

**Request for Proposals for**

**REAL ESTATE**  
**INVESTMENT CONSULTING SERVICES**

**August 15, 2007**

**State of Connecticut**  
**Office of the Treasurer**

**Deadline: Friday, September 28, 2007 – 12:00 p.m.**

**STATE OF CONNECTICUT  
OFFICE OF THE TREASURER**

**REQUEST FOR PROPOSALS  
FOR  
REAL ESTATE  
INVESTMENT CONSULTING SERVICES**

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## **Section I - Introduction and Purpose of the RFP**

The Office of the Treasurer of the State of Connecticut (the “Treasurer”) hereby requests proposals from qualified investment consulting firms (each, a “Respondent”) interested in providing Real Estate investment consulting services as set forth herein (“Investment Consulting Services”).

The Treasurer, elected quadrennially, serves as the principal fiduciary of the \$25 billion Connecticut Retirement Plans and Trust Funds (the “CRPTF”). An independent Investment Advisory Council (“IAC”), appointed pursuant to Connecticut General Statutes §3-13b, is charged with advising the Treasurer on matters pertaining to the investment of the CRPTF’s assets, and the Chief Investment Officer (“CIO”) of the Treasurer’s Office oversees the day-to-day operations.

The primary purpose of this Request for Proposals (“RFP”) is to identify and retain the most qualified firm or firms to provide Real Estate Investment Consulting Services on an ongoing basis, as described below in Section II, Scope of Services, to the Office of the Treasurer (the “Treasurer”). The CRPTF is comprised of 14 retirement plans and trust funds aggregating approximately \$25 billion of assets. At present, the CRPTF has a target allocation of 5% for real estate. The real estate investments (of the CRPTF) are held in its Real Estate Fund (“REF”). Investment/types include the following and any others that may be added during the term of the contract: (1) Real Estate Commingled Funds (2) Real Estate Separate Accounts (3) Mortgages (4) REITs and (5) Co-Investments.

The State expects to select Respondent(s) to provide Investment Consulting Services for a five (5) year period. The selected respondent(s) will be expected to execute a personal service agreement with the State Treasurer.

## **Section II – Scope of Services**

### **A. Policy Development/Planning**

- 1) The Consultant will work with the Treasurer and/or CIO drafting and recommending a revised Investment Policy Statement (“IPS”) as the market evolves and risk return opportunities change. At the present time the IPS has a real estate investment allocation guideline of 50% Core, 25% Value-Add and 25% Opportunistic. Up to 20% may be allocated to international funds. All funds are to be diversified by geographic region and property type.
- 2) In addition, the Consultant will be responsible for implementation of policies consistent with the Treasurer’s statutory responsibility to consider the social, economic and environmental implications of investments as well as the implications of particular investments on foreign policies and national interests of the United States. Specific examples include working with:
  - a) A responsible contractor policy.
  - b) Emerging manager investment programs.
  - c) Geographically targeted investment programs.
  - d) Other policies or programs deemed appropriate for consideration by the Treasurer.
- 3) The Consultant will assist in investment planning for the real estate allocation of the CRPTF as follows:

- a) Provide underlying market assumptions annually for real estate investment decisions.
- b) Develop and help implement an Annual Pacing Plan.

## **B. Due Diligence**

In implementing REF policy (on behalf of CRPTF), the Consultant shall:

- 1) At the direction of, and within the parameters set forth by the Treasurer, conduct real estate manager and fund searches.
- 2) Each calendar year, the Consultant shall conduct up to 20 preliminary due diligence reports based on “desk reviews” as performed on the Consultant’s premises. At the request of the Treasurer, a desk review may result in full due diligence analyses. For purposes of this provision, a “desk review” shall consist of, at minimum, a thorough review of any applicable fund offering materials and any other pertinent background materials, a meeting with the fund’s general partner, and the preparation of a report analyzing the benefits of the fund as it relates to the IPS and the Pacing Plan.
- 3) Based on feedback from the Treasurer and CIO on the preliminary due diligence reports, continue with full due diligence for an anticipated minimum of 6 (six) funds per year. Such reports shall, at minimum, include the following:
  - a) Overview of proposed investment;
  - b) Discussion of potential fit of proposed investment within REF portfolio;
  - c) CRPTF’s previous investments with the proposed investment’s manager, fund sponsor and/or general partner;
  - d) Investment history of proposed investment’s manager, fund sponsor and/or general partner;
  - e) Areas of apparent strength of proposed investment;
  - f) Areas of actual and potential concern involving proposed investment;
  - g) Review of the terms and conditions of proposed investment;
  - h) Industry perception of the proposed investment’s manager, fund sponsor and/or general partner;
  - i) Direct interaction with the proposed investment’s manager, fund sponsor and/or general partner to determine level of expertise in all pertinent areas including acquisitions, asset management, reporting, systems, compliance and investor relations; and
  - j) Any other factors deemed significant in connection with the proposed investment identified by the Consultant in its role as real estate consultant for REF.
- 4) Maintain a deal flow log summarizing the real estate investment products screened by the Consultant. This log shall be made available to THE TREASURER AND CIO on at least, a monthly basis and shall, at a minimum, describe the possible appropriateness of each product for the REF investment program. The Consultant shall respond to any interim specific inquiries made by the Treasurer in a timely and reasonable manner.
- 5) Provide advice and assistance in contract negotiations with investment manager.
- 6) Assist in the sale of properties or securities on a case by case situation.

## **C. Reporting/Monitoring**

The Consultant shall provide both written and electronic (if available) reporting consistent with the needs of the CRPTF. The reports, formats thereof, and timing of issuance will be subject to the advance review and approval of the CRPTF. At a minimum, the reporting and monitoring duties of the Consultant will consist of the following:

- 1) Performance calculations and monitoring of the REF consistent with the CRPTF’s needs.

- 2) Oversight and management of the distribution of capital, including:
  - a) Overseeing the distribution of capital by REF investment managers;
  - b) Active management and arrangement of the disposition of capital, properties, or other non-cash investment assets distributed to REF in the absence of an investment manager; and
  - c) Ensuring capital commitments and distributions are consistent with the terms and conditions of the real estate manager's contract. Provide back up data to support accounting entries.
- 3) Quarterly reviews and analyses of REF portfolio performance (relative to appropriate benchmarks) by advisor, to be presented to the IAC within 90 days of quarter end.
- 4) Quarterly reconciliation of holdings (cost and market) and cashflows with the CRPTF's master custodian.
- 5) Assisting the Treasurer in the preparation and drafting of the REF section of the Treasurer's Annual Report and any other interim reports, as may be requested by the Treasurer.

#### **D. Education**

The Consultant shall:

- 1) Keep the CRPTF apprised of new investment strategies, vehicles and techniques as well as major changes in existing practices within the industry and upon request, prepare comprehensive analyses and recommendations regarding these activities for the CRPTF.

#### **E. Other Responsibilities**

The Consultant shall provide the following additional services:

- 1) Prepare comprehensive research, analysis and advice on specific investment issues, or conduct special projects or other activities, as reasonably requested by the Treasurer. Such reports shall be billed separately at an agreed upon hourly fee.
- 2) Assist the Treasurer in addressing and negotiating any proposed changes in the CRPTF's relationship in any REF investment, as the Treasurer may deem appropriate. Such assistance may include the following:
  - a) Meet with Treasurer and/or CIO to discuss the CRPTF's concerns and desired outcomes;
  - b) Review partnership agreements, general partner experience, portfolio strategy, investment progress, disclosure documentation and such other documentation as necessary to advise the Treasurer regarding the appropriateness of potential or existing investment vehicles;
  - c) As necessary, conduct site visits to the main offices of the general partner/investment manager to personally interview principals of the general partner/investment manager in order to confirm their backgrounds, experience, and working relationship with other key members of the general partner/investment manager management team; and
  - d) Develop strategy for addressing concerns regarding any misalignment of interests and provide a written recommendation regarding such strategy.
- 3) Provide training to the CRPTF's personnel on specific topics in specialty areas.

## **F. Consultant Personnel**

- 1) The Senior Consultant assigned to the CRPTF will attend all meetings of the IAC when real estate issues or proposals are to be discussed.
- 2) The Senior Consultant assigned to the CRPTF will also be available to meet with the Treasurer on a quarterly basis to discuss strategy and action plans.

## **Section III – Contract Term**

The Treasurer intends to enter into a contract for a five-year term, beginning no later than **January 1, 2008**. The contract shall include a 30-day termination provision at the Treasurer's sole discretion.

## **Section IV – Contractor Qualifications**

By submitting a proposal pursuant to this RFP, the Respondent represents that it satisfies each of the following minimum qualifications:

- a. At least five (5) years experience by the firm's key professionals and the firm in providing investment consulting services to large pension funds with a minimum of \$1 billion in assets.
- b. The firm currently has at least two pension fund clients with a minimum of \$1 billion assets each and an allocation to real estate. At least one of these clients must be a public pension plan.
- c. Neither key professionals or the firm have any material or potential conflicts of interest that are not disclosed on Attachment J of the Legal and Policy Attachments.

## **Section V – Submission Deadline**

Proposals must be received by 12:00 p.m. on **Friday, September 28, 2007** at the Office of the State Treasurer, 55 Elm Street, 6th Floor, Hartford, CT 06106. Attention: David Johnson, Principal Investment Officer – Real Estate.

Proposals submitted after this deadline shall not be considered.

## **Section VI – Evaluation Criteria**

Respondents will be evaluated against the following criteria on the basis of their written responses to this RFP; additional written information, if any, requested by the Treasurer's Office; references; and oral interviews, if any:

1. Experience in Investment Consulting Services.
2. Overall knowledge and understanding of the State of Connecticut and its laws relating to Investment Consulting Services.

3. Qualifications of personnel including its experience and availability of the day-to-day personnel to service the State's business and the breadth, depth and availability of the respondent's other professionals to provide services to the State. The Respondent's demonstrated commitment to understanding and serving client needs and responsiveness to client requests for assistance.
4. Team organization and approach including the ability to adequately staff and complete time-sensitive transactions and to interact effectively with the Treasurer and CIO.
5. Fee proposal.
6. Connecticut presence as evidenced by the number of offices the respondent maintains in Connecticut and the number of Connecticut residents employed in those offices.
7. Financial capability to provide the requested services and overall financial stability of the respondent.
8. Equal employment opportunity record as evidenced by the composition of Respondent's personnel and the respondent's affirmative action and equal employment opportunity policies and practices.
9. Corporate Citizenship policies, including: the charitable contribution of money and time; local procurement of goods and services; development of and/or participation in internship programs or scholarships; and policies with regard to the use of women-owned, minority-owned and small business enterprises.
10. Overall compliance with State and federal laws and policies as evidenced in the completion of the Required Legal and Policy Attachments and the required submissions.

Proposed fees and compensation will be an important factor in the evaluation process. The Treasurer, however, is not required to select the lowest cost response.

## **Section VII – Instructions**

- 1) **Official Contact.** All communications with the Treasurer must be directed to the Official for Proposal Preparation Contact. The Official Contact for the purposes of this RFP is *David Johnson, Principal Investment Officer – Real Estate*, who may be reached via:

Office of the State Treasurer  
55 Elm Street, 6<sup>th</sup> Floor  
Hartford, CT 06106  
Phone: 860.702.3160  
Fax: 860.702.3042  
Email: [david.r.johnson@ct.gov](mailto:david.r.johnson@ct.gov)

- 2) **Respondent's Representatives.** Each Respondent must designate an authorized representative and one alternate. Provide the name, title, address, telephone and FAX numbers, and e-mail address for each representative.
- 3) **Communications Notice.** All communications with the agency or any person representing the Treasurer concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation

of this prohibition by a Respondent or its representatives may result in disqualification or other sanctions, or both.

- 4) **RFP Timeline (Schedule of Events).** The following timeline, up to and including the Deadline for Submitting Proposals, shall be changed only by an amendment to this RFP. Dates after the Deadline for Submitting Proposals are target dates only.

<i>August 15, 2007</i>	RFP Released
<i>September 28, 2007</i>	Deadline for Submitting Proposals
<i>Week of October 15, 2007</i>	Meeting with Respondents (optional)
<i>Week of October 22, 2007</i>	Interviews with Respondents
<i>November 14, 2007</i>	Presentation to IAC
<i>November 2007</i>	Contractor Selected
<i>No later than January 1, 2008</i>	Start of Contract

- 5) **Confidential Information.** Respondents are advised that the Office of the Treasurer is a constitutional Office of the State of Connecticut and its records, including responses to this RFP, are public record.

Information in a response that is deemed by the proposing respondent to be confidential and proprietary should be clearly identified. Respondents should also provide justification as to why such information should not be disclosed by the Office of the Treasurer pursuant to the State's Freedom of Information Act.

All responses to this RFP shall become the property of the Treasurer and will be kept confidential until such time as recommendation for award of a contract has been announced. Thereafter, submissions are subject to public inspection and disclosure under the State of Connecticut Freedom of Information Act, Connecticut General Statutes Sections 1-200 et seq., as may be amended from time to time ("FOIA"). If a Respondent in good faith believes that any portion of its submission is exempt from public disclosure, then, in order to maintain confidentiality, (i) the Respondent should include an explanation containing the precise statutory basis for such exemption from disclosure under FOIA and (ii) such portion should be clearly marked "Confidential." The Treasurer will use reasonable means to ensure that such confidential information is safeguarded but will not be held liable for any inadvertent or intentional disclosure of such information, materials or data. Submissions marked as "Confidential" in their entirety will not be honored as such and the Treasurer will not deny public disclosure of all or any part of such submissions so marked. Only information marked "Confidential" that is accompanied with a precise statutory basis for such exemption under FOIA shall be safeguarded.

By submitting information with portions marked as "Confidential," the Respondent (i) represents that it has a good faith reasonable belief that such information is exempt from disclosure under FOIA pursuant to the precise statutory basis for such exemption, and (ii) agrees to reimburse the Treasurer for, and to indemnify, defend and hold harmless the Treasurer, its officers, fiduciaries, employees and agents from and against, any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever arising from or relating to the Treasurer's non-disclosure of any such designated portions of a proposal if disclosure is deemed required by law or court order.

- 6) **Minimum Submission Requirements.** At a minimum, proposals must (1) be submitted before the deadline, (2) follow the required format, (3) satisfy the packaging and labeling requirements, (4) be complete, and (5) include the required Attachments. Proposals that fail to meet these minimum



submission requirements may, at the Treasurer's sole discretion, be disqualified and not reviewed further.

- 7) **References.** Identify three (3) recent clients that we may contact as references. Provide the following information for each reference: name; title; company address; and phone number.
- 8) **Affirmations Concerning Contract and Conditions.** Include a written statement that the Respondent has read and accepts the RFP's conditions, the agency's standard contract and conditions, and the State of Connecticut's contract compliance requirements in their entirety and without amendment. The statement must be signed by the Respondent.
- 9) **Legal and Policy Attachments.** Complete all Legal and Policy Attachments in accordance with the directions provided. Failure to complete the Legal and Policy Attachments may result in the Proposal not being reviewed.
- 10) **Contract Compliance Requirements.** The State of Connecticut is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services or activities.

The Treasurer is required to consider the following factors in considering a Respondent's qualifications: (1) success in implementing an affirmative action plan; (2) promise to develop and implement a successful affirmative action plan; (3) submission of EEO-1 data indicating that the composition of the respondent's workforce is at or near parity in the relevant labor market area; or (4) promise to set aside a portion of the contract for legitimate minority business enterprises.

- 11) **Consultants.** Any respondent that has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of the Treasurer, whether or not in direct contact with the Treasurer, any other agency or public official or State employee was expected or made, must disclose such consulting agreements in the **Affidavit of Third Party Fees and Disclosure of Consulting Agreements, Attachment D** of the Legal and Policy Attachments. The selected vendor will be required to provide an updated disclosure at the time the contract is executed. See the **Directions** accompanying the **Legal and Policy Attachments** for instructions.
- 12) **Style Requirements.** Proposals must conform to the following requirements: (1) be word processed or typewritten; (2) use font size of not less than 12 points; (3) have margins of not less than 1" on the top, bottom, and sides of all pages; (4) display the respondent's name on the header of each page; and (5) display page numbers at the bottom of each page.
- 13) **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages. All proposals must be addressed to the Official Contact. The name and address of the respondent must appear in the upper left hand corner of the envelope or package. An original (clearly identified as such) proposal, seven (7) conforming copies, and one copy in PDF format on a CD-R disk must be submitted. The original proposal must be signed by the Respondent. Unsigned proposals will be rejected. Proposals transmitted by facsimile will not be accepted or reviewed.
- 14) **Meetings and Interviews with Respondents.** At its discretion, the Office of the Treasurer may convene meetings with Respondents in order to gain a fuller understanding of their respective proposals. The meetings may involve presentations or site visits. If the Treasurer decides interviews

are warranted, the Official Contact will telephone Respondents to make an appointment. Any such meetings are tentatively scheduled for **October 2007**.

- 15) **Insurance Certificates.** Include a statement that the Respondent is willing and able to furnish relevant industry security bonds and errors and omission coverage upon award of a contract. The statement must be signed by the Respondent.
- 16) **Required Format for Responses.** All proposals must follow the required format (below) and address all requirements listed in the prescribed order, using the prescribed numbering system. Failure to follow the required format may result in the disqualification of a proposal.
- 17) **Modification or Withdrawal of Proposals.** Responses to this RFP may be modified or withdrawn in writing or by facsimile notice, with return receipt verification, by the Respondent if such modification or withdrawal is received prior to the deadline for proposal submission noted herein.

Modifications or withdrawals of a proposal received after the submission deadline will not be considered.

- 18) **Errors.** If the Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, please notify the Treasurer immediately of such error by email at [sonia.perone@ct.gov](mailto:sonia.perone@ct.gov) AND [david.r.johnson@ct.gov](mailto:david.r.johnson@ct.gov) and request a clarification or modification of the document.

If it becomes necessary to amend any part of this RFP or if a more exact interpretation of this RFP's provisions is required prior to the submission deadline, a supplement will be posted by the Office of the Treasurer on its website. If such a supplement is necessary, the Treasurer reserves the right to extend the deadline to accommodate such revisions.

If the Respondent fails to notify the Treasurer of a known error or an error that reasonably should have been known prior to the Respondent's filing of an offer for submission, the Respondent shall perform in accordance with the RFP and its Proposal as submitted. If awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of such error or its late correction.

The Treasurer reserves the right to modify this RFP any time prior to the deadline in her sole discretion.

- 19) **Required Format for Responses.** All proposals must follow the required format below and address all requirements listed in the prescribed order, using the prescribed numbering system. Failure to follow the required format may result in the disqualification of a proposal.

#### **I. Cover Letter**

The proposal should contain a cover letter with the following information:

a) Contact Information:

- 1) Name of Respondent
- 2) Business Location
- 3) Mailing Address
- 4) Telephone Number
- 5) E-mail Address

b) Respondent's Representatives:

The Respondent must designate an authorized representative and one (1) alternate who may speak and act on behalf of the Respondent in all dealings with the Treasurer, if necessary. The respondent shall provide the following information for each representative.

- 1) Names and titles
- 2) Telephone Numbers

- c) A statement that the Respondent has the capability to provide the requested services.
- d) A statement that the Respondent meets the minimum qualifications set out in Section IV. If a respondent does not meet any of the minimum qualifications, they must identify which qualification(s) they do not meet and make a detailed case as to why the Treasurer should consider their firm and their product.
- e) A Statement that the Respondent has thoroughly reviewed the RFP and acknowledges and accepts all terms and conditions included in the RFP.
- f) Include a statement that the Respondent has read and accepts the Treasurer's standard contract and conditions in their entirety and without amendment.

The cover letter must be signed by a person authorized to bind the firm to all commitments made in its proposal.

## **II. Respondent Information**

a) Qualifications:

Describe how your experience, education and training, or special knowledge, skills or abilities meet the required minimum qualifications of this RFP. Examples of successful implementation for other large defined benefit plans would be helpful. Specifically, also please provide:

1. List all public pension fund clients by:
  - i. Asset size
  - ii. Length of engagement
2. List total number of clients broken down by public funds and private sector clients:
  - i. Over the past five (5) years, list number of new clients broken down by public funds and private sector clients.
  - ii. Over the past five (5) years, list number of terminated clients, broken down by public funds and private sector clients.
  - iii. List the total number of years your firm has engaged in real estate consulting services.
3. List total number of employees in your firm and the total number of employees within your real estate consulting services:

- i. List senior staff hires and departures over the last three (3) years.
  - ii. Provide data relating to turnover ratios of your research and technical staff over the last three (3) years.
  - iii. Describe your firm's compensation arrangement for professional staff. How does this arrangement encourage the retention of key individuals?
4. Provide aggregate numbers that show performance of your clients versus benchmark.
5. Describe the proprietary tools or intellectual capital of your firm.
6. Describe methodology for quality and timeliness of reporting, specifically what is minimum time after month-end that reports are available.

b) Organization History:

1. Please provide a brief history, from inception, of your firm and any parent organization. Within the past three (3) years, have there been any significant developments in your organization, such as changes in ownership, restructuring, or personnel reorganization? Do you anticipate future significant changes in your organization? If yes, please describe the ownership structure of your organization, giving specific details with regard to any parent or affiliates.
2. Describe the ownership structure of your organization giving specific details with regard to any parent or affiliates.
3. Describe the line(s) of business of your firm, of any parent organization and of any affiliated companies. How many employees are involved in each line of business? What is the percentage breakdown of revenues from each line of business?
4. Within the last five (5) years, has your organization or an officer or principal been involved in any business litigation or other legal proceedings relating to your consulting activities? If so, provide an explanation and indicate the current status or disposition.
5. Please describe the level of coverage for errors and omissions insurance and any fiduciary or professional liability insurance your firm carries. List the insurance carrier(s) supplying the coverage.
6. Does your firm, its parent, or affiliate sell information or any other services to investment managers? If so, describe in detail.

c) Organization Chart:

Provide a diagram showing the hierarchical structure of functions and positions within the organization generally, and of the personnel that will be responsible for delivering the services. Specifically:

1. Describe the years of experience of the professional(s) that will be assigned to manage the State of Connecticut's account in total and their respective number of years with your firm.
2. Provide the ratio of number of clients per the professional team that will be assigned to the State of Connecticut.
3. Specifically describe the firm's and each key professional's international real estate consulting experience.

d) Financial Condition:

If the Respondent is a firm or corporation, include the two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If the Respondent has been in business for less than two (2) years, such Respondent must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such respondent or corporation. Specifically:

1. Provide the percent of total revenue associated with real estate investment consulting; and
2. If available, describe the other sources of revenue received by your firm and the percent to total revenue.

e) References:

Identify three (3) recent clients that we may contact as references. Provide the following information for each reference: name; title; company address; and phone number.

- f) Identify any specialty capacity in the areas of climate risk and/or Environment Social Governance (“E.S.G.”) investing, principally the ability to evaluate a fund manager’s ability to assess risks associated with E.S.G. factors.
- g) Identify any specialty capacity in developing or reviewing a manager’s responsible contractor policy.

### **III. Outline of Work**

- a) Work Plan - Provide a detailed, task-oriented breakdown for each activity outlined in Section II. Scope of Services. Respondents wishing to add activities to those specified in Section II must show the additions as separately numbered tasks.
- b) Methodologies - Describe how each activity (task) will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes; include a description of the proposed method of working with the Treasurer, the resources or services requested of the Treasurer (if any), and the proposed method of receiving agency approval of deliverables.
- c) Deliverables – Provide an example of each report required under Section II, C. (Reporting/Monitoring).
- d) Schedule - Include a proposed work schedule, by activity, indicating when each activity will be accomplished. Identify any significant milestones or deadlines. Include due dates for all deliverables.
- e) Personnel Resources
  - 1) Staffing Plan - Identify the personnel resources that will be assigned to each activity delineated in the work plan (above). State the proportion of time that personnel will allocate to work for the Treasurer’s Office.
  - 2) Key Personnel - Identify the key personnel that will be assigned to this engagement. Attach resumes reflecting their qualifications, including related work experience. [Note: The Office of the Treasurer must be notified in writing and in advance regarding the departure of any key personnel from the engagement.]

- f) Fee Proposal - Include a cost proposal per annum for all services covered in Section II. Scope of Services. In addition, provide an hourly fee schedule that would apply in the case of special projects.

#### **IV. Compliance**

Legal and Policy Attachments - Complete the Legal and Policy Attachments in accordance with the Directions. PLEASE NOTE: If you are the selected vendor, you will be required to re-execute Attachment D and a modified Attachment E at the time you execute your contract with the Office of the Treasurer.

### **Section VIII -- RFP Conditions**

1. All proposals submitted in response to this RFP will become the sole property of the Treasurer.
2. The Treasurer plans to begin the services to be covered by this contract on no later than **January 1, 2008**.
3. The Treasurer shall be required, as a part of the procurement process, to certify that the respondent awarded this contract was not selected as a result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person. The date planning began for this RFP (for purposes of the Gift Certification) is November 1, 2006.+
4. The successful Respondent will be required to complete Attachment E of the Legal and Policy Attachments regarding the giving of gifts. The failure to provide such affidavit shall be grounds for disqualification.
5. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP will become the sole property of the Treasurer.
6. Timing and sequence of events resulting from this RFP will ultimately be determined by the Treasurer.
7. The Respondent agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
8. The Treasurer may amend or cancel this RFP, prior to the due date and time, if the Treasurer deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
9. Any costs and expenses incurred by Respondents in preparing or submitting proposals, including travel expenses incurred to attend Respondents' meetings or interviews are the sole responsibility of the Respondent.
10. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the Treasurer at the respondent's sole cost and expense.
11. The Respondent represents and warrants that the proposal is not made in connection with any other Respondent and is in all respects fair and without collusion or fraud. The Respondent further represents and warrants that the Respondent did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Treasurer participated directly in the Respondent's proposal preparation.

12. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
13. The Respondent must accept the Treasurer's standard contract language and conditions. See Standard Contract Personal Service Agreement, attached hereto as Attachment N.
14. The Treasurer reserves the right to award in part or to reject any and all proposals in whole or in part for misrepresentation or if the Respondent is in default of any prior State contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The Treasurer also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.
15. The Treasurer reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Respondent and subsequently awarding the contract to another Respondent. Such action on the part of the Treasurer shall not constitute a breach of contract on the part of the agency since the contract with the initial Respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Treasurer and the Respondent.
16. Prior to its engagement by the Treasurer, the successful Respondent shall furnish the Treasurer with a current and valid Letter of Good Standing issued by the State of Connecticut Department of Revenue Services, pursuant to Connecticut General Statutes Section 12-2. The failure of the successful Respondent to timely provide a Letter of Good Standing prior to engagement may result in the removal and replacement of the successful Respondent.

**Office of the Connecticut State Treasurer**  
**Legal and Policy Attachments**  
**Investment Services**

**Directions for Completion of Legal and Policy Attachments**

**A link to each of the statutes cited is provided at the end of this document.**

**A. Attachment A - CHRO CONTRACT COMPLIANCE REGULATIONS NOTIFICATION TO RESPONDENTS:**

This document informs you of the Treasurer's obligation to consider certain factors relating to equal opportunity and affirmative action in her review of all respondents' qualifications, as required under Regulations of the Commission on Human Rights and Opportunities, Conn. Agency Regs. §§46a-68j-21 through 43. You may review those regulations by clicking on the following link:

<http://www.state.ct.us/chro/metapages/regulations/CCRegs.htm>

To complete Attachment A, please read, then sign and date the acknowledgement.

**B. Attachment B - BIDDER CONTRACT COMPLIANCE MONITORING REPORT:**

Please complete the form, and notarize where indicated. In addition, we request that you complete Part IV of the form for each of the 2 prior reporting periods (**for a total of 3 years of data**).

**C. Attachment C - EMPLOYMENT PRACTICES INFORMATION:**

The information requested expands on the EEO information provided in Attachment B, by asking for information on the demographics of Respondents' upper level management, recent promotion statistics, and your equal opportunity and affirmative action policy. Please provide all requested information, being sure to identify it by the subsection to which it responds, and notarize where indicated.

**D. Attachment D - AFFIDAVIT OF THIRD PARTY FEES AND DISCLOSURE OF CONSULTING AGREEMENTS:**

Any person or entity wishing to do business with the State Treasurer must disclose in writing any payment or receipt of third party fees, or agreement to pay or receive third party fees attributable to the contract. This disclosure requirement is imposed by Conn. Gen. Stat. § 3-13j for all investment services contracts. The following links will provide useful guidance on the types of payments that must be reported and those fees that are impermissible under Conn. Gen. Stat. §3-13/:

<http://www.state.ct.us/ott/reform/reforminterincriteria.pdf>

<http://www.state.ct.us/ott/pensiondocs/amendedregulations.pdf>

In addition, you must report on this affidavit any "consulting agreement" entered into in connection with this contract, pursuant to the requirements of Conn. Gen. Stat. § 4a-81 (Conn. Public Act 05-287, sec. 51). "Consulting agreement" means "any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the general statutes as of the date such affidavit is submitted." If the consultant identified is a former Connecticut public official or state employee, you must also report the former agency of such consultant and his/her employment termination date. Such affidavit shall be amended whenever the vendor awarded the contract enters into any new consulting agreement during the term of the contract.



This affidavit must be signed by the chief official of the Respondent. Please provide the requested information, and notarize where indicated. If you have no fees or agreements to report, please insert “none” on the affidavit.

**E. Attachment E - GIFT CERTIFICATION:**

State law prohibits state agencies from executing a contract with a person or firm, having a total cost to the state of more than \$500,000 in a calendar or fiscal year, unless the agency receives an affidavit from the person or firm attesting that no gifts as defined in Conn. Gen. Stat. § 1-79 were given by the firm or by any principals or key personnel of the firm since the date that planning began for the contract. See Conn. Gen. Stat. §4-250 et seq. The Treasurer requires **all** vendors seeking to do business with the Office of the Treasurer to complete a Gift Certification, regardless of the value of the proposed contract. Please complete the affidavit, and notarize where indicated. You are required to perform the necessary inquiry to enable you to complete this affidavit, and if selected, you will be required to update the certification when the contract is executed.

**F. Attachment F - CORPORATE CITIZENSHIP:**

All Respondents are asked to demonstrate their commitment to being a good corporate citizen by providing information on charitable and civic activities they sponsor or participate in which improve the communities in which they are located and do business. Attachment F includes a list of representative activities that would satisfy this request. However, if your company engages in other activities that are not listed there, you are encouraged to report them. Please provide information on your corporate citizenship activities.

**G. Attachment G - NOTICE OF LEGAL PROCEEDINGS:**

The purpose of this disclosure is to inform the Treasurer of any legal proceedings or investigations in the recent past or that are ongoing that could have a material effect on your ability to perform services for the Treasury or affect your business relationship with this office. Please provide the requested information, and notarize where indicated. Please do not respond by referring the State Treasurer to online filings with public agencies, such as the SEC. It is your obligation to provide the information with your response. If you have no information to report in response to any of the disclosure requests, you may indicate “none” on the Supplemental Information attachment.

**H. Attachment H - CAMPAIGN CONTRIBUTION CERTIFICATION:**

State law prohibits the State Treasurer from entering into a contract for investment services with any firm when a political committee established by the firm, or any “principal of the investment services firm,” as defined in the law, has contributed to or solicited contributions on behalf of an exploratory or campaign committee established by the State Treasurer for her nomination or election to the Office of State Treasurer. See Conn. Gen. Stat. §§1-84(n), 9-333n. Please complete the requested attestation that no contributions have been made, and notarize where indicated. If your firm does not maintain in the ordinary course of business the information needed to complete the required attestation, you are required to perform the necessary inquiry to enable you to complete this affidavit.

**I. Attachment I - ANTI-TERRORISM:**

The purpose of this attachment is to assist the Treasurer in fulfilling her statutory duty under Conn. Gen. Stat. §3-13d(a) to consider the implications of any investment in relation to the foreign policy and national interests of the United States and to avoid the investment of pension funds in entities that are contributing to the threat of global terrorism. We are requesting Respondents to provide us with assurance that they have adequate procedures in place to ensure compliance with federal anti-terrorism laws. Please complete the requested attestations and notarize where indicated.

**J. Attachment J - CONFLICTS OF INTEREST:**

Please disclose any material conflicts of interest and sign where indicated. If you have no conflicts to report, state "None".

**K. Attachment K – INVESTOR PROTECTION PRINCIPLES:**

Please indicate whether or not your firm has adopted the Investor Protection Principles ("Principles") arising out of the 2002 settlement between Merrill Lynch & Co. and New York Attorney General Eliot Spitzer, and notarize where indicated. If your firm has not adopted the Principles, you must state why.

**L. Attachment L – CONSULTANT QUESTIONNAIRE:**

To be completed as part of the RFP and annually thereafter.

**M. Attachment M - NOTICE TO STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN.**

Pursuant to Conn. Gen. Stat. § 9-612(g) and (h), as amended by Public Act 07-1, all state agencies are required to provide a Notice to their Prospective State Contractors, informing them of (1) the ban on campaign contributions to and solicitation of contributions on behalf of candidates for statewide elective office, (2) their duty to inform their principals of the law, and (3) the possible consequences of violation of the law. The Notice is Attachment M, hereto. By submitting a proposal, the authorized signatory acknowledges receipt of the State Elections Enforcement Commission's Notice (Attachment M) and will inform its principals of the contents of the Notice.

**N. Attachment N - PERSONAL SERVICE AGREEMENT**

**Links to Statutes:**

Conn. Gen. Stat. § 1-79 <http://www.cga.ct.gov/2005/pub/Chap010.htm#Sec1-79.htm>

Conn. Gen. Stat. § 1-84 <http://www.cga.ct.gov/2005/pub/Chap010.htm#Sec1-84.htm>

Conn. Gen. Stat. § 3-13d <http://www.cga.ct.gov/2005/pub/Chap032.htm#Sec3-13d.htm>

Conn. Gen. Stat. § 3-13j <http://www.cga.ct.gov/2005/pub/Chap032.htm#Sec3-13j.htm>

Conn. Gen. Stat. § 3-13l <http://www.cga.ct.gov/2005/pub/Chap032.htm#Sec3-13l.htm>

Conn. Gen. Stat. § 4-250 et seq. <http://www.cga.ct.gov/2005/pub/Chap055c.htm>

Conn. Gen. Stat. § 9-333n <http://www.cga.ct.gov/2005/pub/Chap150.htm#Sec9-333n.htm>

Conn. Public Act 05-5 <http://www.cga.ct.gov/2005/ACT/PA/2005PA-00005-R00SB-02103SS3-PA.htm>

Conn. Public Act 05-287 sec. 51 <http://www.cga.ct.gov/2005/ACT/PA/2005PA-00287-R00SB-00096-PA.htm>

## ATTACHMENT A

### COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES CONTRACT COMPLIANCE REGULATIONS NOTIFICATION TO RESPONDENTS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

The undersigned acknowledges receiving and reading a copy of the "Notification to Respondent's" form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

<p><b>MANAGEMENT:</b> Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p><b>COMPUTER SPECIALISTS:</b> Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists.</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p><b>MATERIAL MOVING WORKERS:</b> The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers, packers and packagers, hand; pumping station operations; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u> (not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa. <u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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# BIDDER CONTRACT COMPLIANCE MONITORING REPORT

## PART I - Bidder Information

(Page 3)

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category)  Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

## PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.
6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__	13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__
6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	If yes, give name and phone number. _____ _____

## Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__  1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)
1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__

PLEASE COMPLETE REVERSE SIDE

**PART IV - Bidder Employment Information**

Date:

(Page 4)

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg Grounds/ Cleaning/ Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

**PART V - Bidder Hiring and Recruitment Practices**

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification.		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination.
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service				Work Expenses		
Private Employment Agencies				Ability to Speak or Write English		
Schools and Colleges				Written Tests		
Newspaper Advertisement				High School Diploma		
Walk Ins				College Degree		
Present Employees				Union Membership		
Labor Organizations				Personal Recommendation		
Minority/Community Organizations				Height or Weight		
Others (please identify)				Car Ownership		
				Arrest Record		
				Wage Garnishments		

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER

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EMPLOYMENT PRACTICES INFORMATION

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COMPANY Name \_\_\_\_\_ (“Respondent”)

**Please provide the following information:**

- a. A current list of the titles and years of employment of women and minority key managers and/or senior officers.
- b. Documentation of any promotions in the past three (3) years among
  - i. minority professionals or managers
  - ii. women professionals and managers
- c. A copy of your firm’s equal opportunity and affirmative action policy.
- d. Any other information that would demonstrate the firm’s commitment to expanding diversity in the workplace, including recruiting initiatives, retention and promotion efforts, and ongoing assessment of the firm’s progress.

The undersigned, on behalf of the company identified above, hereby certifies that the information provided in response to this Attachment C is true and accurate to the best of his/her knowledge and belief under penalty of false statement.

Certifying Official:

Signature \_\_\_\_\_

\_\_\_\_\_  
(type name and title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court

**ATTACHMENT D**

**FORM A3: FOR COMPLETION BY ALL VENDORS BEFORE CONTRACTING**

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

**AFFIDAVIT OF THIRD PARTY FEES AND  
DISCLOSURE OF CONSULTING AGREEMENTS**

I, \_\_\_\_\_, a duly authorized officer and/or representative of \_\_\_\_\_, being duly sworn, hereby depose and say that:

1. I am over eighteen (18) years of age and believe in the obligations of an oath.
2. \_\_\_\_\_ (firm name) intends to enter into a contract to furnish services to the Office of the State Treasurer (the "Contract").
3. All third party fees, agreements to pay third party fees, and consulting agreements attributable to the Contract are as follows:

NAME OF PAYEE	DOLLAR AMOUNT PAID OR VALUE OF NON-CASH COMPENSATION AND DATE	FEE ARRANGEMENT	SPECIFIC SERVICES PERFORMED OR TO BE PERFORMED BY PAYEE <sup>1</sup>

*(Attach additional copies of this page as necessary.)*

**NOTE: For each third party fee or consulting arrangement described above, complete the attached Form A3a.**

4. The information set forth herein is true, complete and accurate to the best of my knowledge and belief under penalty of perjury.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court

<sup>1</sup> Please attach documents evidencing the terms of the fee arrangement and services.

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

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**ADDENDUM TO AFFIDAVIT OF THIRD PARTY FEES**

For each fee arrangement disclosed in the attached Affidavit, please explain whether and how each such payment falls within one or more of the following categories of compensation:

- (1) Compensation earned for the rendering of legal services when provided by an attorney while engaged in the ongoing practice of law;
- (2) Compensation earned for the rendering of investment services, other than legal services, when provided by an investment professional while engaged in the ongoing business of providing investment services;
- (3) Compensation for placement agent, due diligence or comparable tangible marketing services when paid to a person who is an investment professional (i) engaged in the ongoing business of representing providers of investment services, or (ii) in connection with the issuance of bonds, notes or other evidence of indebtedness by a public agency;
- (4) Compensation earned by a licensed real estate broker or real estate salesperson while engaging in the real estate business on an ongoing basis; or
- (5) Payments for client solicitation activities meeting the requirements of Rule 206(4)-3 under the Investment Advisers Act of 1940.

For each fee arrangement disclosed in the affidavit, please respond to the following:

- (1) Is the fee paid to a former state employee or public official? If so, please identify such person's former agency, position and the date such employment was terminated.

"Consulting agreement" shall have the meaning set forth in Conn. Gen. Stat. § 4a-81(b)(1) (Conn. Public Act 05-287, sec. 51 (b)(1)).

"Third party fees" includes those activities enumerated in Section 3-13j of the Connecticut General Statutes.

Attach additional pages as necessary.

**ATTACHMENT E**

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

**Gift Certification**

I, Type/Print Name, Title and Name of Firm or Corporation, am authorized to submit the attached proposal on behalf of the Name of Firm or Corporation (the "Contractor"). I hereby certify that between November 1, 2006 and the date of the proposal that neither I, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the Office of the State Treasurer who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the Office of the State Treasurer.

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its bid or proposal without fraud or collusion with any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

---

Signature

Date

Sworn and subscribed before me on this            day of            , 200

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Commissioner of the Superior Court  
Notary Public

## ATTACHMENT F

*STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER*

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**CORPORATE CITIZENSHIP**

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**COMPANY Name** \_\_\_\_\_ (“Respondent”)

For the past three years, please provide the Office of the Treasurer with the following information regarding any of the respondent’s policies/practices that demonstrate respondent’s positive commitment to the communities in which it does business. The following is a representative list of the types of activities that would satisfy this request:

1. A summary of respondent’s charitable giving activities including matching charitable contributions of employees and an outline of respondent’s strategy for charitable giving activities.
2. A representative list of organizations that respondent supports or events that respondent has sponsored; indicate any Connecticut-based groups.
3. A list of names and addresses of women-owned, minority-owned, and emerging businesses with which respondent does business.
4. A brief description of any internship programs respondent offers and the applicable percentage of minority and women recipients.
5. A brief description of any scholarships respondent provides to students and the applicable percentage of minority and women recipients.
6. A description of any written policies maintained by respondent that foster good corporate citizenship, and those that encourage respondent’s employees to volunteer time or make charitable contributions. Particular focus should be given to efforts to promote good corporate citizenship in Connecticut.
7. A description of any written procurement policies or programs used by respondent to foster business relationships with women-owned, minority-owned and/or emerging businesses.
8. Any other information not covered above that would help give the Treasurer a better understanding of respondent’s views on corporate citizenship.

**ATTACHMENT G**

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

---

**NOTICE OF LEGAL PROCEEDINGS**

---

**COMPANY (“Respondent”)** \_\_\_\_\_

I \_\_\_\_\_ (name and title) hereby represent that:

1. I have the requisite knowledge and authority, and have made any inquiry necessary, to fully, completely and accurately provide the information requested in this affidavit;

2. I have disclosed in the Supplemental Information attached to this affidavit:

- a. any and all material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or non-routine Securities and Exchange Commission inquiries or investigations relating to Respondent or any of Respondent’s affiliates, including any proceedings to which Respondent, its affiliates, or any of their respective officers, directors or employees is a named party or of which any of such has been the focus, that have occurred in the last five (5) years or that are currently threatened, including whether Respondent or any of its affiliates, or their respective officers, directors or employees has been censured by any regulatory body;
- b. any claim for errors & omissions, fiduciary liability and/or fidelity bond insurance coverage submitted by Respondent, its principals or any of Respondent’s affiliates in the past five (5) years;
- c. any and all ongoing internal investigations of any of Respondent’s officers, directors or employees, giving specific attention to those persons who would be closely responsible for the products or services sought by the Office of the Treasurer.

3. Except as disclosed in the Supplemental Information attached hereto, I am not aware of any activities of the Respondent, its affiliates, or any officers, directors or employees of the Respondent or its affiliates, that are likely to result in any of the above investigations or proceedings.

4. Respondent has adequate procedures in place to undertake internal investigations of its employees, officers and directors, which procedures are described in the Supplemental Information attached hereto.

The undersigned, on behalf of the Respondent identified above, hereby certifies that the information set forth in response to this Attachment G, including any and all Supplemental Information, is sworn to as true, complete and accurate to the best of my knowledge and belief, under penalty of false statement.

\_\_\_\_\_  
Print name:

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

\_\_\_\_\_  
Title:

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court/Notary Public

**SUPPLEMENTAL INFORMATION**  
**to Attachment G**

**Respondent's Name** \_\_\_\_\_

**2a.**

**2b.**

**2c.**

**4.**

**ATTACHMENT H**

*STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER*

---

**CAMPAIGN CONTRIBUTION CERTIFICATION**

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**COMPANY (“Respondent”)** \_\_\_\_\_

I, \_\_\_\_\_ (name and title), duly authorized, after diligent inquiry, hereby certify that none of the following have made a contribution to or solicited contributions on behalf of an exploratory committee or candidate committee established by the State Treasurer for her nomination or election to the Office of the Connecticut State Treasurer :

- a. Director of or person having an ownership interest in the respondent’s entity greater than 5%;
- b. The President, Treasurer, or Executive or Senior Vice President (or similar positions) of the respondent’s entity;
- c. An employee of the respondent’s entity having managerial or discretionary responsibilities with respect to services provided to the Office of the Connecticut State Treasurer;
- d. The spouse or dependent child of any individuals described in subsections a-c; or
- e. A political committee or political action committee established by the respondent’s firm or on behalf of an individual identified in subsections a-d.

Sworn to as true, accurate and complete to the best of my knowledge and belief, under penalty of false statement.

\_\_\_\_\_  
Print name:  
Title: \_\_\_\_\_

Date:

Sworn and subscribed before me on this        day of        , 200\_\_,

\_\_\_\_\_  
Commissioner of the Superior Court/Notary Public



**ATTACHMENT I**

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

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**ANTI-TERRORISM – GLOBAL SECURITY RISK ASSESSMENT,  
FOREIGN ASSET CONTROL REGULATIONS,  
FOREIGN CORRUPT PRACTICES ACT**

---

**COMPANY (“Respondent”)** \_\_\_\_\_  
**For the Period from** \_\_\_\_\_ **to** \_\_\_\_\_

I \_\_\_\_\_ (name, title and company name) hereby represent that:

1. I have the requisite knowledge and authority, and have made any inquiry necessary, to fully, completely and accurately provide the information requested in this affidavit;
2. Respondent is not included on the Specially Designated Nationals and Blocked Persons List of the United States Treasury Department’s Office of Foreign Assets Control
3. By agreeing to provide, and in providing, the services pursuant to this RFP, the Respondent will not be in violation of the United State Executive Order 13224 of September 24, 2001 Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, (the Anti-Terrorism Order) or the provisions of The USA Patriot Act, title III, or the International Money Laundering Abatement and Anti-Terrorist Financing Act of 2001 (as it may be amended from time to time) and any regulations promulgated thereunder.
4. The Respondent is not a party with which the Treasurer is prohibited from dealing under the laws of the United States.

The undersigned, on behalf of the Respondent identified above, hereby certifies that the information set forth in response to this Attachment I including any and all Supplemental Information is sworn as true and accurate to the best of my knowledge and belief, under penalty of false statement.

\_\_\_\_\_  
Print name:  
Title: \_\_\_\_\_

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

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_,

\_\_\_\_\_  
Commissioner of the Superior Court/Notary Public

**ATTACHMENT J**

*STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER*

---

**CONFLICTS OF INTEREST**

---

**COMPANY (“Respondent”)** \_\_\_\_\_

In accordance with the State of Connecticut laws and regulations, for the years 2002 to the present, the Respondent must provide the Office of the Treasurer with information regarding any agreements, relationships, retainers or other arrangements that your firm or any employee of your firm has with any other investment banking firm, financial advisory firm, law firm, or other person or entity that may create a conflict of interest or the appearance of a conflict of interest.

Please list any possible, known or potential conflicts of interests with the Office of the Treasurer that the Respondent may have. Please also describe the arrangement and the parties involved. If necessary, the Respondent should attach additional sheets labeled as Supplemental Information to Attachment J.

The undersigned, on behalf of the Respondent identified above, hereby certifies that the information set forth in this Attachment J and any Supplemental Information to Attachment J is true, complete and accurate.

Sworn as true to the best of my knowledge and belief, false statement punishable under law:

Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Sworn and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_,

\_\_\_\_\_  
Commissioner of the Superior Court/Notary Public

ATTACHMENT K

STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER

---

INVESTOR PROTECTION PRINCIPLES

---

COMPANY (“Respondent”) \_\_\_\_\_

I \_\_\_\_\_(name and title) hereby represent that I, on behalf of the Respondent have the requisite knowledge and authority to fully, completely and accurately address the following:

Respondent \_\_\_\_\_ has  
\_\_\_\_\_ has not\*

adopted the terms of the Agreement between Merrill Lynch & Co., Inc. and the New York State Attorney General Eliot Spitzer dated May 21, 2002 (hereinafter “The Investment Protection Principles”).

The undersigned, on behalf of the Respondent identified above, hereby certifies that the information set forth in this Attachment L is true, complete and accurate.

Sworn as true to the best of my knowledge and belief, under penalty of false statement.

---

Print name:  
Title:

Date:

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

---

Commissioner of the Superior Court/Notary Public

\*If Respondent has not adopted the Investment Protection Principles, please attach an explanation.

## ATTACHMENT L

### STATE OF CONNECTICUT OFFICE OF THE TREASURER

#### CONSULTANT QUESTIONNAIRE

##### Definitions:

- (a) "Consultant" or "you" refers to your firm, including key personnel who exercise a significant role in providing services to the CRPTF under the firm's contract with the Office of the State Treasurer.
- (b) "CRPTF" refers to the Connecticut Retirement Plans and Trust Funds.
- (c) "Relationship" refers to any financial, business, personal or familial relationship that is likely to bias the consultant's evaluation of or advice with respect to a transaction or assignment on behalf of the CRPTF.

##### Questions:

1. Are you registered with the SEC or a state securities regulator as an investment adviser? If so, have you provided the Office of the Connecticut State Treasurer with all disclosures required under those laws (including Part II of [Form ADV](#))? These must be submitted annually or as amended.
2. (a) Do you or any related companies have relationships with investment managers that you recommend, consider for recommendation, or otherwise mention to the CRPTF for consideration? If so, describe those relationships.  
  
(b) Do you or any related companies have relationships with service providers that have relationships with investment managers that you recommend, consider for recommendation, or otherwise mention to the CRPTF for consideration? If so, describe those relationships.
3. (a) Do you or any related companies receive any payments from investment managers you recommend, consider for recommendation, or otherwise mention to the CRPTF for consideration? If so, what is the extent of these payments in relation to your other income (revenue)?  
  
(b) Do you or any related companies receive any non-monetary benefits from investment managers or service providers you recommend, consider for recommendation, or otherwise mention to the CRPTF for consideration? If so, describe the nature and extent of these benefits.
4. Do you have any policies or procedures to address conflicts of interest or to prevent these payments or relationships from being considered when you provide advice to your clients? Please describe such policies and procedures.

***Office of the Treasurer  
Consultant Questionnaire***

5. Do you acknowledge that you have a fiduciary obligation as an investment adviser to the CRPTF pursuant to your contract with the Office of the Connecticut State Treasurer?
6. Do you consider your firm to be a fiduciary under ERISA with respect to the recommendations you provide the CRPTF?
7. What percentage of your plan clients utilize investment managers, investment funds, brokerage services or other service providers from whom you receive fees?
8. Do you have any incentive arrangements with any other clients that affect or could influence how you allocate investment opportunities to the CRPTF? If so, please provide details.

SEEC FORM 11

**NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

**Campaign Contribution and Solicitation Ban**

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or *solicit* contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

**Duty to Inform**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

**Penalties for Violations**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

**Contract Consequences**

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "State Contractor Contribution Ban."

Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

**ATTACHMENT N**

**PERSONAL SERVICES AGREEMENT**

(Starting on next page.)



## PERSONAL SERVICES AGREEMENT

This **PERSONAL SERVICES AGREEMENT** ("Agreement") is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_ 2007 (the "Commencement Date"), between the **STATE OF CONNECTICUT** (the "State"), acting through its Treasurer, as Trustee (the "Treasurer") pursuant to C.G.S. Sections 3-11a, and \_\_\_\_\_, a \_\_\_\_\_, having a principal place of business at \_\_\_\_\_ (the "Consultant").

WHEREAS, Section 3-11a of the Connecticut General Statutes authorizes the Treasurer to enter into contracts to as may be necessary and proper for the discharge of her duties;

WHEREAS, the Treasurer has selected the Consultant based on the Consultant's representations in a competitive selection process and wishes to appoint the Consultant as an investment consultant for the State of Connecticut Retirement Plans and Trust Funds ("State Funds"), and the Consultant wishes to accept this appointment, on the terms and conditions set forth below; and

WHEREAS, the Consultant hereby reaffirms the reliability and accuracy of the written and oral representations made to the Treasurer in solicitation of this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals that are incorporated herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

### 1. **Term**

This Agreement shall commence on the Commencement Date, and shall expire on the earlier of (i) \_\_\_\_\_ or (ii) termination by either party as set forth in Section 33 hereof.

### 2. **Definitions**

- (a) "**Agreement**" shall mean this Personal Services Agreement.
- (b) "**C.G.S.**" shall mean the Connecticut General Statutes.
- (c) "**Commencement Date**" shall have the meaning set forth in the introductory paragraph hereto.
- (d) "**Commission**" shall mean the Connecticut Commission on Human Rights and Opportunities.
- (e) "**Consultant**" shall mean \_\_\_\_\_.
- (f) "**Educational Opportunities**" shall mean those certain educational opportunities and/or materials prepared by or obtained by the Consultant for use by or distribution to its clients, such as, but not limited to, seminars, conferences, symposiums, lectures,

classes, informal or formal meetings, computer software, computer hardware, publications, periodicals and the like that are generally related to the Consultant's area of expertise and its performance of the services hereunder, including, but not be limited to, reasonable travel, lodging and meal expenses associated with the Treasurer's participation in such opportunities.

- (g) "Election Laws" shall mean Section 9-333n(f) of the Connecticut General Statutes.
- (h) "Engagement Letter" shall mean that annual letter drafted by the Consultant and delivered to the Treasurer which outlines those certain services to be provided under this Agreement and the timetable for completion of such services with regard to each annual audit for both the Clean Water Fund and Drinking Water Fund.
- (i) "Integrity Affidavit" shall have the meaning set forth in Section 24 hereof.
- (j) "Internal Investigation" shall have the meaning set forth in Section 21 hereof.
- (k) "IPS" shall mean the current Investment Policy Statement as adopted by the Treasurer pursuant to State law.
- (l) "Miscellaneous Provisions" shall have the meaning set forth in Section 39(h) hereof.
- (m) "Proceeding" shall have the meaning set forth in Section 21 hereof.
- (n) "Prohibited Contributions" shall mean any contributions to or solicitations of contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for election to any Constitutional Office, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates or (iii) a party committee by any principal of any State Consultant or prospective State Consultant, including Advisor on or after December 31, 2006.
- (o) "Quarter" shall mean that three-month period ending on March 31, June 30, September 30 or December 31.
- (p) "State" shall mean the State of Connecticut.
- (q) "State Contracting Standards Board" shall have the meaning set forth in Section 33 hereof.
- (r) "State Ethics Code" shall mean Chapter 10 of the Connecticut General Statutes.
- (s) "State Funds" shall mean the State of Connecticut Retirement Plans and Trust Funds.
- (t) "Third Party Fee Disclosure Affidavit" shall have the meaning set forth in Section 18(b) hereof.

- (u) “Treasurer” shall mean the then-current Treasurer of the State of Connecticut. Whenever the term “the Treasurer” is used in this Agreement, it shall include the Treasurer or her authorized agent, employee or designee.

**3. Services to be Provided by the Consultant**

- (a) The Treasurer hereby appoints the Consultant as a [consultant] to State Funds, and the Consultant hereby agrees to serve as such, pursuant to the terms and conditions set forth in this Agreement.
- (b) [to be determined - Reserve Exhibit A].
- (c) The Consultant shall provide such investment advisory services consistent with the Treasurer’s current overall investment fund objectives, policies, and procedures, including the then-current Investment Policy Statement (the “IPS”). The Treasurer may from time to time amend, modify or change the IPS, objectives, policies, and procedures, and shall so notify the Consultant in writing of any such change, which changes shall become effective upon the Consultant’s acknowledgement and agreement.
- (d) The Consultant hereby acknowledges that it has reviewed and is familiar with the terms of the IPS as is currently in effect. In the event that the Treasurer amends the IPS, the Consultant agrees to be bound by such amendments upon receipt of notice from the Treasurer, the Treasurer’s designated representative or the Treasurer’s staff and to acknowledge such in writing, if requested.
- (e) At a minimum, the Consultant shall provide the Treasurer and the Treasurer’s staff (and if need be, auditors, accountants, consultants, and other professional advisors of the Treasurer’s and State Fund’s) with the reports identified on Exhibit B in accordance with the frequency prescribed thereon.
- (f) If the Consultant is a registered investment adviser under the Investment Adviser Act of 1940, as amended, the Consultant shall deliver to the Treasurer or the Treasurer’s representative a disclosure statement consisting of a copy of its Part II of Form ADV as is currently in effect. Furthermore, throughout the term of this Agreement, the Consultant shall deliver to the Treasurer or the Treasurer’s designated representative all of its revised Part II of Form ADV as is then currently in effect. If the Consultant is not a registered investment adviser under the Investment Adviser Act of 1940, as amended, the Consultant shall deliver to the Treasurer copies of any of its other regulatory filings that shall provide the same or similar information as Part II of Form ADV. Throughout the term of this Agreement, the Consultant shall deliver to the Treasurer or the Treasurer’s representative all revisions to such information filed with any regulatory authorities and as is then currently in effect.
- (g) The Consultant shall use its best efforts to notify the Treasurer, or the Treasurer’s designated representative, of any significant change in ownership or key personnel of the Consultant (including key personnel involved in managing the Portfolio) prior to such change. If the Consultant is a publicly traded company, then the Consultant shall use its best efforts to notify the Treasurer, or the Treasurer’s designated

representative, of any change in the executive management or ownership of the Consultant immediately upon such change, as soon as is practicable.

- (h) From time to time during the term of this Agreement, the Consultant may provide or cause others to provide to the Office of the Treasurer, and the Office of the Treasurer may, in its sole discretion, fully participate and/or accept, certain educational opportunities and/or materials prepared by or obtained by the Consultant for use by or distribution to its clients, such as, but not limited to, seminars, conferences, symposiums, lectures, classes, informal or formal meetings, computer software, computer hardware, publications, periodicals and the like ("Educational Opportunities"), provided that such Educational Opportunities generally relate to those areas of the Consultant's expertise and its performance of services hereunder. For the purposes of this section, "Educational Opportunities" shall include, but not be limited to, reasonable travel, lodging and meal expenses associated with the Treasurer's participation in such Educational Opportunities.

#### **4. Compensation of the Consultant**

- (a) The Treasurer shall pay the Consultant a quarterly fee (in arrears) computed in conformance with the Fee Schedule attached hereto as **Exhibit B**.
- (b) For the Quarter in which this Agreement commences or terminates, the fee shall be prorated based upon the number of days in that Quarter during which this Agreement is in effect. The fee shall be calculated as follows: the regular quarterly fee shall be multiplied by a fraction, the numerator of which is the number of days in the Quarter during which the Agreement is in effect and the denominator of which is the total number of days in the Quarter.
- (c) The Consultant shall submit an invoice for payment of its fee no later than 15 calendar days following the last business day of the Quarter for which the fee is due. The Treasurer then shall verify all calculations, compare the Consultant's invoice with the Master Custodian's statement of the fair market value of the assets in the Account, make any appropriate adjustments to the invoice, and process the invoice for payment. In no event shall the Consultant's fee for any Quarter be due or payable sooner than 30 calendar days following the end of the Quarter for which it is rendered.
- (d) The Treasurer shall review any request for changes in fees proposed by the Consultant. If the Treasurer approves a change in fees, such change shall be implemented by amending **Exhibit B** to this Agreement as provided in Section 27 hereof.
- (e) The Consultant shall submit to the Treasurer invoices only covering work already performed; no compensation shall be paid to, or requested by, the Consultant in advance of services rendered. Invoices shall be mailed to:

Office of the Treasurer  
State of Connecticut

55 Elm Street  
Hartford, Connecticut 06106  
Attention: Pension Fund Management Division

The Treasurer may change the above address for invoices under this section upon prior written notification to the Consultant.

**5. Representations and Warranties of the Consultant**

- (a) The Consultant represents and warrants that it is fully experienced and properly qualified to perform the services provided for herein, and that it is properly licensed, equipped, organized and financed to perform such services.
- (b) The Consultant represents and warrants that neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated herein will violate any agreement or contractual commitment to which the Consultant is a party or by which it is bound, any law, regulation, order, or any provision of the Consultant's charter documents. The Consultant further represents and warrants that it is not a party to any existing agreement that would prevent the Consultant from entering into and performing this Agreement. For the term of this Agreement, the Consultant agrees not to enter into any other agreement that is in conflict with the Consultant's obligations under this Agreement.
- (c) The Consultant represents and warrants that it is duly organized, validly existing, and in good standing under the laws of the state of its organization and has full corporate power and authority to carry on its business as it has been and is currently being conducted.
- (d) The Consultant represents and warrants that it has full power and authority to enter into and perform fully the terms of this Agreement and that the execution of this Agreement on behalf of the Consultant is duly authorized and, upon execution and delivery, this Agreement shall be binding upon the Consultant in accordance with its terms.
- (e) The Consultant represents and warrants that it has completed, obtained and performed all applicable registrations, filings, approvals, licenses, authorizations, consents and/or examinations required by any government or governmental authority for entry into this Agreement and performance of the services contemplated herein, and the Consultant further represents and warrants that it shall maintain all such proper and required registrations, filings, approvals, licenses, authorizations, consents and/or examinations for the term of this Agreement.
- (f) The Consultant represents and warrants that it shall act as an independent contractor in performing this Agreement and shall maintain complete control over its employees and any subcontractors hired by it to perform services hereunder.
- (g) The Consultant represents and warrants that it shall perform all services hereunder in accordance with the terms of this Agreement and in compliance with all applicable federal, state and local laws, regulations, guidelines, permits and requirements.

- (h) The Consultant represents that services to be rendered hereunder do not in any way conflict with other contractual commitments with or by the Consultant.
- (i) The Consultant represents and warrants that neither any representation and warranty contained herein nor any written statements, certificates or documents delivered or to be delivered to the Treasurer or the Treasurer's designated representative(s) by or on behalf of the Consultant contains or will contain any misstatements of material fact, or omits or will omit to state a material fact necessary to make the statements contained herein or therein misleading.
- (j) The Consultant represents and warrants that the Consultant (including its key professionals) has no undisclosed material or potential conflict of interest with the Treasurer. Any previously undisclosed material or potential conflicts of interest are disclosed on **Attachment 1** hereto. Advisor represents and warrants that it shall, no less than annually and for the term of this Agreement, report to the Treasurer any changes to the disclosure provided on **Attachment 1**.
- (k) The Consultant shall promptly notify the Treasurer in writing in the event any of the foregoing acknowledgements, representations, warranties or agreements herein shall no longer be true.

**6. Changes in Services**

When changes in services are required or requested by the Treasurer, the Consultant shall promptly estimate the monetary effect of such services and so notify the Treasurer. Subject to the terms and conditions set forth in Section 26 hereof, the Consultant shall not implement any changes in service under this Agreement unless such change is first approved by the Treasurer in writing. Unless otherwise agreed to in writing, the provisions of this Agreement shall apply to all changes in services.

**7. Labor and Personnel**

At all times, the Consultant shall utilize qualified personnel necessary to perform the services under this Agreement. The Consultant shall, if requested to do so by the Treasurer, reassign from the Treasurer's account, within a reasonable period of time, any employee or authorized representative whom the Treasurer, in her sole discretion, determines is incompetent, dishonest, uncooperative or unable to effectively perform the responsibilities and services required hereunder.

**8. Insurance Requirements**

- (a) **Minimum Coverage Requirements.** At minimum, the Consultant shall at its sole cost and expense, during the term of this Agreement, procure and maintain in full force and effect the types and minimum limits of insurance coverage specified in this Section 8 against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors. In no event shall the Consultant perform work under this Agreement until the required evidence of

insurance has been furnished to the Treasurer. All insurance shall be procured from reputable insurers (rated A-, class X or better by A.M. Best & Company) that are approved/admitted to do business in the State of Connecticut or otherwise acceptable to the Treasurer. All insurance required herein, shall be written on an "occurrence" basis and not a "claims-made" basis, and such form shall not have a "sunset clause." Coverage for occurrences happening during the performance of the services provided hereunder shall be maintained in full force and effect under the policy.

- (b) Comprehensive General Liability Insurance: The Consultant shall obtain and maintain occurrence-based commercial general liability insurance or similar coverage with a limit of not less than \$1,000,000 for each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.
- (c) Professional Liability Insurance or Miscellaneous Professional Liability Insurance. The Consultant agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit of not less than \$4,000,000.
- (d) Deductibles. Any deductibles or self-insured retentions must be declared to and approved by the Treasurer. At the Treasurer's reasonable option, the Consultant shall reduce such deductibles or self-insured retentions, or shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
- (e) Certification. The Consultant shall certify to the Treasurer in writing upon execution of this Agreement (**Attachment 5**) and, thereafter at least annually, the nature, amount of and carrier of insurance insuring the Consultant against the risks specified, and the indemnification obligations and liabilities of the Consultant contained in this Agreement. Prior to the execution of this Agreement and as requested by the Treasurer, the Consultant shall furnish the Treasurer in writing with proof of its insurance coverage. In doing so, the Consultant shall furnish the Treasurer with a true and correct copies of (a) the original insurance policies or (b) a Certificate of Insurance that shall clearly evidence all insurance required in this Agreement and which provide that such insurance may not be canceled, except on 30 days' prior written notice to the Treasurer. Notices of cancellation, termination and alteration of such insurance or bond shall be delivered to the Treasurer immediately upon receipt by the Consultant.
- (f) Cancellations, Modifications, Failures to Maintain, Etc. The Consultant shall not cancel or reduce such coverage as set forth in this Section 8, except upon thirty (30) days prior written notice to the Treasurer. Notices of cancellation, termination and alteration of such insurance or bond shall be delivered to the Treasurer *via* certified mail immediately upon receipt by the Consultant. If at any time during the term of this Agreement the Consultant fails to obtain or maintain the required insurance, the Treasurer shall have the right to treat such failure as a breach of contract and to exercise all appropriate rights and remedies. Each of the insurance coverages shall

provide for at least thirty (30) days prior written notice to be given to the Treasurer in the event coverage is materially changed, canceled or non-renewed.

(g) Claims. The Consultant shall notify the Treasurer in writing of any claims made to, and any payment received on a claim from any of its insurance carriers pertaining to the State or the Treasurer. The Treasurer reserves the right to receive the benefit of any insurance coverage obtained by the Consultant in amounts higher than the minimums set forth herein.

(h) Effect. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit or reduce the indemnification obligations made in this Agreement by the Consultant to the Treasurer or to limit the Consultant's liability under this Agreement to the limits of the policies of insurance required to be maintained by the Consultant hereunder.

**9. Quality Surveillance**

All services performed by the Consultant shall be subject to the inspection and approval of the State at all times, and the Consultant shall furnish all information concerning such services, and shall grant the Treasurer's duly authorized representatives free access at all reasonable times to the Consultant's facilities where the services under this Agreement are performed. The Consultant shall allow such representatives free access to any of the Consultant's books and records relating to the services provided hereunder. At the Treasurer's request, the Consultant shall provide the State with hard copies or computer transmittal of any data or information in the possession of the Consultant that pertains to the Treasurer's business under this Agreement. The Consultant shall incorporate this paragraph verbatim into any agreement it enters into with any vendor providing services under this Agreement.

**10. Nondisclosure**

The Consultant shall not release any information concerning the services provided pursuant to this Agreement or any part thereof to any member of the public, the press or media, business entity or any official body unless prior written consent is obtained from the Treasurer or required by law or court order.

**11. Promotion**

No publicity release or announcement concerning this Agreement shall be issued without the advance written approval of the Treasurer. Unless specifically authorized in advance in writing by the Treasurer on a case-by-case basis, the Consultant shall have no right to use, and shall not use, the name of the State of Connecticut, its officials or employees, or the seal of the State of the Treasurer:

- i. In any advertising, publicity, or promotion;
- ii. As an express or implied endorsement of the Consultant's products or services; or



- iii. In any other manner (whether or not similar to uses prohibited by subsections (i) and (ii) above), except to perform and deliver in accordance with this Agreement such services as are hereby contracted by the State of Connecticut.

In no event may the Consultant use the State Seal or the seal of the Office of the Treasurer in any way without the express written consent of the Secretary of State of the State of Connecticut or the Treasurer, respectively.

**12. Confidentiality**

All data provided to the Consultant by the Treasurer, the Treasurer's staff or designated representatives, or developed internally by the Consultant with regard to the Treasurer or the State will be treated as proprietary to the State and confidential unless the Treasurer agrees in writing to the contrary in advance. The Consultant agrees to forever hold in confidence all files, records, documents or other information as designated, whether prepared by the State or others, which may come into the Consultant's possession during the term of this Agreement, except where a disclosure of such information by the Consultant is required (whether in the ordinary course of business or otherwise) by another governmental authority to ensure compliance with laws, rules or regulations, and such disclosure will be limited to that actually so required. Where such disclosure is required, the Consultant will provide advance written notice to the Treasurer of the need for disclosure.

**13. Non-Discrimination**

- (a) The Consultant agrees and warrants that in the performance of this Agreement it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability (including, but not limited to, blindness), unless it is shown by it that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut ("State").
- (b) The Consultant agrees to take affirmative action to insure that applicants with job-related qualifications are employed, and that employees are treated when employed, without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability (including, but not limited to, blindness), unless it is shown by it that such disability prevents performance of the work involved.
- (c) The Consultant agrees, in all solicitations or advertisements for employees placed by it or on its behalf, state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission on Human Rights and Opportunities ("Commission").
- (d) The Consultant agrees to provide each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding and

each vendor with which it has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers representative of the Consultant's commitments under this Section 13, and to post copies of the notice in conspicuous places available to employees and applicants for employment.

- (e) The Consultant agrees to comply with each provision of this Section 13 and C.G.S. Sections 46a-68e and 46a-68f and with each regulation or relevant order issued by the Commission pursuant to C.G.S. Section 46a-56, 46a-68e and 46a-68f.
- (f) The Consultant agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning its employment practices and procedures as related to the provisions of this Section 13 and C.G.S. Section 46a-56.
- (g) If this Agreement is a public works contract, as defined in C.G.S. Section 46a-68b, the Consultant agrees and warrants that it will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project. For the purposes of this subsection, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:
  - i. who are active in the daily affairs of the enterprise;
  - ii. who have the power to direct the management and policies of the enterprises; and
  - iii. who are members of a minority, as such term is defined in subsection (a) of C.G.S. Section 32-9n;

"good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements. Determination of the Consultant's good faith efforts shall include, but shall not be limited to, the following factors: The Consultant's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment, and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

- (h) The Consultant shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (i) The Consultant shall include the provisions of subsections (a)-(g) in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State of Connecticut and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Consultant shall take such action with respect to any such

subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with C.G.S. Section 46a-56; provided, if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Consultant may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (j) The Consultant agrees and warrants that in the performance of this Agreement it will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
- (k) The Consultant agrees to provide each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding and each vendor with which it has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Consultant's commitments under Section 13, and to post copies of the notice in conspicuous places available to employees and applicants for employment.
- (l) The Consultant agrees to comply with each provision of this Section 13 and C.G.S. Sections 46a-68e and 46a-68f and with each regulation or relevant order issued by the Commission pursuant to C.G.S. Section 46a-56.
- (m) The Consultant agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning its employment practices and procedures which relate to the provisions of this Section 13 and C.G.S. Section 46a-56.
- (n) The Consultant shall include the provisions of subsections (j)-(m) in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Consultant shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with C.G.S. Section 46a-56; provided, if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Consultant may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

#### **14. Fiduciary Duties**

By execution of this Agreement, the Consultant, to the extent that it exercises any discretionary authority or discretionary control respecting the management or disposition of the assets, or renders investment advice, acknowledges that it is a fiduciary with

respect to the Office of the Treasurer, and asserts that it is registered and/or licensed pursuant to all applicable state and federal laws. The Consultant shall discharge such fiduciary duties under this Agreement solely in the interests of the Office of the Treasurer with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims, and in accordance with the provisions of this Agreement.

**15. Indemnification**

The Consultant hereby indemnifies and shall defend and forever hold harmless the Treasurer, the Treasurer's officers, representatives and employees, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, losses, liabilities, suits, judgments, fines, penalties, charges, interest, attorney's fees, costs and expenses of whatsoever kind or nature including those arising out of injury to or death of the Consultant's employees, whether arising before, during or after completion of the services hereunder, and in any manner directly or indirectly caused or occasioned by, or attributable or contributed to in whole or in part, any act of bad faith, negligence, willful misconduct, improper or unethical practice, infringement of intellectual property rights, breach of fiduciary duty, breach of trust, breach of confidentiality, or any other breach of contract or violation of any law or requirement in connection with this Agreement, by the Consultant, its principals, directors, officers, employees, agents or subcontractors. At the Treasurer's option, and in her sole discretion, the Consultant shall defend at its expense any actions brought against the Treasurer or the State arising out of or in connection with any services performed hereunder or the failure to perform such services, or other breach of this Agreement, by the Consultant, its principals, directors, officers, employees, agents or subcontractors, and the costs of such defense shall be borne by the Consultant and shall not constitute any expense of nor shall be paid by the State or the Treasurer. This indemnification shall survive any termination of this Agreement.

**16. Liability**

Nothing set forth in this Agreement shall in any way constitute a waiver or limitation of any rights that the State or the Treasurer may have under any applicable laws and nothing contained in this Agreement shall be construed as relieving the Consultant from any responsibility or liability for any responsibility, obligation, or duty hereunder imposed on the Consultant by state or federal law.

**17. Corporate Citizenship**

The Consultant agrees and acknowledges that the Treasurer expects all of its vendors to be good corporate citizens. Good corporate citizenship includes, without limitation, embracing workforce diversity within the company and with respect to procurement of goods and services, supporting the communities where the company does business with respect to charitable and civic organizations, community works and procurement practices, and incorporating good corporate governance in the company's operation.

During the term of this Agreement, the Consultant agrees to furnish the Treasurer with detailed and accurate reports of its good corporate citizenship activities upon request.

**18. Third Party Fee Disclosure**

- (a) The Consultant acknowledges and agrees that:
  - i. Pursuant to C.G.S. Section 3-13j, any person or entity who would be a party to a contract for investment services with the Office of the Treasurer shall disclose to the Treasurer, in writing, all third-party fees attributable to such contract before any such contract may take effect;
  - ii. Consultant is not providing investment services to the Office of the Treasurer under this Agreement; and
  - iii. C.G.S. Section 4a-81 prohibits the Office of the Treasurer from entering into any contract for goods or services with an annual value of \$50,000 or more unless it obtains an affidavit from the vendor attesting as to whether such vendor has entered into any written or oral consulting agreements in connection with its contract with the Office of the Treasurer.
- (b) In accordance with the foregoing acknowledgement and agreements, the Consultant agrees to have its chief official authorized to enter into this Agreement complete and submit to the Treasurer a sworn affidavit in the form of **Attachment 2** (the “Third Party Fee Disclosure Affidavit”).
- (c) The Consultant represents that the information it has disclosed on the Third Party Fee Disclosure Affidavit is accurate and complete as of the date of this Agreement. The Consultant covenants to promptly report any changes to the disclosure provided on the Third Party Fee Disclosure Affidavit and to file an updated affidavit with the Treasurer on an annual basis as of December 31 of each contract year.

**19. Campaign Contributions**

- (a) C.G.S. Section 9-333n(f) (the “Elections Laws”) prohibits contributions to or solicitations on behalf of a candidate for the Treasurer of the State of Connecticut. The Consultant covenants not to make any campaign contributions in violation of the Election Laws. The Consultant further represents and agrees that (i) the Consultant, (ii) any and all directors or persons with greater than 5% ownership in the Consultant, (iii) any and all individuals employed as president, treasurer or executive or senior vice president by the Consultant, (iv) any and all employees of the Consultant with managerial or discretionary responsibilities with respect to the State, (v) the spouse of any of the foregoing, or (vi) a political committee established by the Consultant or any such individuals, did not during the last election cycle contribute to or solicit contributions on behalf of, and will not (for the term of this Agreement) contribute to, or solicit contributions on behalf of, any exploratory committee or candidate committee established by a candidate for nomination or election to the Office of the Connecticut State Treasurer.

- (b) The Treasurer hereby notifies Consultant that, pursuant to C.G.S. Section 9-333n(g), on and after December 31, 2006, no principal of any State contractor or prospective State contractor (with respect to a State contract) shall make a contributions to or solicit contributions on behalf of: (i) an exploratory committee or candidate committee established by a candidate for election to any or all of the following offices of the State of Connecticut: the Office of the Governor, the Office of the Lieutenant Governor, the Office of the Secretary of State, the Office of the Treasurer, the Office of the Comptroller, or the Office of the Attorney General; (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates; or (iii) a party committee (“Prohibited Contributions”).
- (c) In the case of contracts executed on or after December 7, 2005, if a principal of a State contractor, including the Consultant, makes or solicits a Prohibited Contribution, the Treasurer may, in her sole discretion, void the contract and the Treasurer will be prohibited from extending or amending any such contract for a period of one year following the date of the election for which a Prohibited Contribution is made or solicited.
- (d) The Consultant hereby acknowledges that it has read and understands the provisions set forth in C.G.S. Sec. 9-333n(g), and agrees to fully cooperate with the Office of the Treasurer to the extent that is reasonably necessary in order to assist the Treasurer in complying with the requirements set forth therein, including, among other things, providing the State with a list of “principals” of the firm (as defined in C.G.S. Sec. 9-333n(g)) and to notify the State of any changes, additions or deletions to such list during the term of this Agreement.

**20. Code of Ethics**

None of the Consultant, its principals, directors, members, officers, partners, employees or agents shall engage directly or indirectly in any financial or other transaction with any trustee, staff member, or employee of the Office of the Treasurer which would violate the standards set forth in the State of Connecticut Code of Ethics for Public Officials, as codified in C.G.S. Chapter 10, Part 1, Sections 1-79 through 1-90.

**21. Notice of Certain Legal Proceedings, Internal Investigations**

- (a) As of the date hereof, the Consultant shall have provided the Treasurer with a complete and accurate report in writing of any known or threatened (i) lawsuit, legal or administrative proceeding or governmental investigation, examination, complaint, disciplinary action, non-routine Securities and Exchange Commission inquiry or investigation, or other proceeding relating to the Consultant or any of its affiliates (including any proceedings to which the Consultant, its affiliates, or any of their respective officers, directors, principals, members, partners, managers or employees is a named party or of which any of such has been the focus), or of any other lawsuit, legal proceeding or governmental investigation (whether or not the Consultant or its affiliates, or any of their respective directors, officers, managers, or principal is a party thereto, but only to the extent the Consultant has knowledge thereof) relating to

- or affecting the Consultant's ability to perform its obligations under this Agreement or involving any investment professional employed by the Consultant who has performed or does perform any services for the Treasurer (each, a "Proceeding") and (ii) formal internal investigations of the Consultant, or any of its directors, officers, principals, members, partners, managers, investment professionals or employees involved with providing services to the Treasurer under this Agreement relating to or affecting the Consultant's ability to perform its obligations under this Agreement or involving any investment professional employed by the Consultant who has performed or does perform any services for the Treasurer (each, an "Internal Investigation").
- (b) During the term of this Agreement and to the extent permitted by law, the Consultant agrees to promptly notify the Treasurer in writing of the commencement or existence of any known or threatened Proceeding or Internal Investigation.
  - (c) During the term of this Agreement and to the extent permitted by law, the Consultant agrees to promptly provide the Treasurer with any and all information reasonably requested by the Treasurer in response to disclosure made pursuant to this Section 21.
  - (d) During the term of this Agreement and to the extent permitted by law, the Consultant shall promptly inform the Treasurer in writing of any material changes in the status of any pending Proceeding or Internal Investigation previously disclosed hereunder, and shall promptly update any information previously disclosed to the Treasurer related to any such Proceeding or Internal Investigation.

**22. Compliance; Duty to Update**

- (a) The Consultant, its employees, agents and representatives shall at all times comply with all applicable foreign, international, federal, state (including those of the State of Connecticut), county and local laws, ordinances, statutes, rules, regulations, registrations, filings, approvals, authorizations, consents examinations and orders of governmental authorities, including those having jurisdiction over its registration and licensing to perform services hereunder, and all provisions required by such legal requirements are hereby incorporated by reference in this Agreement. The Consultant shall be solely responsible for obtaining current information on such laws and requirements. The Consultant shall promptly disclose to the Treasurer any changes in the Consultant's status with respect to any such compliance and disclosure, and shall immediately deliver any amended, modified or changed instruments, documents and other filings to the Treasurer.
- (b) Without limiting the foregoing, this Agreement is subject to the provisions of C.G.S. Section 4-61dd. No officer, director or appointing authority of the Consultant may take or threaten to take any retaliatory personnel action against any employee of the Consultant who discloses information regarding corruption, unethical practices, violation of state laws or regulations, mismanagement, gross waste of funds, abuse of authority or danger to public safety occurring in any state department or agency to the Connecticut Auditors of Public Accounts or the Connecticut Attorney General. In the

event that any such retaliatory action is taken or threatened, the Consultant shall be liable for civil penalties.

**23. Equal Opportunity and Diversity**

- (a) The Consultant agrees and warrants that, in the performance of its duties hereunder, it shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, gender, mental retardation, sexual orientation or physical disability, including but not limited to, blindness, unless it is shown by the Consultant that such disability prevents performance of the services under this Agreement.
- (b) The Consultant further agrees to use its best efforts to consider applicants with job-related qualifications for employment and that, once employed, employees are treated without regard to their race, color, religious creed, age, marital status, national origin, ancestry, gender, mental retardation, sexual orientation, or physical disability. The Consultant agrees, represents and warrants that all solicitations or advertisements for employees placed by it or on its behalf shall state that the Consultant is an “affirmative action – equal opportunity employer.” The Consultant agrees, represents and warrants that it shall use its good faith efforts to consider and recruit diverse applicants from the widest possible pool of candidates. In meeting its good faith obligation to recruit diverse applicants, the Consultant agrees, represents and warrants that it shall contact national networks, and shall maintain adequate records of its efforts regarding workforce diversity.
- (c) The Consultant must complete and submit **Attachment 3**. The Consultant further represents and warrants that the information disclosed on the sworn affidavit attached hereto as **Attachment 3** is accurate and complete as of the date of this Agreement. During the term of this Agreement, the Consultant agrees to furnish the Treasurer with updated and accurate disclosure no later than December 31 of each year.

**24. Integrity Affidavit**

The Consultant shall complete, truthfully attest to and submit herewith an Integrity Affidavit in the form of **Attachment 4**. The Consultant represents and warrants that the information it has disclosed in such Integrity Affidavit is complete and accurate as of the date of this Agreement.

**25. Pay-to-Play**

The Consultant represents and warrants that neither the Consultant nor any individual in the Consultant’s organization has received or paid, or entered into an agreement, to receive or pay, any compensation, fees, or any other benefit from or to any third party, including any consultants, managers or contractors to the State or the Treasurer, in connection with the indirect or direct procurement of this Agreement.



**26. Entire Agreement; Integration; Amendments**

This Agreement embodies the entire agreement between the Treasurer and the Consultant on the matters specifically addressed herein. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. This Agreement shall supersede all prior written agreements between the parties and their predecessors. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth herein. No changes, amendments or modifications of any of the terms or conditions of this Agreement shall be valid unless reduced to writing, signed by both parties and approved by the Attorney General or the Deputy Attorney General of the State of Connecticut. The parties shall meet and confer in good faith on any modification of this Agreement that may become necessary to make its provisions consistent with any policy of the Treasurer, or federal, state, local, foreign or international statute, rule, regulation or ordinance that governs any aspect of this Agreement.

**27. Notices**

Unless otherwise expressly provided to the contrary, all notices, requests, demands or other communications required by or otherwise with respect to this Agreement shall be in writing and shall be deemed given (i) when made, if made by hand delivery, and upon confirmation of receipt, if made by facsimile, (ii) one business day after being deposited with a next-day courier, postage prepaid, or (iii) three business days after being sent certified or registered mail, return receipt requested, postage prepaid, in each case to the applicable addresses set forth below (or to such other address as such party may designate in writing from time to time):

TREASURER: Chief Investment Officer  
Pension Fund Management Division  
Office of the Treasurer  
State of Connecticut  
55 Elm Street  
Hartford, CT 06106  
Telephone: (860) 702-3229  
Fax: (860) 702-3042

COPY TO: General Counsel  
Office of the Treasurer  
State of Connecticut  
55 Elm Street  
Hartford, CT 06106  
Telephone: (860) 702-3000  
Fax: (860) 728-1290

CONTRACTOR:

Telephone:

Fax:

The parties may change their respective addresses for notices under this Section upon prior written notification to the other.

**28. Governing Law; Jurisdiction; Venue**

This Agreement shall be interpreted under, governed by and enforced according to the laws of the State of Connecticut, without regard to choice of law rules. The parties hereto hereby submit to the jurisdiction of the courts in the State of Connecticut, or of the United States of America sitting in the State of Connecticut, over any action, suit, or proceeding arising out of or relating to this Agreement. The Consultant agrees to service of process in any manner authorized by the laws of the State of Connecticut.

**29. Discovery of Conflicts, Errors, Omissions and Discrepancies**

- (a) In the event of any conflict between the provisions of this Agreement and the provisions of Form CO-802A to which this Agreement is attached, the provisions of this Agreement shall control.
- (b) In case of conflicts, discrepancies, errors or omissions among the various parts of this Agreement, any such matter shall be submitted immediately by the Consultant to the Treasurer for clarification. The Treasurer shall issue such clarification within a reasonable period of time. This remedy shall not be deemed exclusive and the Consultant does not waive any of its legal or equitable remedies. Any services affected by such conflicts, discrepancies, errors or omissions which are performed by the Consultant prior to clarification by the State shall be at the Consultant's risk.

**30. Non-Waiver**

None of the conditions of this Agreement shall be considered waived by the Treasurer or the Consultant unless given in writing. Failure by the Treasurer to promptly assert any rights under this Agreement shall not be construed to be acquiescence of any misfeasance, malfeasance or nonfeasance. No such waiver shall be a waiver of any past or future default, breach, failure of condition, right or remedy or modification of any of the conditions of this Agreement unless expressly stipulated in such waiver.

**31. Survival**

The rights and obligations of the parties which by their nature survive termination or completion of this Agreement, including but not limited to those set forth herein Sections 10, 11, 12, 15, 16 and 32 of this Agreement, shall remain in full force and effect.

**32. Sovereign Immunity**

Notwithstanding any provisions to the contrary contained in this Agreement, it is agreed and understood that neither the State nor the Treasurer shall be construed to have waived any rights or defenses of sovereign immunity, which the State or the Treasurer may have with respect to all matters arising out of this Agreement. The Treasurer hereby reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution, and no waiver of any such immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by the Treasurer's entry into this Agreement, by any express or implied provision of this Agreement, or by any actions or omissions to act of the State or the Treasurer, or any representative or agent of either the State or the Treasurer, whether taken pursuant hereto, prior to or after the Treasurer's entry into this Agreement.

**33. Termination**

(a) This Agreement may, at the Treasurer's sole discretion, be terminated 30 days following a determination by the Treasurer or the State Contracting Standards Board, as authorized under the Governor's Executive Order 7C, that:

- i. The Consultant has violated a provision of the State Ethics Code (Chapter 10 of the Connecticut General Statutes); or
- ii. there has been a wanton or reckless disregard of the state contracting and procurement processes by any person substantially involved or associated with the entering into and execution of this Agreement;

provided, however, that immediately following such determination, the Consultant shall perform all of its obligations hereunder in good faith as directed by the State and will cooperate fully with the State in taking all necessary or appropriate steps in order to effectuate the orderly transfer of management functions to third parties designated by the State.

(b) Subsection (a) of this Section 33 notwithstanding, the parties mutually agree, that either may terminate this Agreement upon thirty (30) days' written notice delivered to the other by certified or registered mail to the addresses provided in Section 27. Following the delivery of any notice of termination hereunder, the Consultant shall perform all of its obligations hereunder in good faith as directed by the State and will cooperate fully with the State in taking all necessary or appropriate steps in order to effectuate the orderly transfer of management functions to third parties designated by the State.

**34. Assignment**

This Agreement shall not be assigned by either party without the express prior written consent of the other party.

**35. Severability**

If any part or parts of this Agreement shall be held to be void, invalid or unenforceable, or contrary to any express provision of law, or contrary to the policy of express law though not expressly prohibited, or against public policy, then such part or parts shall be treated as severable from the rest of the Agreement, leaving valid and enforceable the remainder of this Agreement and in no way shall affect the validity or enforceability of the rights of the parties hereto.

**36. Applicable Executive Orders of the Governor**

- (a) This Agreement is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, set forth in the attached **Exhibit D.**
- (b) This Agreement may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order Number Three or any state of federal law concerning nondiscrimination.
- (c) This Agreement is subject to the provisions of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, set forth in the attached **Exhibit E.**
- (d) This Agreement may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order Number Seventeen, notwithstanding that the Labor Commissioner may not be party to this Agreement.
- (e) This Agreement is subject to the provisions of Executive Order Number Sixteen of Governor John G. Rowland promulgated August 4, 1999, set forth in the attached **Exhibit F.**
- (f) This Agreement may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order Number Sixteen.
- (g) The parties agree to abide said Executive Orders, and agree that, with respect to Executive Orders Three and Seventeen, the State Labor Commissioner shall have continuing jurisdiction in respect to performance in regard to nondiscrimination, until performance is completed, or until this Agreement is terminated prior to completion.

**37. Successor and Assigns**

This Agreement shall inure to the benefit of and be binding upon each party's respective successors or assigns.

**38. Miscellaneous Provisions**

- (a) Notwithstanding anything to the contrary contained herein, both parties hereby acknowledge that this Agreement does not: (i) permit the filing of liens against the State; (ii) obligate the State to indemnify or hold Consultant harmless in any way; (iii) obligate the State to be subject to binding arbitration; or (iv) provide that this

- Agreement is expired or terminated. Further, any foregoing provision of this Agreement that would cause this Agreement to be considered a contract that: (i) permits the filing of liens against the State; (ii) obligates the State to indemnify or hold Consultant harmless in any way; (iii) obligates the State to be subject to binding arbitration, or (iv) provides that this Agreement is expired or terminated is null, void, unenforceable and hereby stricken from this Agreement.
- (b) Notwithstanding anything to the contrary contained herein, both parties hereby acknowledge that this Agreement is not a Personal Service Agreement entered into by the Treasurer for the purpose of hiring an individual as contemplated by C.G.S. Section 4a-58(b). Further, any foregoing provision of this Agreement that would cause this Agreement to be considered a contract for the purpose of hiring an individual as contemplated by C.G.S. Section 4a-58(b) is null, void, unenforceable and hereby stricken from this Agreement.
- (c) Notwithstanding anything to the contrary contained herein, both parties hereby acknowledge that this Agreement does not concern or in any way relate to tangible personal property as contemplated by C.G.S. Section 12-411b. Further, any foregoing provision of this Agreement that would cause this Agreement to concern or in any way relate to tangible personal property as contemplated by C.G.S. Section 12-411b is null, void, unenforceable and hereby stricken from this Agreement.
- (d) Notwithstanding anything to the contrary contained herein, both parties hereby acknowledge that this Agreement is not funded by and does not concern or in any way relate to a state grant as contemplated by C.G.S. Section 7-396a. Further, any foregoing provision of this Agreement that would cause this Agreement to concern or in any way relate to a state grant as contemplated by C.G.S. Section 7-396 a is null, void, unenforceable and hereby stricken from this Agreement.
- (e) Notwithstanding anything to the contrary contained herein, both parties hereby acknowledge that this Agreement is not a Large Construction or Procurement Contract as contemplated by and defined in Public Act No. 05-287. Further, any foregoing provision of this Agreement that would cause this Agreement to be considered a Large Construction or Procurement Contract as contemplated by and defined in C.G.S. Section 1-101mm is null, void, unenforceable and hereby stricken from this Agreement.
- (f) It is the Treasurer's express policy to never intentionally assign or allocate, in whole or in part, to any person or contractor, any Governmental Function of the Office of the Treasurer—as defined by Chapter 14 of the C.G.S. and contemplated by C.G.S. Section 1-218. If, however, (a) this Agreement has a value greater than or equal to Two Million Five Hundred Thousand Dollars (\$2,500,000) and (b) the State Freedom of Information Commission makes a final determination that this Agreement is a contract for the performance of a Governmental Function, then this Agreement shall be subject to the provisions of C.G.S. Section 1-218, as may be modified from time to time. Accordingly the Treasurer shall be entitled to receive a copy of the Consultant's records and files related to its performance of such Governmental Function, and such records and files shall be subject to the State of Connecticut

Freedom of Information Act, C.G.S. Sections 1-1-200 et seq. No request to inspect or copy such records or files pursuant to the Freedom of Information Act shall be valid unless the request is made to the Office of the Treasurer in accordance with the provisions set forth in the State of Connecticut Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of C.G.S. Sections 1-205 and 1-206

- (g) Notwithstanding anything to the contrary contained herein, both parties hereby acknowledge and agree that this Agreement does not concern or in any way relate to the Health Insurance Portability and Accountability Act of 1996. Further, any foregoing provision of this Agreement that would cause this Agreement to concern or in any way relate to the Health Insurance Portability and Accountability Act of 1996 is null, void, unenforceable and hereby stricken from this Agreement.
- (h) Both parties to this Agreement hereby agree that all references to statutes, public acts and executive orders made herein shall refer to such statutes, public acts and executive orders as they are, were or shall be amended, replaced or superseded, from time to time.
- (i) In the event of any conflict between the provisions of this Section of this Agreement (“Miscellaneous Provisions”) and the provisions of any other Section of this Agreement, the provisions of this Miscellaneous Provisions Section of this Agreement shall override and control.

**39. Headings**

Descriptive headings in this Agreement are for convenience only and shall not affect the construction or meaning of the contractual language.

**40. Further Assurances**

From and after the date of this Agreement, upon the request of the Treasurer, the Consultant shall execute and deliver such instruments, documents and other writings as may be reasonably necessary or desirable to confirm and carry out and to effectuate fully the intent and purposes of this Agreement.

**41. Counterpart Originals**

This Agreement may be executed in any number of counterparts, each of which shall be an original, but which, taken together, shall constitute one and the same instrument.

*[signature page follows]*

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement, which shall become effective as of the Commencement Date, on the respective dates shown below.

**[Consultant]**

**TREASURER  
STATE OF CONNECTICUT**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** State Treasurer

**Dated:** \_\_\_\_\_

**Approved as to form:  
OFFICE OF THE ATTORNEY GENERAL**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Exhibit A**  
**Services**



**Exhibit B**  
**Reports**

**Exhibit C**  
**Fees**

## **Exhibit D**

State Of Connecticut  
By His Excellency  
Thomas J. Meskill  
Governor

### **Executive Order No. Three**

WHEREAS, sections 4-61d(b) and 4-114a of the 1969 supplement to the general statutes require nondiscrimination clauses in state contracts and subcontracts for construction on public buildings, other public works and goods and services, and

WHEREAS, section 4-61e(c) of the 1969 supplement to the general statutes requires the labor department to encourage and enforce compliance with this policy by both employers and labor unions, and to promote equal employment opportunities, and

WHEREAS, the government of this state recognizes the duty and desirability of its leadership in providing equal employment opportunity, by implementing these laws,

NOW, THEREFORE, I, THOMAS J. MESKILL, Governor of the State of Connecticut, acting by virtue of the authority vested in me under section twelve of article fourth of the constitution of the state, as supplemented by section 3-1 of the general statutes, do hereby ORDER and DIRECT, as follows, by this Executive Order:

- I. The labor commissioner shall be responsible for the administration of this Order and shall adopt such regulations as he deems necessary and appropriate to achieve the purposes of this Order. Upon the promulgation of this Order, the commissioner of finance and control shall issue a directive forthwith to all state agencies, that henceforth all state contracts and subcontracts for construction on public buildings, other public works and goods and services shall contain a provision rendering such contract or subcontract subject to this Order, and that such contract or subcontract may be cancelled, terminated or suspended by the labor commissioner for violation of or noncompliance with this Order or state or federal laws concerning nondiscrimination, notwithstanding that the labor commissioner is not a party to such contract or subcontract.
- II. Each contractor having a contract containing the provisions prescribed in section 4-114a of the 1969 supplement to the general statutes, shall file, and shall cause each of his subcontractors to file, compliance reports with the contracting agency or the labor commissioner, as may be directed. Such reports shall be filed within such times and shall contain such information as to employment policies and statistics of the contractor and each subcontractor, and shall be in such form as the labor commissioner may prescribe. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order or any preceding similar Order, and in that event to submit on behalf of themselves and their proposed subcontractors compliance reports prior to or as an initial part of their bid or negotiation of a contract.
- III. Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor organization or employment agency as defined in section 31-122 of the general statutes, the compliance report shall identify the said organization or agency and the contracting agency or the labor commissioner may require a compliance report to be filed with the contracting agency or the labor commissioner, as may be directed, by such organization or agency, signed by an authorized officer or agent of such organization or agency, with supporting information, to the effect that the signer's practices

EXHIBIT D, continued

and policies, including but not limited to matters concerning personnel, training, apprenticeship, membership, grievance and representation, and upgrading, do not discriminate on grounds of race, color, religious creed, age, sex or national origin, or ancestry of any individual, and that the signer will either affirmatively cooperate in the implementation of the policy and provisions of this Order, or that it consents and agrees that recruitment, employment and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the Order.

- IV. The labor commissioner may by regulation exempt certain classes of contracts, subcontracts or purchase orders from the implementation of this Order, for standard commercial supplies or raw materials, for less than specified amounts of money or numbers of workers or for subcontractors below a specified tier. The labor commissioner may also provide by regulation for the exemption of facilities of a contractor which are in all respects separate and distinct from activities of the contractor related to the performance of the state contract, provided only that such exemption will not interfere with or impede the implementation of this Order, and provided further, that in the absence of such an exemption, all facilities shall be covered by the provisions of this Order.
- V. Each contracting agency shall be primarily responsible for obtaining compliance with the regulations of the labor commissioner with respect to contracts entered into by such agency or its contractors. All contracting agencies shall comply with the regulations of the labor commissioner in discharging their primary responsibility for securing compliance with the provisions of contracts and otherwise with the terms of this Order and of the regulations of the labor commissioner issued pursuant to this Order. They are directed to cooperate with the labor commissioner and to furnish the labor commissioner such information and assistance as he may require in the performance of his functions under this Order. They are further directed to appoint or designate from among the personnel of each agency, compliance officers, whose duty shall be to seek compliance with the objectives of this Order by conference, conciliation, mediation, or persuasion.
- VI. The labor commissioner may investigate the employment practices and procedures of any state contractor or subcontractor and the practices and policies of any labor organization or employment agency hereinabove described, relating to employment under the state contract, as concerns nondiscrimination by such organization or agency as hereinabove described, or the labor commissioner may initiate such investigation by the appropriate contract agency, to determine whether or not the contractual provisions hereinabove specified or statutes of the state respecting them have been violated. Such investigation shall be conducted in accordance with the procedures established by the labor commissioner and the investigating agency shall report to the labor commissioner any action taken or recommended.
- VII. The labor commissioner shall receive and investigate or cause to be investigated complaints by employees or prospective employees of a state contractor or subcontractor or members or applicants for membership or apprenticeship or training in a labor organization or employment agency hereinabove described, which allege discrimination contrary to the contractual provisions specified hereinabove or state statutes requiring nondiscrimination in employment opportunity. If this investigation is conducted for the labor commissioner by a contracting agency, that agency shall report to the labor commissioner what action has been taken or is recommended with regard to such complaints.
- VIII. The labor commissioner shall use his best efforts, directly and through contracting agencies, other interested federal, state and local agencies, contractors and all other available instrumentalities, including the commission on human rights and opportunities, the executive

EXHIBIT D, continued

committee on human rights and opportunities, and the apprenticeship council under its mandate to provide advice and counsel to the labor commissioner in providing equal employment opportunities to all apprentices and to provide training, employment and upgrading opportunities for disadvantaged workers, in accordance with section 31-51(d) of the 1969 supplement to the general statutes, to cause any labor organization or any employment agency whose members are engaged in work under government contracts or referring workers or providing supervising apprenticeship or training for or in the course of work under a state contract or subcontract to cooperate in the implementation of the purposes of this Order. The labor commissioner shall in appropriate cases notify the commission on human rights and opportunities or other appropriate state or federal agencies whenever it has reason to believe that the practices of any such organization or agency violate equal employment opportunity requirements of state or federal law.

- IX. The labor commissioner or any agency officer or employee in the executive branch designated by regulation of the labor commissioner may hold such hearings, public or private, as the labor commissioner may deem advisable for compliance, enforcement or educational purposes under this Order.
- X. (a) The labor commissioner may hold or cause to be held hearings, prior to imposing ordering or recommending the imposition of penalties and sanctions under this Order. No order for disbarment of any contractor from further state contracts shall be made without affording the contractor an opportunity for a hearing. In accordance with such regulations as the labor commissioner may adopt, the commissioner or the appropriate contracting agency may
  - 1. Publish or cause to be published the names of contractors or labor organizations or employment agencies as hereinabove described which it has concluded have complied or failed to comply with the provisions of this Order or the regulations of the labor commissioner in implementing this Order.
  - 2. Recommend to the commission on human rights and opportunities that in cases in which there is substantial or material violation or threat thereof of the contractual provision or related state statutes concerned herein, appropriate proceedings be brought to enforce them, including proceedings by the commission on its own motion under chapter 563 of the general statutes and the enjoining, within the limitations of applicable law, of organizations, individuals or groups who prevent directly or indirectly compliance with the provisions of this Order.
  - 3. Recommend that criminal proceedings be brought under chapter 939 of the general statutes.
  - 4. Cancel, terminate, suspend or cause to be cancelled, terminated, or suspended in accordance with law any contract or any portion or portions thereof for failure of the contractor or subcontractor to comply with the nondiscrimination provisions of the contract. Contracts may be cancelled, terminated, suspended absolutely or their continuance conditioned upon a program for future compliance approved by the contracting agency.
  - 5. Provide that any contracting agency shall refrain from entering into any further contracts or extensions or modifications of existing contracts with any contractor until he has satisfied the labor commissioner that he has established and will carry out personnel and employment policies compliant with this Order.
  - 6. Under regulations prescribed by the labor commissioner each contracting agency shall make reasonable efforts with a reasonable period of time to secure compliance with the contract provisions of this Order by methods of conference, conciliation, mediation or persuasion,

EXHIBIT D, continued

before other proceedings shall be instituted under this Order or before a state contract shall be cancelled or terminated in whole or in part for failure of the contractor or subcontractor to comply with the contract provisions of state statute and this Order.

(b) Any contracting agency taking any action authorized by this Order, whether on its own motion or as directed by the labor commissioner or pursuant to his regulations shall promptly notify him of such action. Whenever the labor commissioner makes a determination under this Order, he shall promptly notify the appropriate contracting agency and other interested federal, state and local agencies of the action recommended. The state and local agency or agencies shall take such action and shall report the results thereof to the labor commissioner within such time as he shall specify.

- XI. If the labor commissioner shall so direct, contracting agencies shall not enter into contracts with any bidder or prospective contractor unless he has satisfactorily complied with the provisions of this Order, or submits a program for compliance acceptable to the labor commissioner, or if the labor commissioner so authorizes, to the contracting agency.
  - I. Whenever a contracting agency cancels or terminates a contract, or a contractor has been disbarred from further government contracts because of noncompliance with the contract provisions with regard to nondiscrimination, the labor commissioner or the contracting agency shall rescind such disbarment, upon the satisfaction of the labor commissioner that the contractor has purged himself of such noncompliance and will thenceforth carry out personnel and employment policies of nondiscrimination in compliance with the provision of this Order.
  - II. The labor commissioner may delegate to any officer; agency or employee in the executive branch any function or duty of the labor commissioner under this Order except authority to promulgate regulations of a general nature.
  - III. This Executive Order supplements the Executive Order issued on September 28, 1967. All regulations, orders, instructions, designations and other directives issued heretofore in these premises, including those issued by the heads of various departments or agencies under or pursuant to prior order or statute, shall remain in full force and effect, unless and until revoked or superceded by appropriate authority, to the extent that they are not inconsistent with this Order.

This Order shall become effective thirty days after the date of this Order.

Dated at Hartford, Connecticut, this 16<sup>th</sup> day of June, 1971

*Thomas J. Meskill*  
Governor

Filed this 16<sup>th</sup> day of  
June, 1971.  
*Harry Hammer*  
Secretary Of The State

## **Exhibit E**

State Of Connecticut  
By His Excellency  
Thomas J. Meskill  
Governor

### **Executive Order No. Seventeen**

WHEREAS, Section 31-237 of the General Statutes of Connecticut as amended requires the maintaining of the established free services of the Connecticut State Employment Service to both employers and prospective employees and

WHEREAS, Section 31-5 of the General Statutes of Connecticut requires that no compensation or fee shall be charged or received directly or indirectly for the services of the Connecticut State Employment Service and

WHEREAS, large numbers of our citizens who have served in the Armed Forces of our nation are returning to civilian life in our state and seeking employment in civilian occupations and

WHEREAS, we owe a duty as well as gratitude to these returning veterans including the duty to find suitable employment for them and

WHEREAS, many of our handicapped citizens are fully capable of employment and are entitled to be placed in suitable employment and

WHEREAS, many of the citizens of our state who are unemployed are unaware of the job openings and employment opportunities which do in fact exist in our state and

WHEREAS, notwithstanding the free services of the Connecticut State Employment Service, many of our Connecticut employers do not use its free services or do not avail themselves fully of all the services offered,

NOW, THEREFORE, I, THOMAS J. MESKILL, Governor of the State of Connecticut, acting by virtue of the authority vested in me under the fourth article of the Constitution of the State and in accordance with Section 3-1 of the General Statutes, do hereby ORDER and direct, as follows, by this Executive Order:

- I. The Labor Commissioner shall be responsible for the administration of this Order and shall do all acts necessary and appropriate to achieve its purpose. Upon promulgation of this Order, the Commissioner of Finance and Control shall issue a directive forthwith to all state agencies, that henceforth all state contracts and subcontracts for construction on public buildings, other public works and goods and services shall contain a provision rendering such contract or subcontract subject to this Order, and that such contract or subcontract may be cancelled, terminated or suspended by the Labor Commissioner for violation of or noncompliance with this Order, notwithstanding that the Labor Commissioner is not a party to such contract or subcontract.
- II. Every contractor and subcontractor having a contract with the state or any of its agencies, boards, commissions, or departments, every individual partnership, corporation, or business entity having business with the state or who or which seeks to do business with the state, and every bidder or prospective bidder who submits a bid or replies to an invitation to bid on any state contract shall list all employment openings with the office of the Connecticut State Employment Service in the area where the work is to be performed or where the services are to be rendered.

**EXHIBIT E, continued**

- III. All state contracts shall contain a clause which shall be a condition of the contract that the contractor and any subcontractor holding a contract directly under the contractor shall list all employment openings with the Connecticut State Employment Service. The Labor Commissioner may allow exceptions to listings of employment openings which the contractor proposes to fill from within its organization from employees on the rolls of the contractor on the date of publication of the invitation to bid or the date on which the public announcement was published or promulgated advising of the program concerned.
- IV. Each contracting agency of the state shall be primarily responsible for obtaining compliance with this Executive Order. Each contracting agency shall appoint or designate from among its personnel one or more persons who shall be responsible for compliance with the objectives of this Order.
- V. The Labor Commissioner shall be and is hereby empowered to inspect the books, records, payroll and personnel data of each individual or business entity subject to this Executive Order and may hold hearings or conferences, formal or informal, in pursuance of the duties and responsibilities hereunto delegated to the Labor Commissioner.
- VI. The Labor Commissioner or any agency officer or employee in the executive branch designated by regulation of the Labor Commissioner may hold such hearings, public or private, as the Labor Commissioner may deem advisable for compliance, enforcement or educational purposes under this Order.
- VII. (a) The Labor Commissioner may hold or cause to be held hearings, prior to imposing, ordering, or recommending the imposition of penalties and sanctions under this Order. In accordance herewith, the Commissioner or the appropriate contracting agency may suspend, cancel, terminate, or cause to be suspended, cancelled, or terminated in accordance with law any contract or portion or portions thereof for failure of the contractor or subcontractor to comply with the listing provisions of the contract. Contracts may be cancelled, terminated, suspended absolutely or their continuance conditioned upon a program for future compliance approved by the contracting agency.  
  
(b) Any contracting agency taking any action authorized by this Order, whether on its own motion or as directed by the Labor Commissioner, shall promptly notify him of such action. Whenever the Labor Commissioner makes a determination under this Order, he shall promptly notify the appropriate contracting agency of the action recommended. The agency shall report the results to the Labor Commissioner promptly.
- VIII. If the Labor Commissioner shall so direct, contracting agencies shall not enter into contracts with any bidder or prospective contractor unless he has satisfactorily complied with the provisions of this Order.

This Order shall become effective sixty days after the date of this Order.

Dated at Hartford, Connecticut, this 15<sup>th</sup> day of February 1973.

*Thomas J. Meskill*  
Governor

Filed this 15<sup>th</sup> day of February 1973.  
*Harry Hammer*  
Secretary Of The State (Deputy)



## Exhibit F

**State of Connecticut  
By His Excellency  
John G. Rowland  
Governor**

Executive Order No. Sixteen

WHEREAS, the State of Connecticut recognizes that workplace violence is a growing problem that must be addressed; and

WHEREAS, the State is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and /or violent acts; and

WHEREAS, violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties.

NOW, THEREFORE, I, John G. Rowland, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby ORDER and DIRECT:

1. That all state agency personnel, contractors, subcontractors, and vendors comply with the following **Violence in the Workplace Prevention Policy**:

The State of Connecticut adopts a statewide zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment

- o No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- o No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- o No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

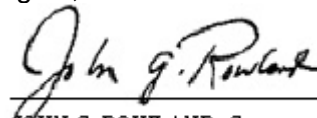
Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

2. That each agency must prominently post this policy and that all managers and supervisors must clearly communicate this policy to all state employees

**EXHIBIT F, continued**

3. That all managers and supervisors are expected to enforce this policy fairly and uniformly.
4. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager, or human resources office.
5. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor
6. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.
7. That all parties must cooperate fully when questioned regarding violations of this policy.
8. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace.
9. That this order applies to all state employees in the executive branch.
10. That each agency will monitor the effective implementation of this policy.
11. That this order shall take effect immediately.

Dated in Hartford, Connecticut, this fourth day of August, 1999.

  
JOHN G. ROWLAND, Governor

Filed this 4th day of August, 1999.

\_\_\_\_\_  
SUSAN BYSIEWICZ, Secretary of the State



**Attachment 1**



**Disclosure of Known and/or Potential Conflicts of Interest**

*Please disclose all known and/or potential conflicts of interest.*

**Attachment 2**

**FORM A3: FOR COMPLETION BY ALL VENDORS BEFORE CONTRACTING**

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

**AFFIDAVIT OF THIRD PARTY FEES AND  
DISCLOSURE OF CONSULTING AGREEMENTS**

I, \_\_\_\_\_, a duly authorized officer and/or representative of \_\_\_\_\_, being duly sworn, hereby depose and say that:

1. I am over eighteen (18) years of age and believe in the obligations of an oath.
2. \_\_\_\_\_ (firm name) intends to enter into a contract to furnish services to the Office of the State Treasurer (the "Contract").
3. All third party fees, agreements to pay third party fees, and consulting agreements attributable to the Contract are as follows:

<b>NAME OF PAYEE</b>	<b>DOLLAR AMOUNT PAID OR VALUE OF NON-CASH COMPENSATION AND DATE</b>	<b>FEE ARRANGEMENT</b>	<b>SPECIFIC SERVICES PERFORMED OR TO BE PERFORMED BY PAYEE<sup>1</sup></b>

*(Attach additional copies of this page as necessary.)*

**NOTE: For each third party fee or consulting arrangement described above, complete the attached Form A3a.**

4. The information set forth herein is true, complete and accurate to the best of my knowledge and belief under penalty of perjury.

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court

<sup>1</sup> Please attach documents evidencing the terms of the fee arrangement and services.

**Attachment 2, continued**

**FORM A3A: FOR COMPLETION BY ALL VENDORS BEFORE  
CONTRACTING**

**STATE OF CONNECTICUT  
OFFICE OF THE STATE TREASURER**

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**ADDENDUM TO AFFIDAVIT OF THIRD PARTY FEES**

For each fee arrangement disclosed in the attached Affidavit, please explain whether and how each such payment falls within one or more of the following categories of compensation:

- (1) Compensation earned for the rendering of legal services when provided by an attorney while engaged in the ongoing practice of law;
- (2) Compensation earned for the rendering of investment services, other than legal services, when provided by an investment professional while engaged in the ongoing business of providing investment services;
- (3) Compensation for placement agent, due diligence or comparable tangible marketing services when paid to a person who is an investment professional (i) engaged in the ongoing business of representing providers of investment services, or (ii) in connection with the issuance of bonds, notes or other evidence of indebtedness by a public agency;
- (4) Compensation earned by a licensed real estate broker or real estate salesperson while engaging in the real estate business on an ongoing basis; or
- (5) Payments for client solicitation activities meeting the requirements of Rule 206(4)-3 under the Investment Advisers Act of 1940.

For each fee arrangement disclosed in the affidavit, please respond to the following:

- (1) Is the fee paid to a former state employee or public official? If so, please identify such person's former agency, position and the date such employment was terminated.

“Consulting agreement” shall have the meaning set forth in Section 4a-81 of the Connecticut General Statutes.

“Third party fees” includes those activities enumerated in Section 3-13j of the Connecticut General Statutes.

Attach additional pages as necessary.

## Attachment 2, continued

### Affidavit of Third Party Fees: Instructions

- Any person or entity wishing to do business with the State Treasurer must disclose in writing any payment or receipt of third party fees, or agreement to pay or receive third party fees attributable to the contract. This disclosure requirement, which is imposed by Conn. Gen. Stat. § 3-13j for investment services contracts, has been extended by the Treasurer, as a matter of public policy, to all Treasury contracts. The following links will provide useful guidance on the types of payments that must be reported and those fees that are impermissible under Conn. Gen. Stat. §3-13l:  
  
<http://www.state.ct.us/ott/reform/reforminterincriteria.pdf>  
  
<http://www.state.ct.us/ott/pensiondocs/amendedregulations.pdf>
- In addition, you must report on this affidavit any “consulting agreement” entered into in connection with this contract, pursuant to the requirements of Conn. Gen. Stat. §3-13j. “Consulting agreement” means “any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the general statutes as of the date such affidavit is submitted.” If the consultant identified is a former Connecticut public official or state employee, you must also report the former agency of such consultant and his/her employment termination date.
- Please provide the requested information, and notarize where indicated. If you have no fees or agreements to report, please insert “none” on the affidavit.

**Attachment 3**



EMPLOYMENT INFORMATION FORM  
**OFFICE OF THE STATE TREASURER**  
**WORKPLACE ANALYSIS AFFIRMATIVE ACTION REPORT**  
**FOR THE YEAR ENDING**  
**September 30, 200\_\_**

Employment Data	MALE						FEMALE					
	WHITE	BLACK	HISPANIC	ASIAN	NATIVE AMERICAN	TOTAL MALE	WHITE	BLACK	HISPANIC	ASIAN	NATIVE AMERICAN	TOTAL FEMALE
Job Categories												
Officials and Managers												
Professionals												
Technicians												
Sales Workers												
Office and Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
PRIOR YEAR TOTALS												

The undersigned, on behalf of the company identified above, hereby certifies that the information set forth herein is true and accurate to the best of his/her knowledge and belief under penalty of perjury.

Certifying Official:  
 Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
 Notary Public/Commissioner of the Superior Court

**Attachment 4**



**Integrity Affidavit**

I, \_\_\_\_\_, have caused to be conducted an inquiry into the gift giving practices, with respect to gifts as defined below (“Gifts”), of each official, employee or agent of \_\_\_\_\_ (the “Company”) who has authority to seek or secure a contract or lease with Office of the Treasurer of the State of Connecticut (the “OTT”) (each, a “Representative”), which inquiry included: (i) a query of each Representative<sup>2</sup> and (ii) an investigation of all Company records in existence and available that relate to the giving of Gifts<sup>3</sup>; and, based on and subject solely to the findings of the above-described inquiry, I hereby swear that, during the two years preceding the date of this affidavit, neither I nor any Representative has provided or caused to be provided Gifts, as defined in Conn. Gen. Stat. §1-79(e), except as otherwise set forth below, including a gift for the celebration of a major life event as described in Conn. Gen. Stat. §1-79(e)(12), to an official or employee of the OTT who had a substantial role in selecting Company as a vendor to the OTT (each, a “Responsible Official”). Further, I am not aware of any employee or agent of the Company who is not also a Representative having given any Gifts to a Responsible Official. Further, neither I nor any principals or key personnel of the Company, nor any agent of Company, knows of any action by the Company to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Company, nor any agent of the Company, to provide a gift to any Responsible Official or state employee. Further, if the Company was awarded a contract by the OTT pursuant to a competitive bid process then Company made and presented its bid or proposal without fraud or collusion with any person. I hereby represent that I have the authority and ability to instigate, authorize and attest on behalf of the Company to the truth and accuracy of the above-described inquiry and statement of facts.

Responsible Officials: *[to be determined]*

<i>Name of Recipient of the Gifts</i>	<i>Description and monetary value of Gifts</i>	<i>Date of Gifts</i>

Sworn as true to the best of my knowledge and belief, false statement punishable under law:

\_\_\_\_\_  
**Print Name:**

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

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court/  
**Notary Public**

<sup>2</sup>The query might consist of an email to all Representatives in a form similar to:  
“During the past two years, to the best of your knowledge and recollection, have you given or caused to be given, any gift to any of the following employees or officials of the Connecticut State Treasury [\_\_\_\_\_].” Only affirmative responses that indicate (a) the giver of the gift, (b) the receiver of the gift, (c) the value of the gift and (d) the date of the gift was given are required.”

<sup>3</sup>To the extent such records exist and are reasonably and readily accessible.



Attachment 5



INSURANCE CERTIFICATION

I, \_\_\_\_\_, a duly authorized officer and/or representative of \_\_\_\_\_ (“Consultant”), being duly sworn, hereby certify and attest that:

As of the date hereof, Consultant has obtained and shall maintain the following insurance and fidelity bond coverage in the following amounts in accordance with the terms of the Agreement by and between Consultant and the Treasurer of the State of Connecticut, *(please detail the coverage, including name of provider, name of applicable loss payees, amount and type of coverage)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn as true to the best of my knowledge and belief, false statement punishable under law:

\_\_\_\_\_  
**Print Name:**  
**Title:**

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

Sworn and subscribed before me on this      day of      , 200\_\_,

\_\_\_\_\_  
Notary Public