May 1, 2015

Dear Consultant:

RE: Consultant Insurance Requirements

Documentation of the Consultant firm’s procurement of the necessary insurances is required before your firm may START work under a NYSDOT consultant agreement. Insurance forms other than the ACORD 25 Certificate, accompanied by an ACORD “New York Construction Addendum” is NOT acceptable.

Insurance requirements for both architectural/engineering services agreements and non-architectural/engineering services agreements are found in the negotiated contract.

In addition to the ACORD 25 and ACORD 855 documents, be sure to submit the following:

**WORKER’S COMPENSATION**

Attach Worker’s Compensation for C-105.2, or other acceptable form of Worker’s Compensation, see below. Out of State firms require Worker’s Compensation coverage if you meet one of the four following criteria:

- A physical location within New York State
- $50,000 in payroll during a calendar year in New York State
- One or more employees with a primary work location within New York State
- Employees working in New York State for more than three months during a calendar year

The following description of adequate proof of coverage is provided to assist you and your vendor.

Acceptable Worker’s Compensation Insurance coverage documentation:

- C-105.2 Certificate issued by a private insurance carrier
- U-26.3 Certificate issued by the New York State Insurance Fund
- SI-12 Certificate of Self-Insurance
- GSI-105.2 Certificate of Group Self-Insurance
- CE-200 Certificate of Attestation of Exemption from NYS Worker’s Compensation And/or Disability Benefits Coverage

Questions regarding coverage requirements may be directed to the WCB Compliance Unit at: 1-866-298-7830.

NYS Worker’s Compensation: [http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp](http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp)
**DISABILITY BENEFITS**

**ALL NYS firms** are required to proof of disability coverage on file. The following description of adequate proof of coverage is provided to assist you and your vendor. Attach DB 120.1 form. [http://www.wcb.ny.gov/content/onlineforms/obtainDB120-1.jsp](http://www.wcb.ny.gov/content/onlineforms/obtainDB120-1.jsp)

**Out of State firms** require NYS Disability coverage if they are physically working in NYS for 30 days and over in a calendar year.

If the firm is exempt, this must be documented and filed with NYSDOT. Exempt **Out of State** firms must document their Exempt status with NYSDOT.

**Acceptable Disability Benefits coverage documentation:**
- **DB-120.1** Certificate of Disability Benefits Insurance
- **DB-155** Certificate of Disability Benefits Self-Insurance
- **CE-200** Certificate of Attestation of Exemption from NYS Worker’s Compensation And/or Disability Benefits Coverage

Please submit the ACORD 25, the ACORD 855 and documentation of Worker’s Compensation and Disability Benefits coverage to: [insur.consult.contr@dot.ny.gov](mailto:insur.consult.contr@dot.ny.gov)

Or, those documents may also be mailed to:

New York State Department of Transportation  
Contract Management Bureau  
50 Wolf Road, 6th Floor  
Albany, NY 12232

**If the information is submitted on any other forms than the forms we accept, it will be returned for correction. If there is no contract number referenced on the forms, it will be returned to you.**

Firms are not allowed to **START WORK until the required insurance certificates are filed with NYSDOT.** Firms with **“Early Start”** contracts cannot start work until the insurance certificates are filed with NYSDOT. Contracts with **Joint Ventures and Tri-Ventures** require insurance documentation from each of the participating firms.

If you have any questions, please call (518) 457-2600, or email [Rebecca.Quell@dot.ny.gov](mailto:Rebecca.Quell@dot.ny.gov) for consultant insurance issues.

**Sincerely,**

*Original signed by Karen Leitt for William Howe*

William A. Howe  
Director, Contract Management Bureau