



**STATE OF CONNECTICUT
OFFICE OF THE TREASURER**

**REQUEST FOR PROPOSALS
FOR ALTERNATIVE INVESTMENT COUNSEL SERVICES**

March 8, 2010

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Additional Information

The Treasurer's Investment Policy Statement is available on the Treasury website or in hard copy upon request.

SECTION I: INTRODUCTION AND PURPOSE OF THE RFP

The Office of the Connecticut State Treasurer is created by the Constitution of the State of Connecticut. The Treasurer, elected quadrennially, is charged with the receipt of all moneys belonging to the State and the disbursement of such funds in accordance with law. The Treasurer serves as the principal fiduciary of the \$22 billion Connecticut Retirement Plans and Trust Funds (“CRPTF”), manages the State’s day-to-day cash needs, including the management of short-term investments through the Short Term Investment Fund (“STIF”). STIF also manages nearly a billion dollars for Connecticut municipalities. The Office of the Treasurer is responsible for managing the State’s long-term borrowing, seeking to do so at the lowest interest cost to Connecticut taxpayers. The Office oversees the State’s escheat function and, through active outreach, annually reunites individuals and businesses with millions of dollars of abandoned property. The Treasurer also manages a workers’ compensation insurance fund for the benefit of injured workers – the Second Injury Fund.

The Office of the Treasurer is responsible for a number of sophisticated financial functions for the State and seeks high quality investment-related services to meet the various responsibilities.

The Treasurer of the State of Connecticut (the “Treasurer”) requests statements of qualifications and proposals from qualified firms interested in serving as Legal Counsel in connection with its pension fund investment and management activities. Specifically, we seek proposals for furnishing the following services:

Alternative Investments Counsel

All responses are due by **March 29, 2010**, addressed to Catherine E. LaMarr, General Counsel.

The Office of the Treasurer reserves the right, in its sole discretion, to reject any and all proposals, to waive any minor irregularities or information in a proposal and to enter into an agreement with one or more of the firms responding. All responses submitted will become considered to be property of the State of Connecticut.

The Office of the Treasurer reserves the right to request additional information from responding firms and to request certain firms to make oral presentations. Oral presentations may be required for semi-finalists. We will make every reasonable effort to notify firms requested to make oral presentations at least one week in advance.

The Office of the Treasurer will not reimburse for any expenses incurred in connection with this RFP including the cost of preparing the initial response and any additional information requested and travel expenses relating to an oral presentation.

As more fully described in Section IV, herein, firms shall submit statements of qualifications relating to all or a portion of the services to be provided by AIF Counsel to be selected through this RFP process. The State expects to enter into contracts with one or more law

firms to provide legal services for a five-year period. Contracts will commence on May 1, 2010.

SECTION II: SCOPE OF SERVICES

A. Alternative Investment Counsel (“Counsel” or “AIF Counsel”)

Counsel shall assist the Treasurer, the General Counsel and the Pension Funds Management Division in the negotiation, documentation and closing of investments and agreements for the Connecticut Retirement Plans and Trust Funds (“CRPTF”). The investments may include liquid assets as well as commitments to and investments in domestic and international venture capital, buyout, special situation and fund of funds. Counsel will also assist the Treasurer as necessary to interpret contracts and address disputes with respect to compliance with the terms and conditions of agreements. As necessary, Counsel will assist the Treasurer by reviewing and preparing legislation or regulations with respect to investments by the Connecticut Retirement Plans and Trust Funds (“CRPTF”).

Services will include, but not be limited to, the following:

1. Advise the Treasurer in negotiating investment contracts with funds of funds, investment funds, and brokers of alternative investments. Such advice may include the development of preferred contract terms. Anticipated investments would be all forms of public securities in both long and short form. This would include all types of derivatives, both exchange traded and OTC. These contracts would both be covered by ISDAs and margin contracts. Derivatives would include but are not limited to swaps, options, CDS as well as shorting of stocks. The agreements may also include prime brokerage and lending. The CRPTF is particularly interested in receiving proposals from lawyers and law firms with experience representing investors in commodities.
2. Assist in the development, review or management of the CRPTF’s due diligence protocol for the Alternative Investment Fund.
3. Draft or review legal documentation necessary to consummate transactions, including without limitation:
 - a. Due Diligence Memorandum (Draft and Final)
 - b. Limited Partnership Agreement
 - c. Subscription Documents
 - d. Side Letter
 - e. Opinion of Counsel, as necessary
4. As required, render unqualified legal opinions concerning the transactions.
5. Prepare and distribute closing documentation and coordinate and conduct the closing of investment transactions.
6. Draft or review legislation relating to the investment of CRPTF assets.
7. Advise the Treasurer with respect to administrative law matters involving or affecting the Alternative Investment Fund.

8. As required, seek, on behalf of the Treasurer, any necessary opinions, no action letters from the Securities and Exchange Commission, letter rulings or other documentation from the Internal Revenue Service, the Commodities and Futures Exchange Commission or other bodies.
9. As necessary, provide sophisticated legal advice on federal and, as necessary, international tax matters.
10. Advise the Treasurer with respect to challenged investments in workout or bankruptcy situations.
11. Counsel shall assist the Treasurer, the General Counsel and the Pension Funds Management Division in connection with matters of dispute between the Treasurer, as trustee of the CRPTF, and investment managers. Counsel shall assist the Treasurer by negotiating, mediating or litigating matters in dispute. Counsel shall provide summaries of cases for consideration by the Treasurer and the Attorney General. Counsel shall research and provide legal analysis of the merits of claims the CRPTF may wish to pursue. Counsel shall furnish regular updates with respect to any litigation, work closely with the Office of the Treasurer and the Office of the Attorney General to coordinate litigation strategy.
12. As necessary, assist the State in resolving issues regarding the CRPTF's investments that are raised by the Treasurer or other public officials.

SECTION III – CONTRACT TERM

The Office of the Treasurer intends to enter into contracts for a five (5) year terms, beginning as early as the 1st of May 2010.

SECTION IV – REQUESTED INFORMATION/RESPONDENT QUALIFICATIONS

Section IV - Requested Information consists of three parts:

- Part A: General Information
- Part B: Alternative Investment Counsel
- Part C: Fee Proposal

All firms submitting a response must provide the information requested under Parts A - C.

Part A: General Information

Responses to Part A [must not exceed 15 pages]

1. Provide a brief description of your firm, its history and its main areas of practice. Describe any recent significant changes in the organization of your firm. Provide information on the number of offices your firm maintains in Connecticut and the

number of Connecticut residents employed in those offices.¹ Please provide a detailed description of the relevant areas of your firm's practice and their importance within your firm.

2. Discuss the primary individuals who would work with the State, including experience, relevant background and anticipated duties. Please give brief resumes for each attorney.
3. Provide, in tabular form, information on the employee composition of your firm indicating the total number of employees and the total number and percentages of minorities and women employed as partners, associates, paralegals. Please provide a detailed description of your firm's equal opportunity and affirmative action policy. (This policy may be included as an Appendix to your proposal.)
4. Provide information regarding your firm's professional liability insurance.
5. Disclose any material assignments, relationships or other employment that your firm or any employee of your firm has with any alternative investment managers, investment banks or law firms, governmental entity, or other person or entities that may create a conflict of interest or the appearance of a conflict of interest in serving as Counsel to the State. Discuss any measures that are either in place at your firm or would be taken to identify, disclose and resolve any possible conflicts of interest.
6. Discuss any pending or recent investigations by the Securities and Exchange Commission, Commodities and Futures Exchange Commission, the Internal Revenue Service or any other regulatory body or court (local, state or federal) regarding the conduct of your firm, the firm's management or any individuals assigned to work with the State which might affect your ability to deliver legal services described in this RFP. Discuss any such investigation that has occurred during the past two years.
7. Please furnish evidence of the firm's financial stability.
8. Describe your firm's experience as alternative investment counsel for governmental entities or institutional investors in Connecticut.
9. Describe your firm's experience as alternative investment counsel for governmental entities or institutional investors outside of Connecticut.
10. Describe any recent legislation or regulation related to the investments of any governmental entity that your firm had a principal role in preparing.
11. Furnish three (3) client references that we may contact. Provide the following information for each reference: Name, Title, Company Address, Telephone Number and E-mail address.
12. Furnish demonstrable evidence of your firms' commitment to diversity. See Attachment C.

¹ Connecticut presence is not a prerequisite.

13. Furnish a description of your firms' profile as a "good corporate citizen." See Attachment F.
14. Provide a summary of the key strengths and qualifications of your firm to serve as Alternative Investment Counsel to the State. (Your response to this question should not exceed one page).

Part B: Alternative Investment Counsel

Responses to Part B must not exceed 7 pages.

1. Describe your understanding of Connecticut constitutional and statutory law relating to investments for the CRPTF.
2. Provide a representative transactions list for alternative investment transactions your firm handled in the past five (5) years. Highlight no more than five (5) recent transactions for which you furnished services in this capacity. For each transaction, include the parties to the transaction, date and amount of investment, transaction structure, and the value added by your firm to the financing.
3. Provide information concerning the firm's experience developing investment policies, due diligence protocols and drafting contract terms.
- 4.

Part C: Fee Proposal

All firms must provide the fee proposal information requested under Part C and the response.

1. Please provide your firm's proposed hourly fees for legal services based on level of professional employed.
2. Please identify any fee structures, other than hourly rates, that would be acceptable to your firm. Discuss the benefit to the Office of the Treasurer of such arrangements and any limitations thereon.
3. Discuss the approach your firm takes to efficiently allocate the legal work assignments to professionals of various levels (i.e. Partner, Associate and Paralegal) in order to meet client needs for high quality legal services at an effective cost.

SECTION V – SUBMISSION DEADLINE

Proposals must be received by **4:00p.m. on March 29, 2010** at the Office of the Treasurer, 55 Elm Street, 7th Floor, Hartford, CT 06106, Attention: Catherine E. LaMarr, General Counsel. The deadline will not be extended for any reason, including delays caused by weather, misdirection or other courier failures. Firms submitting proposals by

mail or overnight courier service should allow additional time to avoid disqualification as a result of an unanticipated delay.

SECTION VI - EVALUATION CRITERIA

Firms will be evaluated on the basis of their written responses to this RFP, additional written information requested by the Office of the Treasurer, oral interviews, if any, and reference checks against the following criteria:

1. Experience of the firm in serving as counsel to institutional investors including the firm's understanding and level of competence in sophisticated global alternative investments, legislative and regulatory procedures, innovative or alternative investment structures for pension fund investors.
2. Qualifications of personnel including the experience and availability of the day-to-day attorney and the breadth and depth of other partners, associates and other professionals available to provide services to the State.
3. Value of Services for OTT. Ability to add value in the negotiation of investment contracts or advising of the Office of the Treasurer. Fees and compensation will be an important factor in the evaluation process. The Office of the Treasurer, however, is not required to select the lowest cost response. Among firms with reasonably comparable experience, cost is a significant factor.
4. Team organization and approach including the ability of the firm to adequately staff and complete time-sensitive transactions and to interact effectively with the State, consultants, advisors, custodians and other professionals involved in the State's investments.
5. Management structure, including strong succession planning, significant incentives for lawyers and best practices recruiting policies.
6. Client relations and excellent customer service record as evidenced by references from current and former clients.
7. Technology sufficient to provide seamless and responsive interaction with the OTT.
8. Connecticut presence, as evidenced by the number of offices the firm maintains in Connecticut and the number of Connecticut residents employed in those offices.
9. Financial capability to provide the requested services and overall financial stability of the Respondent.

10. Equal employment opportunity record and commitment to diversity as evidenced by the composition of firm personnel and the firm's affirmative action and equal employment opportunity policies and practices.
11. Corporate Citizenship policies, including the charitable contribution of money and time; local procurement of goods and services; development of participation in internship programs or scholarships; and policies with regard to the use of women-owned, minority-owned and small business enterprises.
12. Overall compliance with State and federal laws and policies as evidenced by the completion of the Legal and Policy Compliance Attachments hereto.

SECTION VII - INSTRUCTIONS

1. **Official Office Contact.** Questions regarding this RFP or requests for additional information should be directed to Catherine E. LaMarr, General Counsel, who may be reached at:

Office of the Treasurer
55 Elm Street, 7th Floor
Harford, CT 06106
Catherine.LaMarr@ct.gov
(860) 702-3018 Direct Dial
(860) 728-1290 Facsimile
2. **Respondent's Representatives.** Respondents must designate an authorized representative and one alternate. Provide the name, title, address, telephone and facsimile numbers, and e-mail address for the representative and the alternate.
3. **Communications Notice.** Interested firms are **prohibited** from contacting any employee of any state office or agency including, without limitation, the Office of the Treasurer, the Office of the Attorney General, other than the Official Office Contact. Respondents may not contact the CRPTF's consultants or any other third party in an effort to exert influence concerning this RFP. To do so may subject such firms to disqualification, other sanctions or both.
4. **Inquiry Procedures.** Respondents may submit questions about the RFP to the Official Agency Contact. Questions may be submitted orally or in. Anonymous questions will not be answered. The Office of the Treasurer reserves the right to provide a combined answer to similar questions. The Office of the Treasurer will post official answers to the questions, in the form of a written amendment. Any and all amendments to this RFP will be posted on the agency's website at www.state.ct.us/ott/.
5. **Confidential Information.** Respondents are advised that the Office of the State Treasurer is a public agency 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 identified. Respondents should also provide justification why such information, upon request, should not be disclosed by the Office of the Treasurer.
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 be disqualified and not reviewed further.

7. **References.** Identify three recent clients that we may contact as references. Provide the following information for each reference: name, title, company address, and phone number.
8. **Joint Proposals.** Joint Proposals will be considered. Joint proposals with emerging, Connecticut-based, women-owned or minority-owned firms are encouraged.
9. **Proposals Accepted for One or More Areas of Expertise.** Proposals are accepted on a bundled or unbundled basis. (e.g. A firm with excellent experience representing commodities investors but limited or no experience representing hedge fund investors will be given consideration for its area of knowledge.)
10. **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's contract compliance requirements. The statement must be signed by the Respondent.
11. **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 disqualification.
12. **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 (ADA) 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 the 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 bidder employment information 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.

13. **Consultants.** Any Respondent that has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of the Office of the State Treasurer, whether or not direct contact with the agency, any 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 Compliance Attachments** for instructions.

14. **Style Requirements.** Responses may not exceed 24 single-sided pages, excluding (i) the cover letter and (ii) the required legal documents. Brief and concise answers are encouraged. **Page limits are intended to set limits and should not be treated as targets.** Responses should be prepared on 8-1/2" x 11" paper using at least 11-point type with standard margins. Please include the Respondent's name at the top of each page and a page number at the bottom of each page.
15. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages. All proposals must be addressed to the Official Agency 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, ten (10) 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 or e-mail will **not** be accepted or reviewed.
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.

A. 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 alternate who may speak and act on behalf of the Respondent in all dealings with the agency, if necessary. Provide the following information for each individual.

- 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 agency'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. Requested 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.

b) 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.

c) Financial Condition

If the Respondent is a firm or corporation, include evidence sufficient to demonstrate the firm's financial stability.

d) References

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

III. Organization of and Compensation for Work

a) Personnel Resources

i) Staffing Plan--Identify the personnel resources that will be assigned to the contract. State the proportion of time that personnel will allocate to the contract.

ii) Key Personnel--Identify the key personnel that will be assigned to this contract. Attach resumes reflecting their qualifications, including related work experience.

b) Proposed Cost--Include a cost proposal using the required format

IV. Compliance

a) Complete the Legal and Policy Compliance Attachments in accordance with the Directions. Please provide the Legal and Policy Attachments in a separately bound package. 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.

b) Malpractice Insurance. If you are selected as an approved law firm, you

will be required to show proof of malpractice coverage at levels acceptable to the Office of the Treasurer and the Office of the Attorney General.

SECTION VIII--RFP CONDITIONS

1. All proposals submitted in response to this RFP will become the sole property of the Office of the State Treasurer.
2. The Office of the State Treasurer began planning to obtain the services to be covered by this contract on December 1, 2009.
3. The State 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.
4. The successful Respondent will be required to complete Attachment E of the Legal and Policy Compliance Attachments regarding the giving of gifts. The failure to provide such affidavit shall be grounds for disqualification.
5. Any work product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP will become the sole property of the Office of the State Treasurer.
6. Timing and sequence of events resulting from this RFP will ultimately be determined by the Office of the State 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 Office of the State Treasurer may amend or cancel this RFP, prior to the due date and time, if the agency 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 Office of the State Treasurer at the Respondent's sole cost and expense.
11. By submitting a response to this RFP, 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 that the

Respondent did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of Office of the State 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 standard contract language and conditions of the Office of the Treasurer and the Office of the Attorney General. *See attached Professional Employment Agreement.*
12. The Office of the State 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 Office of the State 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.
13. The Office of the State 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 Office of the State 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 Office of the State Treasurer and the Respondent.
14. Prior to its engagement by the Office of the Treasurer, the successful Respondent shall furnish the Office of 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 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 Compliance 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 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 - TREASURY 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** selected vendors to complete a Gift Certification when the contract is executed, 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.

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 CERTAIN 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), 9-612(f), as amended by Public Act 07-1. 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 - Reserved

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 - NOTICE TO STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN (SEEC Form 11).

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 K, hereto. By submitting a proposal, the authorized signatory acknowledges receipt of the State Elections Enforcement Commission's Notice (Attachment K) and will inform its principals of the contents of the Notice.

L. ATTACHMENT L - Reserved

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

Conn. Public Act 07-1 <http://www.cga.ct.gov/2007/ACT/PA/2007PA-00001-R00SB-01112-PA.htm>

ATTACHMENT A

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES CONTRACT COMPLIANCE REGULATIONS NOTIFICATION TO BIDDERS

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

ATTACHMENT B

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)***

MANAGEMENT:

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 manager.

BUSINESS AND FINANCIAL OPERATIONS:

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.

COMPUTER SPECIALISTS:

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.

ARCHITECTURE AND ENGINEERING:

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.

OFFICE AND ADMINISTRATIVE SUPPORT

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.

BUILDING AND GROUNDS CLEANING AND MAINTENANCE:

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.

CONSTRUCTION AND EXTRACTION:

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.

INSTALLATION, MAINTENANCE AND REPAIR:

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.

MATERIAL MOVING WORKERS:

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.

3. Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

WHITE (NOT OF HISPANIC ORIGIN)-

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK (NOT OF HISPANIC ORIGIN)-

All persons having origins in any of the Black racial groups of Africa. Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN OR PACIFIC ISLANDER

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.

AMERICAN INDIAN OR ALASKAN NATIVE:

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - BIDDER INFORMATION

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? <div style="text-align: right;">Yes__ No__</div>	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__ <div style="text-align: right;">No__</div>
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? <div style="text-align: right;">Yes__ No__</div>	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? <div style="text-align: right;">Yes__ No__</div>
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? <div style="text-align: right;">Yes__ No__</div>	9. Does your company have a mandatory retirement age for all employees? <div style="text-align: right;">Yes__ No__</div>
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? <div style="text-align: right;">Yes__ No__ NA__</div>
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? <div style="text-align: right;">Yes__ No__ NA__</div>
6. Does your company have a collective bargaining agreement with workers? <div style="text-align: right;">Yes__ No__</div>	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? <div style="text-align: right;">Yes__ No__</div>	13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____
6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? <div style="text-align: right;">Yes__ No__</div>	

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?	<div style="text-align: right;">Yes__ No__</div>

ATTACHMENT C

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

EMPLOYMENT PRACTICES INFORMATION

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 ²

(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

² Please attach documents evidencing the terms of the fee arrangement and services.

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

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 Affidavit

COMPANY NAME: _____ (“Respondent”)

I, _____, am authorized
(name and title)

to submit a proposal on behalf of the Respondent. I hereby certify that between mm/dd/yy [planning date] and the date of the attached proposal that neither I, the Respondent, 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 Respondent, nor any agent of the above, knows of any action by Respondent to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Respondent, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Respondent 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

Commissioner of the Superior Court
Notary Public

ATTACHMENT F

STATE OF CONNECTICUT OFFICE OF THE STATE TREASURER

CORPORATE CITIZENSHIP

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

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 of 5% or greater;
- b. The President, Treasurer, or Executive Vice President 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 or controlled by the respondent's firm or 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*

Reserved

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 2003 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

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. Click on the link to "State Contractor Contribution Ban."

SEEC FORM 11 (p.2)

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 L

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

Reserved
