

Request for Proposals
for
Medical Malpractice Defense Services
RFP #2872

All communication regarding this RFP must be sent to:

Raffaella Glasser
NYC Health + Hospitals
Supply Chain Services
50 Water Street, 5th Floor
New York, New York 10004
RFP_contacts@nychhc.org

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1. Cost Proposal Template
2. Master Agreement
3. Business Associate Agreement (BAA)
4. NYC Health + Hospitals' Defense Counsel Guidelines and Claims Procedure Manual
5. Vendor Security Requirements Checklist

I. RFP Timeline

	Date	Time
RFP release	10/1/2026	
RSVP for mandatory pre-proposal conference call https://forms.gle/qknbt08YJWqDE9S58 *Works best in a Chrome browser	10/7/2026	5:00PM ET
Mandatory pre-proposal conference call Conference Call Dial In Number: 1(844) - 621 - 3956 Access Code: 2313 - 165 - 8689#	10/8/2026	2:00PM ET
Proposer questions due	10/15/2026	5:00PM ET
Proposals due https://forms.gle/YFtZm2cTQFYtTbBCA	11/2/2026	5:00PM ET

II. About NYC Health + Hospitals

New York City Health and Hospitals Corporation (NYC Health + Hospitals) is the largest municipal health care system in the United States. We provide essential inpatient, outpatient, and home-based services to more than one million New Yorkers every year in more than 70 locations across the city's five boroughs.

Our 11 acute care hospitals provide top-ranked trauma care, dozens of inpatient specialties, and mental health services, making communities healthy through a robust network of hospital-based primary care services for children and adults. Our hospitals have earned numerous special designations for quality and culturally responsive care including LGBTQ Healthcare Equity Leader, Baby Friendly, Safe Sleep, and top ranks by U.S. News and World Report.

Our five post-acute/long-term care facilities have earned the highest five- and four-star ratings by the Centers for Medicaid and Medicare for their excellent long-term care, skilled nursing care, and rehabilitation services.

Gotham Health is our network of Federally Qualified Health Center clinics across the five boroughs that offers patient-centered primary and preventive care services for the entire family and is focused on meeting community health needs.

NYC Health + Hospitals/Community Care offers comprehensive care management and better access to social support services in patients' homes and communities.

Our diverse workforce is uniquely focused on empowering New Yorkers, without exception, to live the healthiest life possible.

www.nychealthandhospitals.org

III. Project Overview

NYC Health + Hospitals seeks to obtain proposals from law firms that specialize in the defense of medical malpractice claims. The successfully awarded firms will defend NYC Health + Hospitals and its medical staff in high exposure medical malpractice claims. Defense counsel may also be assigned to represent physicians insured by NYC Health + Hospitals' captive insurance company, the HHC Insurance Company (HHCIC) and its medical staff in regulatory matters. Defense counsel is also expected to provide legal assistance concerning NYC Health + Hospitals Risk Management and Quality Assurance programs, be available to consult on regulatory matters, assist hospital risk managers and conduct in-service lectures.

NYC Health + Hospitals will award two types of contracts:

- (1) major defense firm contracts will be assigned a high volume of matters from the initial filing of the Notice of Claim through final disposition, including trial;
- (2) contracts will also be awarded to specialty firms with exceptional legal expertise in a particular area of trial practice, medical malpractice, health care law, insurance, or similar area. Such firms will be assigned matters on an as needed basis.

Law firms participating in the RFP may ask to be considered in one or both categories.

IV. Minimum Criteria for Participation

NYC Health + Hospitals requires that vendors seeking to provide a proposal in response to this RFP meet the following minimum criteria. If you do not meet these minimum criteria your proposal will be rejected.

Attest and provide a description of how your company meets each of the minimum criteria set forth below.

2. Years in Business

Your company must have been in business for three (3) years.

3. Annual Gross Revenue

Your company must have an annual revenue of 5 million dollars (\$5,000,000) for each of its last three (3) fiscal years.

4. Additional Criteria

All proposers must demonstrate in their response that all attorneys are licensed to practice law before the Courts of the State of New York.

All proposers must agree in their response not to represent plaintiffs in medical malpractice actions or in any other matter against NYC Health + Hospitals or the City of New York for the duration of the contract.

All proposers must attest that they agree to purchase a minimum of \$5 million in professional liability insurance that names NYC Health + Hospitals and the City of New York as additional insureds.

V. Scope of Work and Vendor Background Information: Medical Malpractice Defense Services

1. Executive Summary

Provide an executive summary of no more than one (1) page which briefly describes your company's background as well as your company's ability to meet the scope of work set forth below.

2. Substantive Scope of Work Details

The purpose of this RFP is to select law firms that will represent the NYC Health + Hospitals and its staff in complex and high exposure medical malpractice cases. The firms may be assigned to represent NYC Health + Hospitals and its medical staff in regulatory matters. The firms may also be assigned to provide legal advice to the General Counsel on matters related to medical malpractice, regulatory affairs, risk management, insurance and health care law.

The law firms will be selected based on an analysis of each firm's ability to provide NYC Health + Hospitals with the highest quality of legal services. NYC Health + Hospitals will contract only with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status with respect to all employment decisions.

Defense counsel will be expected to follow NYC Health + Hospitals' Defense Counsel Guidelines and Claims Procedure Manual for the reporting of case developments. Case supervision will be by NYC Health + Hospitals' claims management group and NYC Health + Hospitals' current TPA, Gallagher Bassett.

NYC Health + Hospitals will utilize only pre-approved teams to defend its cases. Each firm's invoices for services will be submitted electronically and audited. NYC Health + Hospitals will not award a contract to any firm that represents plaintiffs in medical malpractice actions or in any other type of claim against NYC Health + Hospitals or the City of New York. NYC Health + Hospitals will not award a contract to any firm that does not execute a HIPAA Business Associates Agreement in the form attached. Selected law firms will be expected to execute the attached Artificial Intelligence, Data Security and Cloud Riders. Any law firm that utilizes or expects to utilize Artificial Intelligence technology should include a statement describing such technology which will be subject to review to ensure compliance with the System's Vendor Security requirements.

Proposing firms will be selected based upon their ability to perform this work for NYC Health + Hospitals.

Firms may propose to both the major defense and specialty firm scopes of work. The evaluation may include a visit to the firm's offices and interview with the firm, at the Selection Committee's option.

A. Major Defense Firm:

Proposing firms must complete the following:

1. **Personnel Qualifications Questionnaire (Appendix A):** firms should provide an overview of the key personnel selected by the firm to represent NYC Health + Hospitals.
2. **Law Firm Qualifications Questionnaire (Appendix B):** firms will provide an overview of the professional background and experience of the firm's staff in complex medical malpractice matters, the results it obtains for its clients, the educational background of its staff, the ability of the firm to defend a high volume of complex matters, the capability of the firm to conduct advanced research, the adequacy and professionalism of its facilities, and the endorsement of other clients with similar legal requirements.

B. Specialty Defense Firm:

The System expects to award contracts to a panel of exceptionally qualified medical defense firms whose expertise in certain specialized areas of legal practice would benefit it in the defense of medical malpractice and related matters. In particular, the System recognizes that some firms, while not able to provide the services required of a Major Defense Firm, may nonetheless possess a practice group or individual attorney who is recognized as exceptionally qualified by its healthcare clients and its peers.

The System seeks proposers who practice in the following areas:

- A. Health care law, insurance, and hospital regulatory affairs before State and Federal agencies.
- B. Appellate attorneys who can provide legal opinion or advice in the area of medical malpractice pre-trial litigation or trial practice.
- C. Trial attorneys who specialize in the defense of particular types of medical malpractice cases, such as cases within a particular sub-specialty of medicine.
- D. In order to be considered for selection as specialty counsel, please answer the following questions:
 - 1. Please indicate the attorneys whom you propose to act as specialty counsel.
 - 2. For each such attorney, indicate the area of specialty practice, the number of years so engaged, and the clients represented in this area within the past three years.
 - 3. List the matters they have handled within the last three years within the specialty area and the outcome. (The names of clients may be redacted where confidentiality should be maintained, such as representation of physicians before the Office of Professional Medical Conduct.)
 - 4. Provide three client references that can attest to the attorney's expertise in the specialty area.
 - 5. Provide any other information you believe would assist the selection committee concluding that this individual is extraordinarily qualified in the specialty area of practice.

Proposing firms must complete the following:

- 1. **Personnel Qualifications Questionnaire (Appendix A):** firms should provide an overview of the key personnel selected by the firm to represent NYC Health + Hospitals. Factors
- 2. **Law Firm Qualifications Questionnaire (Appendix B):** firms will provide an overview of the professional background and experience of the firm's staff in complex medical malpractice matters, the results it obtains for its clients, the educational background of its staff, the ability of the firm to defend a high volume of complex matters, the capability of the firm to conduct advanced research, the adequacy and professionalism of its facilities, and the endorsement of other clients with similar legal requirements.
- 3. **Specialty Firm Questionnaire (Appendix C):** the selection process for a Specialty Defense Firm will be based upon the proposing firm's response to a "Specialty Firm Questionnaire." Such firms will be reviewed based upon their general ability as medical

malpractice defense firms, their ability to provide special expertise, such as health care, regulatory or specialized trial work, and the qualifications of the attorneys proposed to do this work.

3. Vendor's Background and Organization

In this section provide the following information

- A. Legal name of the entity under which you intend to contract.
- B. Year and state (such as New York) of formation of the legal entity under which you intend to contract.
- C. Proof of registration with the New York Department of State to do business in the State of New York and a copy of your organizational documents, such as a Certificate of Incorporation, Certificate of Limited Partnership, Articles of Organization, etc.
(<https://apps.dos.ny.gov/publicInquiry/>)
- D. New York State Department of State registration number.
- E. Number of employees.
- F. Organization chart.
- G. Parent/ Subsidiary information.
 - i. Are you a subsidiary entity?
 - ii. If yes, what is the full legal name of your parent organization?
- H. Financial statements for each of the last three (3) years, must include annual gross revenue.
- I. Background of principals.
- J. Recently completed similar size projects or contracts.
- K. A copy of any licenses relevant to this RFP.
- L. Duration you have been doing business in this service or product line.
- M. A copy of your SEC 10-K, if applicable.
- N. Any potential or pending litigation against your company that could adversely impact your company or the goods or services being sought in this RFP. If so, please list and describe in detail, including case name, and docket numbers.
- O. Any ongoing, or concluded within the last five (5) years, inquiries, warnings, findings, or investigations of any governmental body of your company. If so, please describe in detail and provide any agreements, corrective action plans, settlements, and the like regarding such.
- P. Have there been any governmental investigations, recalls, withdrawals or safety alerts of any good or service offered by your company within the United States within the last two (2) years? If yes, please describe the circumstances, as well as any corrective actions and the final disposition.
- Q. Please describe any organizational changes (mergers, acquisitions, divestitures) that have occurred within the past five (5) years, or are scheduled to occur within the next year.

4. References

List of three (3) current clients and one (1) former client, including client email addresses and phone numbers.

5. Invoicing

- A. Invoicing shall be monthly in arrears. Please confirm you accept these terms.
- B. Please indicate whether your company is able to provide an invoice with our Purchase Order number on it.
- C. Provide detailed invoices indicating
 - the dates goods or services were delivered
 - the quantity of goods or services delivered
 - the unit pricing of each of the goods or services

- the extended pricing of the goods or services
- D. Please confirm you provide invoicing via GHX EDI.
- E. Please confirm you accept payment via ACH.
- F. Please provide a copy of your standard invoice.

6. Payment

Payment term will be net ninety (90) with no penalties for late payment. Please confirm you accept these terms.

VI. Evaluation Criteria

Each proposal will be scored against the following evaluation criteria:

Category	Explanation	Weight %
Firm's Experience and Resources	The depth, breadth, frequency, recency, market position, as well as staff support, et cetera, of your experience with the requested scope of work.	25%
Subject Matter Expertise and Best Practices Approach	The degree to which you can meet the SOW and the likelihood of success. Includes consideration of client references and past performance of law firms currently on NYC Health + Hospital's panel of outside counsel law firms.	25%
Response to Questionnaires	The completeness, clarity and alignment with organizational needs demonstrated in the required questionnaire responses.	35%
Cost	The vendor with the lowest cost will receive all points available, all others will be scored proportionately less.	15%

VII. Required Responses

1. Required Responses

- A. Provide a substantive response that addresses all questions set forth in Section IV. Minimum Criteria for Participation, attesting that all such information is true and accurate.
- B. Provide a substantive response that addresses all questions set forth in Section V. Scope of Work and Background Information. Your Required Responses should be prepared in the same order as outlined above. You may also include any other information you believe relevant. Your response must be limited to no more than fifteen (15) pages, not including attachments.

C. Cost Proposal Template

It is requested that each law firm submit their proposed hourly rates that would be effective during the first four years of the contract. Please note that the Senior Trial Partner designation may only be utilized for those partners in a firm with 20 or more years of experience in trying complex medical malpractice cases to verdict and who are considered by the industry to be the leading practitioners in this field.

Proposing firms should provide, as part of their cost proposal, a proposed staffing structure based on a team approach and address the cost-effectiveness of their approach to medical malpractice defense as part of its responses and be prepared to have client references address this area.

Each law firm is also asked to propose hourly rates that would be effective during the optional two-year term extensions.

Titles	Hourly Rate 2027	Hourly Rate 2028	Hourly Rate 2029	Hourly Rate 2030	Hourly Rate 2031	Hourly Rate 2032
Senior Trial Partner						
Partner						
Senior Associate						
Junior Associate						
Nurse-Investigator						
Paralegal						

D. Attachments

- a. NYC Health + Hospitals Master Agreement. The terms set forth in Article II are not negotiable. Any exceptions to the terms and conditions must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived. Any exceptions taken to such mandatory terms may result in rejection of the proposal. Failure to take exception constitutes a waiver. The document does not need to be signed and returned with your proposal.
- b. Business Associate Agreement (“BAA”). The selected Proposer must agree to execute the BAA without modification. Any exceptions to the BAA must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise

waived. Any exceptions taken to the BAA may result in rejection of the proposal. Failure to take exception constitutes a waiver. The document does not need to be signed and returned with your proposal.

- c. Data Security Rider. If NYC Health + Hospitals deems it applicable, the selected Proposer must agree to execute the Data Security Rider without modification. Any exceptions to the Data Security Rider must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived. Any exceptions taken to the Data Security Rider may result in rejection of the proposal. Failure to take exception constitutes a waiver. The document does not need to be signed and returned with your proposal.
- d. Cloud Services Rider. If NYC Health + Hospitals deems it applicable, the selected Proposer must agree to execute the Cloud Services Rider without modification. Any exceptions to the Cloud Services Rider must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived. Any exceptions taken to the Cloud Services Rider may result in rejection of the proposal. Failure to take exception constitutes a waiver. The document does not need to be signed and returned with your proposal.
- e. Artificial Intelligence Rider. If NYC Health + Hospitals deems it applicable, the selected Proposer must agree to execute the Artificial Intelligence Rider without modification. Any exceptions to the Artificial Intelligence Rider must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived. Any exceptions taken to the Artificial Intelligence Rider may result in rejection of the proposal. Failure to take exception constitutes a waiver. The document does not need to be signed and returned with your proposal.
- f. Vendor Security Requirements Checklist. The attached checklist has been created to highlight NYC Health + Hospitals' information security requirements which should be understood by all Proposers. The checklist does not replace the requirement to complete a security review as a condition of the contract award process. This can be provided in a Word document upon request. Proposers may be disqualified if they do not meet the requirements as set forth in the Vendor Security Requirements Checklist.

2. Response Format

- A. Formatting. The proposal must be paginated and have a table of contents with page numbers.
- B. Your proposal must be submitted via the Google Forms link:
<https://forms.gle/YFtZm2cTQFYtTbBCA>

3. Proposal Package

This checklist is provided to help Proposers confirm that all required items are included in their proposal.

	1. Proposal Submission: https://forms.gle/YFtZm2cTQFYtTbBCA
	2. List of References
	3. Cost Proposal
	4. A Copy of Your Standard Invoice
	5. Any Exceptions to the Master Agreement/BAA
	6. A completed Vendor Security Requirements Checklist
	7. Completed questionnaire(s) for the scope of work to which you are proposing

VIII. Award, Contract, and Payment

NYC Health + Hospitals intends to award multiple contract(s) as a result of this RFP and work assigned during the term of the contract will be at NYC Health + Hospitals' discretion. No work is guaranteed to the awardee of this RFP. Further, no contract resulting from this RFP is guaranteed to be exclusive.

The term of the contract resulting from this RFP shall be for an initial term of four (4) years, with two (2) one-year options to renew exercisable solely in the discretion of NYC Health + Hospitals. NYC Health + Hospitals shall have the right to terminate the agreement without cause on thirty (30) days' notice.

IX. RFP Process and Rules of Participation

1. RFP Process

1.1 RSVP for Pre-proposal Conference. Proposers wishing to participate in this RFP must RSVP their intent to participate using the link: <https://forms.gle/qknbt08YJWqDE9S58>.

1.2 Pre-proposal Conference. Proposers wishing to participate in this RFP must participate in the pre-proposal conference. NYC Health + Hospitals' subject matter experts will attend the conference and be available to clarify any questions and this will be an opportunity to ensure your proposal responds to our RFP.

1.3 Written Questions. Any questions not answered at the pre-proposal conference may be submitted in writing by emailing the NYC Health + Hospitals contact on the first page of this RFP before the deadline set forth in the RFP Timeline. Emailed questions must include the RFP Number (which can be found in the header of this RFP) in the subject line of the email.

1.4 Proposal Submission. Proposers must submit the Proposal Package using the following Google Forms link: <https://forms.gle/YFtZm2cTQFYtTbBCA>. The data inside Google Workspace is secure and meets all of our System's IT security requirements. Accordingly, there are no exceptions to this requirement. If your company is unwilling to submit your proposal using Google Forms your proposal will not be accepted and your company will not be considered for this RFP.

2. Rules of Participation

2.1 Communication with NYC Health + Hospitals. From the date this RFP is issued until the award of contract, Proposer and its staff shall direct all communications relating to this RFP solely to the person set forth on the first page of this RFP. Emails sent to the person on the first page of this RFP must include the RFP Number as written in this document in the subject Line.

2.2 Award. Solely within its discretion, NYC Health + Hospitals may withdraw this RFP prior to award of a contract, postpone this RFP, reject all proposals, award in part, or choose not to award a contract as a result of this RFP.

2.3 Addenda. NYC Health + Hospitals may issue addenda to this RFP to correct or clarify it. Addenda will be distributed to all emails that RSVP'd.

2.4 Mistakes. NYC Health + Hospitals may waive or modify any mistakes in proposals that are deemed to be not material.

2.5 No Reliance on Representations. NYC Health + Hospitals shall not be bound by any oral or written representations, statements or explanations other than those made in this RFP or in formal written addenda issued to this RFP.

2.6 Proposal. The proposal is a written offer and shall be irrevocable for six months. The offer may not be withdrawn after the submission deadline.

2.7 Modifications. Modifications to or withdrawals of a proposal after the submission deadline shall not be considered.

2.8 Costs. NYC Health + Hospitals shall not be liable for any costs incurred by Proposers in the preparation of proposals or for any work performed in connection therewith.

2.9 Negotiations. NYC Health + Hospitals may award a contract on the basis of initial offers received. The Proposal Package should therefore contain the Proposer's best terms from a programmatic and cost standpoint. NYC Health + Hospitals may choose to negotiate all Proposers or a limited pool of Proposers and award a contract to one or more Proposers.

2.10 Conditions of Award. All proposed awards will be required to comply with NYC Health + Hospitals legal requirements, vendor responsibility determination, and approval by its internal governing bodies.

2.11 Confidential or Proprietary Information. NYC Health + Hospitals is a public entity subject to New York State's Freedom of Information Law (FOIL). Confidential material shall be clearly marked by the Proposer and be easily separable or redacted, and will not be disclosed unless required by FOIL or other applicable state or federal laws. Information provided in your response that is personal (such as resumes) or a trade secret (such as financial statements) is not required to be disclosed by FOIL.

3. Evaluation

3.1 Evaluation Committee. An Evaluation Committee shall be formed and composed of a minimum of five (5) persons who will evaluate the proposals, which shall score and weigh responsive proposals of Proposers that meet the Minimum Qualifications in accordance with the scoring criteria set forth in this RFP. As part of the evaluation process, there may be a request for additional information from all or a subset of Proposers that might result in additional rounds of scoring or voting.

3.2 Presentations. The Evaluation Committee may require all or a short list of Proposers to give one or more oral or visual presentations in support of their proposals.

4. Internal Rules of NYC Health + Hospitals

4.1 Operating Procedure. Please be advised that NYC Health + Hospitals' procurement is governed by its internal procurement operating procedure, OP 100-05, and not the procurement rules of the City of New York.

4.2 Inquiries. Please be advised that NYC Health + Hospitals does not respond to requests for current or prior contracts, vendor names, or pricing while an RFP is in progress for the same or similar work.

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Appendix A: Law Firm Qualifications Questionnaire:

The NYC Health + Hospitals expects to award contracts for the defense of high exposure and complex medical malpractice matters to law firms which demonstrate the capability of successfully defending these types of matters. The selection of major defense firms will be based upon the information provided in the response to the questions below. The first phase of the selection will be based upon your responses to the questions in Part One. Firms that are determined to possess the requisite qualifications, based on award of a minimum score, will then be evaluated based upon the response to the questions in Part Two. The final scores will determine the successful proposers.

A. Describe your physical plant and the resources available to attorneys in your firm. Describe the law library, on-line research databases and other capabilities. Describe the conflict-of-interest alert system in place at the firm.

B. List all the partners and associates in your firm who would be working on this account and the healthcare clients they regularly represent. Provide a curriculum vitae for each attorney. If any attorney has been rated under the Martindale-Hubbell Legal Ability Rating system, please indicate the rating.

C. List all the paralegals and nurse-investigators in your firm who would be working on this account. Provide a curriculum vitae for each paralegal or nurse-investigator.

D. Describe the percentage of your firm's most work devoted to the defense of medical malpractice matters

E. Provide a copy of your firm's most recent entry in the Martindale-Hubbell directory.

F. What is the number of medical malpractice matters presently assigned to your firm by all healthcare clients or insurers and the number of matters generally assigned to a partner who is expected to work on this account? Please identify the partners and all associates who are being proposed for this account. Include only medical malpractice claims/lawsuits. Do not include regulatory matters, health care matters, or matters in which your firm only provided an opinion or memorandum of law.

G. Of the matters currently defended by your firm, how many fall into the following categories:

1. Obstetrical malpractice primarily alleging brain damage to an infant
2. Obstetrical malpractice primarily alleging Erb's Palsy to an infant
3. Obstetrical or gynecological malpractice alleging other types of injuries
4. Neurosurgery
5. General Surgery
6. Internal Medicine Pathology Pediatrics
7. Psychiatric malpractice, Psychiatric ED, and Civil Rights
8. Orthopedics
9. If there are other types of cases, please name the type and provide the number of those.

H. List the clients represented by your firm at present and indicate the years of representation and the types of medical malpractice matters assigned by each client to your firm. Indicate the name of an individual at each client who will provide a reference as to the quality of the firm's work. (Law firms that represent the NYC Health + Hospitals at present should also indicate the System they have represented and the years of representation. The appropriate System risk manager will be contacted directly.)

I. List the trial matters in which your firm's partners have participated in the past three years. (include only those cases which progressed past jury selection.) For each case, list the trial attorney, the client, the type of case, and the result. If a verdict or settlement, indicate the amount.

J. Name the partners and associates who act as appellate or legal counsel within your firm. Name the clients whom they currently represent. If your firm has an appellate practice, please list the appeals in which they have participated within the past three years, the client represented, the question presented and the outcome.

K. Name the partners and associates who would be on this account and who act as counsel in health care and/or regulatory matters. Name the clients they presently represent. List the matters they have handled in the past three years and the outcome. (The names of clients may be redacted where confidentiality should be maintained, such as representation of physicians before the Office of Professional Medical Conduct.)

L. Has a file assigned to you by a client ever been returned to the client for representation by another law firm? Please explain the circumstances for each one. (Do not include matters where you voluntarily returned the file due to a potential conflict of interest identified by your firm.)

M. Does your firm presently represent plaintiffs in medical malpractice or tort actions? How many of those are pending? Please list these cases by caption and their current status.

N. Within the past three years, has your firm defended a state or local government entity, including a public authority or public benefit corporation against tort claims? If so, please identify the public entity and the number of matters represented for each.

O. Within the past three years, has your firm brought a tort claim against any state or local government entity, including a public authority or public benefit corporation? If so, please list these matters by caption and their current status.

P. Has the firm or any attorney at the firm, in this or any other jurisdiction, ever been found by a court, regulatory or disciplinary body to have breached a rule or canon of professional responsibility, to have committed professional malpractice, or has either been subjected to sanctions under Rule 11 of the Federal Rules of Civil Procedure, 11 NYCRR § 130-1.1 or any similar statute or regulation? If the answer is yes, please provide all relevant information, including the name of the attorney or attorneys involved, the agency, body or court involved, a summary of the allegations and the disposition of the matter.

Q. Has the firm or any attorney at the firm ever been the subject of an investigation by a governmental agency or authority of the City of New York, State of New York, a county government, or of the federal government? If the answer is yes, please provide all relevant information, including the name of the attorney or attorneys involved, the identity of the investigatory body, the nature of the investigation, whether the investigation is pending or closed and, if closed, the findings of the investigation and the official action, if any, taken as a result of the investigation.

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Appendix B Personnel Qualifications Questionnaire:

Bearing in mind that personnel in a firm may change over time, and that the System will reserve the right to approve the attorneys who work on its account, please respond to this questionnaire by indicating the names of the partners and associates whom you propose to work on the System's account at this time.

- A. Identify the partners whom you propose to routinely represent the System in the pre-trial and trial defense of medical malpractice matters.
- B. Identify the associates whom you propose to routinely represent the System in the pre-trial defense of medical malpractice matters.
- C. Identify any other partners who would otherwise be available to try cases for the System.
- D. For all of the individuals listed above, please provide a curriculum vitae, and provide three client references as to the quality of each person's work. Each reference should be a client who can comment with specificity concerning the ability of the attorney.
- E. Please provide three writing samples, as follows:
 - 1. Provide a complete set of file memoranda on a high exposure medical malpractice case what was handled by a partner who you propose for the System's account. This should be a matter that has been resolved. Client names and other identifying information may be redacted. This should include deposition prep memos, deposition reports, reports of expert reviews, pre-trial memoranda, client letters and other file memoranda relevant to the matter.
 - 2. Provide an affirmative motion made by a partner whom you propose for the System's account. This should be a motion that presented complex medical and/or legal issues
 - 3. Provide an appellate brief or memorandum of law that was prepared by a partner whom you propose for the System's account.
 - 4. Of the partners in your firm listed in response to the questions above, indicate those who have 20 or more years of experience in the pre-trial litigation and trial of complex medical malpractice matters and whom you believe are leading practitioners in the field and whom you propose to designate as Senior Trial Partner for the System. Provide any information you believe would assist the selection committee in concluding that this individual is a leading practitioner in the field.
 - 5. Are there any attorneys in your firm, either partner or associate, whose work is exclusively dedicated to a particular client and who would not be available to represent the System during the term of this contract?

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Appendix C: Specialty Defense Firm Questionnaire:

1. If your firm did not seek to be considered as a Major Defense Firm, please provide responses to A, B, C, E, F, H, I, J, L, M, N, O, P and Q on the Major Defense Firm Questionnaire and responses to all the sections on the Personnel Qualifications Questionnaire.
2. In addition, please provide:
 - a) For trial attorneys, indicate the particular area of specialty, the matters tried past jury selection within the past three years, the client represented, a summary of the allegations and the result.
 - b) For appellate attorneys, indicate the matters handled within the past three years, the client represented, the issues presented and the result.
 - c) For health care or regulatory attorneys, indicate the matters handled within the past three years, the client represented, the nature of the matter and the result.
 - d) If other attorneys in the firm have a particular area of specialty, please indicate the area of specialty, the matters handled within the past three years, the nature of each matter, the issue or allegations presented, and the result.

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