsequent RFP amendments;
- g. Change any of the dates concerning the RFP award schedule;
- h. Eliminate any mandatory, not-material specification that cannot be complied with by all of the prospective Proposers;
- i. Waive any requirements that are not material;
- j. Award negotiated contracts to one or more Proposers;
- k. Negotiate with the successful Proposer(s) within the scope of the RFP, in the best interest of the County;
- l. Conduct contract negotiations with the next responsible Proposer should the County be unsuccessful in negotiations with the selected Proposer;
- m. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Proposal and/or to determine a Proposer's compliance with the requirements of the RFP.

## 12. Proposal Format

The following materials are required to be received by the County, by the Proposal Due Date set forth on the first page of this RFP. The topics listed under these general headings are minimum standards and should not be viewed as limitations to the information provided by the Proposer in response to this RFP.

### a. Transmittal Letter (PDF file uploaded to appropriate section of the Bonfire portal)

A transmittal letter is a letter on the Proposer's stationery. A corporate officer or an authorized agent of the Proposer must sign the transmittal letter. The transmittal letter must state the contact person who will be responsible for answering all questions of the RFP Evaluation Committee. Include the telephone number and e-mail address for such contact person.

**b. Compliance Forms**

**i. Disqualification of Non-responsible Bidders (LL 52-2012 Form) (2 pages)**

LL 52-2012 Form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

**ii. Suffolk County Form 22 -- Contractor's/Vendor's Public Disclosure Statement (2 pages)**

SCEX Form 22 is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

A corporate officer, or an authorized agent of the Proposer, must sign one (1) original of form and have it notarized.

Please note that any Proposers who are not-for-profit corporations are not required to complete this form.

**iii. Non-Collusive Offer Certification (FTS Form) (1 page)**

FTS Form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

**iv. Lawful Hiring Form (LHE-1/2 Form) (1 page)**

This form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

The Labor Department's Lawful Hiring of Employees Unit may be reached at (631) 853-6600 for specific questions.

**v. Living Wage Form (LW1/38 Form) (1 page)**

This form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

**If the Living Wage Law applies and Section I is checked, the chart must be completed.**

The Labor Department's Living Wage Unit may be reached at (631) 853-6600 for specific questions.

**vi. Suffolk County Union Organizing Certification/Declaration (LO1 Form) (2 pages)**

LO1 Form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

(Note: this Form will be required only from the Apparent Successful Proposer)

**vii. Lobbying Certification Form**

This form is included in the Section entitled "Suffolk County Required Compliance Forms in Accordance with County Laws."

**viii. Contractor's Statement of Applicability of Local Preference Law – Section A4-13 of the Suffolk County Administrative Code (Local Preference Law)**

Local Preference Law - Section A4-13 of the Suffolk County Administrative Code establishes a preference program for Suffolk County consulting contracts. This preference program requires all contracts for professional consulting services (engineering, architectural, planning, legal, and accounting, etc.) to be awarded to firms located and doing business within Suffolk or Nassau County, except where no local consultant has the necessary expertise or credentials to provide the needed service, or where the local consultant's response to a Request for Proposals (RFP) exceeds the otherwise lowest response by more than 10%. The local law contains specific definitions and language relative to application of this law which interested parties should review. The laws of Suffolk County are available free of charge at <https://www.ecode360.com/SU0867>.

If applicable, include a statement with the Proposal asserting the applicability of the Local Preference Law. The statement must include the reasons for assertion of the applicability of the Local Preference Law.

**c. Proposer Profile/Response to Questions set forth in the RFP Section entitled "Proposer Profile" (Section II)**

Proposers' responses will be used in the County's evaluation of the Proposers' general qualifications.

**d. Proposer's Proposed Technical Services/Response to items set forth in the RFP Section entitled "Technical Requirements" (Section III)**

This Section will be used in the County's evaluation of the Proposer's proposed technical services.

**e. List of Subcontractors (if applicable)**

Identify all subcontractors the Proposer plans to use and the function for which such subcontractors will be responsible. Provide qualifications, including prior relevant experience, for all subcontractors anticipated to be used (Reference Section II).

Subcontractors must complete all County forms listed above in paragraph 12(b).

Subcontractors must respond to all questions set forth in the RFP Section entitled "Proposer Profile." This includes financial statements.

Subcontractors must respond to all requirements, to the extent such requirements are applicable to the services they will be providing, set forth in the RFP Section entitled "Technical Requirements."

Failure to include this information in the Proposal may be grounds for disqualification.

**f. Conflict of Interest**

Proposers must disclose to the County the existence of any conflicts of interests, whether existing or potential. If none exist, state so. Proposals shall disclose:

- i. Any material financial relationships that the Proposer or any employee of the Proposer has that may create a conflict of interest in acting as a Contractor for Suffolk County.
- ii. Any family relationship that the Proposer or any employee of the Proposer has with any County employee that may create a conflict of interest or the appearance of a conflict of interest acting as a Contractor for Suffolk County.
- iii. Any other matter that the Proposer believes may create a conflict of interest or the appearance of a conflict of interest acting as a Contractor for Suffolk County.

**g. Proposer's Cost Proposal/Fee Schedule - Response to items set forth in the RFP Section entitled "Cost Proposal/Fee Schedule" (Section IV)**

This Section will be used in the County's evaluation of the Proposer's proposed Cost Proposal/Fee Schedule.

- h.** Proposals shall be prepared avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation. Each response in a Proposal shall clearly identify the section and paragraph number from the RFP to which it responds.

**13. Evaluation Criteria**

- |                                                                                                                                                                                                                                              |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>a. General Qualifications:</b><br>Proposer's history, expertise, experience, reliability, financial viability, and references. See RFP Section II, entitled "Proposer's Profile" for specific requirements.                               | <b>40 points</b>  |
| <b>b. Proposed Technical Services/Products:</b><br>Strategies, methodologies, services offered by Proposer. See RFP Section III, entitled "Technical Requirements" for specific requirements.                                                | <b>40 points</b>  |
| <b>c. Cost Proposal/Fee Schedule</b><br>Separate PDF file containing your cost proposal uploaded to the appropriate section of the Bonfire portal. See Section IV, entitled "Cost Proposal/Fee Schedule Proposal" for specific requirements. | <b>20 points</b>  |
| <b>Total</b>                                                                                                                                                                                                                                 | <b>100 points</b> |

**14. Contract Terms and Conditions**

- a.** Reference is made to the Model Contract set forth in Section V entitled "Model Contract." The Model Contract is included to illustrate general terms and conditions, including indemnification and insurance, which will be included in the contract when executed.

- b. If the Proposer has a concern or question regarding any of the terms and conditions included in the Model Contract, the Proposer must:
  - i. note such concerns or questions in the Proposal;
  - ii. submit exceptions to the Model Contract in the Proposal; and/or
  - iii. identify any items relating to the Model Contract that the Proposer requests be negotiated.
- c. The Model Contract is subject to revision arising out of the terms and conditions imposed by law and/or deemed appropriate by the County Attorney's Office.
- d. Portions of the Proposal, as may be subsequently modified in negotiations with the County, may be included as exhibits in any contracts that the County may execute with the Proposer.
- e. The County will execute a contract with principal contractors only. Any arrangements, including fee arrangements, partnerships, or collaborations between the principal contractor and subcontractors that provide services as part of the Proposal, must be fully disclosed in the Proposal.
- f. The Proposer should not return the Model Contract with the Proposal.

**15. Use of County Resources to Interfere with Collective Bargaining Activities**  
**Local Law No. 26-2003**

Proposers are advised that the efficient, timely, and nondisruptive provision of goods and services is a paramount financial interest of the County and, as such, the County requires the potential Contractor to protect the County's financial interest by adopting non-confrontational procedures for the orderly resolution of labor disputes, including but not limited to, neutrality agreements, majority authorization card agreements, binding arbitration agreements, fair communication agreements, nonintimidation agreements, and reasonable access agreements.

**16. Non-Responsible Bidder**

It shall be the duty of the Proposer to read, become familiar with, and comply with the requirements of Article II of Chapter 189 of the Suffolk County Code.

The Proposer certifies that it has complied with the disclosure requirements under section 189-7 of the Suffolk County Code, it is in compliance with all applicable licensing laws, and that it either has not engaged in a prohibited act covered under section 189-5 of the Suffolk County Code or is otherwise exempt from the provisions of Article II of Chapter 189 of the Suffolk County Code under section 189-9.

This certification is required at the time of proposal submission and shall be set forth on the LL52-2012 Form "Disqualification of Non-Responsible Bidder."

**17. Effective Period of Proposals**

All Proposals must state the period for which the Proposal shall remain in effect (i.e., how much time the County has to accept or reject the Proposal under the terms proposed). Such period shall not be less than 180 days from the Proposal due date.

**18. NYS Freedom of Information Law (FOIL)**

All submissions for the County's consideration will be held in confidence, until final execution of the contract(s) unless disclosure is required by law or judicial order. Upon execution of the contract, all documents submitted by proposers during the RFP process and the fully executed contract are subject to disclosure pursuant to the New York State Freedom of Information Law (FOIL), codified at Public Officers Law Article 6. Therefore, if a Proposer believes that any information in its submission constitutes a trade secret or is otherwise information which, if disclosed would cause substantial injury to the competitive position of the Proposer's enterprise, and the Proposer wishes such information to be withheld if requested pursuant to FOIL, the Proposer shall segregate such information from its Proposal and submit with its Proposal a separate letter addressed to the primary contact referenced in this RFP, specifically identifying such information, explaining in detail why such information is a trade secret or is information which if disclosed would cause substantial injury to the competitive position of the Proposer's enterprise, and formally requesting that such information be kept confidential. Failure by a Proposer to submit such a letter with its submission will constitute a waiver by the Proposer of any interest in seeking exemption of this information under Article 6 of the Public Officers Law relating to protection of trade secrets. The proprietary nature of the information designated confidential by the Proposer may be subject to disclosure if it is requested and the County deems it subject to disclosure or if ordered by a court of competent jurisdiction. A request that an entire Proposal be kept confidential may not be considered reasonable since a submission cannot reasonably consist of all data exempt from FOIL.

**End of Text for Section I**

## **Section II Proposer Profile**

### **1. General Information/Proposer's History**

- a. Company name and address.
- b. Year company was founded and history.
- c. Total number of employees in company, and the number of employees at servicing office(s).
- d. Location(s) from which services will be performed.
- e. Describe the nature of your organization (e.g. business corporation, not-for-profit corporation, proprietorship, etc.).
- f. Contact person and title.

### **2. Qualifications and Experience of Personnel**

- a. Provide resumes or detailed descriptions of the account manager and other key staff who will be assigned to this account.
- b. For each professional listed above, describe his/her qualifications and provide information regarding:
  - i. Education;
  - ii. Professional licenses and other affiliations (copies of which shall be submitted with Proposals);
  - iii. Number of years engaged in services relating to the services requested in this RFP;
  - iv. Other relevant work experience or qualifications;
  - v. The role each identified person would play.
- c. Describe other accounts involving similar services. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- d. If temporary staff is involved, include details of their supervision and training.
- e. In addition, the County may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) business days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

### 3. Financial Viability

#### a. Financial Statements – Mandatory for Nongovernmental Agencies

Requirement specifications:

- i. Current financial statement (if current year not available previous calendar year acceptable) prepared and certified by an Independent Certified Public Accountant (CPA) to include:
  - o Balance Sheet
  - o Income Statement
  - o Statement of Cash Flows
  - o Opinion Letter
- ii. If independently audited financial statement is not available, the most current in-house Company statement to include
  - o Balance Sheet
  - o Income Statement
  - o Statement of Cash Flows
  - o Financial Statement to be signed by one of the following attesting to the accuracy of the statement:
    - Chief Executive Officer (CEO)/Chief Financial Officer (CFO)/Chief Operating Officer (COO)
- iii. Failure to submit complete, comprehensive documents may result in disqualification for consideration of an award.

#### b. Indebtedness to County, Liens, and Litigation

Submit a statement as to indebtedness, if any, to the County; and a listing of all outstanding liens, if any, against the Proposer. Submit a summary of all litigation, if any, against the Proposer and disposition or outcome of same.

#### c. Statement Regarding Bankruptcy

Include a statement disclosing any bankruptcy(ies) filed within the last seven (7) years. The statement must include the date the bankruptcy was originally filed, the current status, and, if applicable, the date the bankruptcy was discharged.

### 4. Client History

Provide a list of all clients for whom you have provided similar services within the last three (3) years. For each client, provide the following:

- a. Client name; and
- b. Client address; and
- c. Contact name, title, and telephone number; and

- d. Description of services provided and time period.

## 5. References

- a. From the list provided in response to paragraph 4, entitled "Client History," provide three client references for which you have provided services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name, telephone number, and email address.
- b. Provide a list of all contracts with the County of Suffolk within the last five (5) years (regardless of type of service), the time period for those services and your primary County contact.

## 6. Conflicts of Interest and/or Potential Conflicts of Interest

### a. Relationships with Third Parties

The Contractor is charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any companies or individuals with whom the County of Suffolk does business with respect to the services required by this RFP. This duty continues for so long as the Contractor is retained on behalf of the County or its employees.

### b. Relationships with County Departments/Agencies/Employees

The Contractor is charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any County department, agency or employee. This duty continues for so long as the Contractor is retained on behalf of the County or its employees.

## 7. Subcontractors

If you intend to use the services of a subcontractor, please provide all of the above information in this Section for each such subcontractor.

Note that the County must pre-approve the use of any subcontractors.

**End of Text for Section II**

### **Section III Technical Requirements**

#### **1. Background and Overview of Desired Services**

The County of Suffolk (the "County") is seeking proposals from qualified individuals for Workers' Compensation legal services for Workers' Compensation claims.

The County of Suffolk is self-funded and self-administered for Workers' Compensation benefits coverage. The administration of the program is through the Suffolk County Department of Law, Division of Risk Management, Workers' Compensation Unit. Part of the administration of the program is to ensure that the County of Suffolk is properly represented at hearings mandated by the New York State Workers' Compensation Board.

The County employs approximately 10,000 workers. The County receives an average of 1,300 new workers' compensation claims each year and there are more than 700 ongoing indemnity claims. In 2025, there was an average of 2,500 active claims.

In 2025, Suffolk County was represented at 744 hearings. These hearings took place Virtually with the Workers' Compensation Board in Hauppauge, Riverhead, Hempstead and at hearing locations throughout New York City. In addition to representation at hearings, legal services also include preparation of Board arguments/appeals, medical and lay testimony, lump sum settlements, Stipulations, preliminary hearings, arbitration hearings and conciliation hearings.

#### **2. Minimum Requirements for Technical Services Proposals**

##### **a. Understanding of the Project**

The Proposal must include a statement of work that describes the Proposer's understanding of the Project. The Proposer is expected to discuss its understanding of the proposed "Scope of Work."

- i. The complexity, challenges and problems involved in performing the work.
- ii. Approach and philosophy for dealing with problems.
- iii. Experience dealing with key issues.
- iv. Any additional issues or matters relating to the "Scope of Work" which the Proposer wishes to address.

##### **b. Key Personnel and Staffing**

Key personnel identified in the Proposal will be expected to remain assigned to the project for the term of the contract. Requests for a change in key personnel assignments during the term of the contract must be approved in advance, in writing, by the County. The Proposal should also include a discussion that outlines staffing levels/man-hour requirements that should be expected on the County level to support the implementation and day-to-day operation of the project. This information will be a recommendation only for discussion purposes. The Proposer should

describe other potential burdens that may be placed on the County with respect to the servicing of the account.

**c. Subcontractors**

Services that are to be subcontracted must be clearly defined in the Proposal. The Contractor retains responsibility for all acts and omissions of the subcontractor. The Contractor must obtain the prior approval from the Department for all subcontracts.

Subcontractors must respond to all requirements set forth above in this Section, to the extent such requirements are applicable to the services they will be providing.

The County may require that subcontracted activities be provided under the terms of a three-party contract between the Contractor, the County and the subcontractor.

**3. Technical Services Specifications (Detailed Scope of Services)**

The Proposer must describe how, if awarded the Contract, it shall perform and provide legal services for the Suffolk County Workers' Compensation Program. Specifically, the Proposal shall describe how the Proposer shall perform the following:

- a. Attend, on behalf of the County, all hearings and proceedings on Workers' Compensation matters (hereinafter referred to as "Claims").
- b. Provide legal services, which shall include preparation of Board arguments/appeals, managing medical and lay testimony, organizing, scheduling and conducting depositions, and collaborate with the County to develop and execute optimal resolution strategies, including lump sum and Section 32 settlements. The Contractor shall obtain prior written approval from the Department before settling a Claim.
- c. The County will ensure that hearing directives for all claims files are prepared and emailed in sufficient time to enable the Contractor to prepare and represent the County at the scheduled proceedings. The Contractor shall email "money moving" awards to the Department on the hearing date and within 24 hours of the hearing or proceedings and email hearing reports within five (5) calendar days after the hearing or proceedings.
- d. Provide advice and consultation regarding all Claims as required by Department personnel.
- e. Meet with Department's personnel on a bi-monthly basis to review Claims status and strategy (the Contractor shall be available at least one half day for this process).
- f. Coordinate with the Department on a day-to-day basis (via telephone, e-mail and on-site visits, as agreed to by the parties).
- f. Present quarterly seminars related to the administration of Workers' Compensation Claims for the Department's personnel.
- g. Within six (6) calendar days of the hearing or proceedings, provide the Department with summary reports of the proceedings, which shall include at a minimum, the following information:
  - i. The nature of the Claim and questions under consideration;
  - ii. The Administrative Law Judge's decision and award, if any; and

- iii. Detailed description of Claim management strategy and any additional required documentation and witnesses for future proceedings, as well as the date(s) of such proceedings.
- h. File Claims forms, including, but not limited to FROI-04, ERFAs, Appeals, Rebuttals, Law Judge correspondences and PH-16.2, as requested by the County or as is necessary to protect the County's interests.
- i. Prepare and serve all subpoenas ordered by the Workers' Compensation Board. Expenses for subpoenas shall be billed as set forth in the Cost Proposal.
- j. Assign a specific attorney to assume responsibility for the supervision and administration of the Contractor's performance of the services.
- k. All attorneys assigned to represent the County must be employees of the Contractor and must be members in good standing of the New York State Bar.
- l. Provide monthly written reports reflecting the total number of hearings, trials, claims etc. handled by the Contractor for the County. Such reports should include the status of all Claims files and problem areas.
- m. The Contractor shall keep the Department apprised of relevant changes in the law, including court and agency decisions and new and proposed statutes and regulations via general client memos, County specific memos and correspondence, e-mail, telephone and in-person communications.

**End of Text for Section III**

## **Section IV Cost Proposal/Fee Schedule**

### **1. Separate File**

Do not include cost information in the body of your Proposal response. Create a separate PDF file containing your Cost Proposal and upload it to appropriate section on the Bonfire portal. Include the name of your company on each page of your Cost Proposal/Fee Schedule.

### **2. Cost Proposal/Fee Schedule is One of Several Evaluation Criteria**

Based on the evaluation criteria set forth in Section I entitled "Administrative Information," paragraph 13 ("Evaluation Criteria"), please note that the County will not necessarily choose the Proposer with the lowest rates for services.

If the Cost Proposal/Fee Schedule involves revenue in any form to the County, please also note that the County will not necessarily choose the Proposer with the highest rates for revenue to the County.

### **3. Additional Information**

The Proposer should provide any additional information it deems necessary to explain or clarify its Cost Proposal/Fee Schedule.

### **4. Alternative Proposals**

The Proposer may submit alternative Technical Proposals and alternative Cost Proposal/Fee Schedules, if there is more than one viable approach to performing the services.

Proposers must supply Cost Proposal/Fee Schedules in the format set forth below. Cost Proposal/Fee Schedules in alternative formats will be reviewed and may be accepted. However, all Proposers, at a minimum, must provide a Cost Proposal/Fee Schedule in the format set forth below. Proposers are requested to submit any additional information, charts, data and descriptions as the Proposer deems necessary for evaluation.

### **5. Format for Cost Proposal/Fee Schedule**

Proposers shall provide a detailed list for anticipated charges it will impose for items that shall or may apply to the Services requested under this RFP. Failure to include a charge or schedules of charges may preclude the Contractor from billing the County for such non-specified items.

All schedules submitted must include the name of the Proposer and must be paginated.

The anticipated term of the Contract is: January 1, 2027 to December 31, 2029 with three (3) one year options to renew at the County's option for the periods ending December 31, 2030 and December 31, 2031 and December 31, 2032.

- a. Please indicate your fees for the services described in Section III of this RFP entitled "Technical Requirements" according to the format set forth in the below "Schedule of Charges". The Proposer may submit alternative Compensation Proposals, if there is more than viable approach to performing the services.

### **Schedule of Charges**

Please provide a schedule of your annual fee for each of the calendar years 2027, 2028, 2029 and 2030, 2031, 2032 respectively. The County prefers an annual flat fee for services described in Section III, Technical Services Requirements. Such flat rate shall be inclusive of all travel and other expenses, including any costs associated with the pick up or return of files to the Department, other than subpoenas. All subpoenas may be charged as an additional expense at actual out of pocket cost for the service of process and witness fees.

In the event that you request to exclude any of the Services set forth in paragraph 3 of Section IV of this RFP from such annual fee and be compensated for performing such on a commission basis, please provide a justification for such exclusion and a schedule of the commissions that you would charge for such Services in the Cost Proposal/Fee Schedule submitted in response to this Section IV.

**b. Other Costs** - Please list any other anticipated costs to the County.

**End of Text for Section IV**

## **Section V     Model Contract**

Please find the Model Contract in the "Files" section in the Bonfire portal.

The Model Contract is included to illustrate general terms and conditions, including indemnification and insurance, which will be included in the contract when executed.

## Section VI

### **Suffolk County Required Compliance Forms In Accordance with County Laws**

The following forms will be required from the apparent successful Proposer only upon request. Please note that while the forms can be uploaded to the Suffolk County Bonfire portal, the apparent successful Proposer will be required to submit original, signed forms:

- LL52-2012 – Disqualification of Non-responsible Bidders
- Suffolk County Form 22 – Contractor's/Vendor's Public Disclosure Statement
- FTS Form – Non-Collusive Offer Certification
- LHE-1/2 Form – Lawful Hiring
- LW 1/38 Form – Suffolk County Living Wage
- DOL-L01- Suffolk County Union Organizing Certification/Declaration
- Lobbying Certification Form