

**PLEASE show this insurance agreement to your insurance company to have all the proper insurance requirements issued.**

**INSURANCE REQUIREMENTS – DATA SERVICES**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the service provider hereby agrees to effectuate the Rye Neck UFSD (District), 310 Hornidge Rd., Mamaroneck, NY 10543 as an Additional Insured on the data service provider's insurance policies, except for workers' compensation and N.Y. State Disability insurance, professional and cyber liability.
2. The policy naming the District as an Additional Insured shall:
  - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
3.
  - a. The certificate of insurance must describe the services provided by the Data Service provider that are covered by the liability policies.
  - b. At the District's request, the data service provider shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the data service provider will provide a copy of the policy endorsements and forms.
4. The data service provider agrees to indemnify the District for any applicable deductibles or self-insured retentions.
5. **Minimum Required Insurance:**
  - a. **Cyber Liability**  
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional services of the service provider performed under contract for the District. If the policy is written on a claims-made basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
  - b. **Fidelity and Cyber Crime Insurance**  
\$1,000,000 per claim with no aggregate. For dishonest acts of the consultant's employees including coverage for computer fraud and fund transfer fraud. Covered property must also include the Client's property.
  - c. **Professional Errors and Omissions Insurance**  
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional services of the service provider performed under contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

- d. **Workers' Compensation and NYS Disability Insurance**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online using this link:

[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

**see step-by-step instructions attached to apply for CE-200**

6. The data service provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The data service provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

**INDEMNIFICATION AGREEMENT**

<p>_____ does covenant and agree to defend (with counsel of the (name of provider) Rye Neck School District's choice), indemnify and hold harmless the Rye Neck Union Free School District, its' Board, employees and volunteers from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Rye Neck Union Free School District, property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator contractor, or subcontractor of _____. (name of provider)</p> <p>_____ understands and agrees that its use of Rye Neck (name of provider) Union Free School District property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). _____ agrees that its (name of provider)</p> <p>indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.</p>
--

**Data Services Provider name:** \_\_\_\_\_

**Data Services Provider signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Certificate of Attestation of Exemption

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](https://businessexpress.ny.gov).
2. Select Log in/Register in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to [step 4](#) to set up your account.  
If you have a NY.gov log-in and password, go to [step 16](#).
4. Select Register with NY.gov under New Users.
5. Select Proceed.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select I'm not a robot.
  - You may have to complete a Captcha Verification before proceeding.
8. Select Create Account.
  - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is a NY.gov Individual account, select Continue.
    - If the account(s) shown is a NY.gov Business account, select Email Me the Username(s).
9. Verify that the account information is correct.
  - Select Continue.
10. An activation email will be sent.
  - If you do not receive an email, see the No Email Received During Account Creation page.
11. Open your activation email and select Click Here.
  - Specify three security questions.
  - Select Continue.
12. Create a password (must contain at least eight characters).
13. Select Set Password. You have successfully activated your NY.gov ID.
14. Select Go to MyNy.
  - At the top of the screen select Services.
  - Select Business.
  - Select New York Business Express.
  - Select Log in/Register.
15. On the New York Business Express home page, do one of the following:
  - Scroll down to Top Requests and select Certificate of Attestation of Exemption, or
  - Search Index A-Z for CE-200.
16. Under How to Apply:
  - Select Apply as a Business, or
  - Select Apply as a Homeowner (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

## You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access [businessexpress.ny.gov](https://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and sign the *Certificate of Attestation of Exemption*.

Submit your *CE-200* for your license, permit or contract to the issuing Agency.