



REQUEST FOR PROPOSALS

FOR UNDERWRITING

AND

INVESTMENT BANKING SERVICES

June 6, 2011

State of Connecticut

Office of the Treasurer

Electronic Deadline: Thursday, July 7, 2011, 5 p.m. by e-mail

and

Hardcopy Deadline: Friday, July 8, 2011, 5 p.m. by physical delivery

**STATE OF CONNECTICUT
OFFICE OF THE TREASURER
REQUEST FOR PROPOSALS FOR
UNDERWRITING AND INVESTMENT BANKING SERVICES**

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SECTION I - INTRODUCTION AND PURPOSE OF THE RFP

The Office of the State Treasurer requests proposals from qualified firms (“Respondent”) interested in providing underwriting and investment banking services to the State of Connecticut (the “State”) in connection with its major tax-exempt and taxable bond issuance programs, including:

- General Obligation Bonds (“GO”);
- Special Tax Obligation Bonds (Transportation Infrastructure) (“STO”);
- State Revolving Fund (“SRF”) including Connecticut’s Clean Water and Drinking Water Funds;
- Bradley International Airport Bonding Program;
- University of Connecticut (“UCONN”) Bonding Program; and
- Other Financing Programs

The State intends to use this RFP process to select a pool of qualified underwriting and investment banking firms that may be appointed by the Treasurer to serve as senior managers, co-senior managers, co-managers, and selling group members for negotiated debt offerings managed by the Treasurer’s Office. The Treasurer intends to employ a mix of both competitive and negotiated sale formats in the offering of the State’s debt.

The State expects to select Respondents to provide underwriting and investment banking services for its financing programs for a three-year period. This RFP process will supersede all previous underwriting and investment banking appointments.

SECTION II - SCOPE OF SERVICES

Senior managers will be expected to provide investment banking, syndicate leadership and underwriting with respect to the issuance of bonds by the Office of the State Treasurer.

The scope of services to be provided by senior managers will include, but not be limited to, the following:

1. Advise the State and with the State Treasurer’s Office develop an overall approach to the State’s financings working with the Office of Policy and Management, other State agencies, bond attorneys, financial advisors, rating agencies, trustees, and other professionals involved in the State’s financings.
2. Advise the State Treasurer’s Office and develop the structure of general obligation and revenue debt issuances including tax-exempt and taxable financings, credit-enhanced financings, and other forms of debt financings.
3. As requested, assist the State Treasurer’s Office in developing and presenting information to bondholders, potential investors, rating agencies, and/or public officials. Advise the State Treasurer’s Office on marketing strategies for retail and institutional distribution.

4. Manage the underwriting syndicates appointed by the State Treasurer in accordance with policies and practices established by the State Treasurer. Utilize the firm's capital to underwrite bonds as necessary.
5. Provide primary and secondary market support of the State's bonds.
6. Demonstrate knowledge of the State's debt and provide timely recommendations on the management of the State's debt including, but not limited to, refunding opportunities, bond fund investments, and innovative financing strategies.
7. Advise the State Treasurer's Office on compliance with regulatory requirements.

Assigned **co-senior managers** will be expected to assist senior managers in all of the above functions.

Co-managers will be expected to assist in the pricing and distribution of State financings and in providing secondary market support to the State's financings.

Selling group members will be expected to assist in the distribution of the State's financings.

SECTION III – SUBMISSION DEADLINE

Proposals must be prepared in accordance with the instruction in this RFP. Specific instructions for the cover letter, format of the RFP response, and delivery requirements are included in Section VI – Instructions.

The TWO deadlines for submission are as follows:

- Thursday, July 7, 2011, by 5 p.m. - **Electronic Delivery** via e-mail to CT-DEBT-RFP@ct.gov; and
- Friday, July 8, 2011, by 5 p.m. – **Hardcopy Delivery** at the Office of the State Treasurer; 55 Elm Street, 6th Floor; Hartford, CT 06106; Attention Sarah K. Sanders, Assistant Treasurer for Debt Management.

SECTION IV - EVALUATION CRITERIA

Firms 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 State Treasurer's Office; and oral interviews, if any:

1. Experience of the firm in serving as managing underwriter to large state issuers, including the firm's understanding and level of competence in structuring and marketing municipal debt offerings, and in developing innovative or alternative financing structures.
2. Overall knowledge and understanding of the State of Connecticut, its laws relating to debt management and financing, and its credit, capital structure and bond financing programs and contributions to the State's debt management program since January 2009.
3. Depth of experience and performance on State of Connecticut financings and with the specific financing programs indicated.

4. Qualifications of personnel including the experience and availability of the day-to-day banker and the breadth, depth, and availability of other professionals to provide services to the State. The firm's demonstrated commitment and responsiveness to serving client needs.
5. 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, bond disclosure and tax counsels, financial advisors, trustees, and other professionals involved in the State's financings.
6. Financial strength, overall stability of the firm and its capability to underwrite bonds for the State's programs.
7. Commitment to public finance and the specific program areas that the firm has included in its response to this RFP.
8. Ability to add value in the distribution of the State's bonds to institutional and retail investors.
9. Connecticut presence as evidenced by the number of offices the firm maintains in Connecticut and the number of Connecticut residents employed in those offices.
10. Equal employment opportunity record as evidenced by the composition of 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 exhibited in the responses to Part B - Required Legal and Policy Attachments.

SECTION V - REQUESTED INFORMATION

Requested Information consists of nine Parts:

Part A – Required Information

Part B – Required Legal and Policy Attachments

Part C - Senior Manager Information

Part D - General Obligation ("GO")

Part E - Special Tax Obligation (Transportation Infrastructure) ("STO")

Part F - State Revolving Fund Programs ("SRF")

Part G - Bradley International Airport

Part H – University of Connecticut ("UCONN")

Part I - Other Financing Programs

ALL Respondents must provide the information requested under Part A and Part B.

Respondents interested in selection to the pool of eligible **senior managers** must also provide the information requested under Part C – Senior Managers Information and one or more of Part D – Part I, depending on the firm’s interests and qualifications in these program areas. Firms providing information for more than one of Parts D - I must indicate the area of their greatest strengths and interest.

The Treasurer may select Respondents to a pool of qualified **co-senior managers**. Any such selection will be made from the pool of Respondents that submit responses to the senior manager questions.

Respondents that would like to be selected as a qualified **co-manager** to the State’s financing programs must respond to all of Part A and all of Part B.

Respondents that would like to serve as **selling group members** must respond by completing Questions No. 1, 2, 3, 4, 9, 10, 11, and 12 of Section V, Part A and all of Part B.

Responses that do not include the required attachments will not be considered. Please see Section VI for additional information on the submission of proposals. For your information, the official statements for the most recent State of Connecticut bond sales can be obtained online at www.munios.com.

Part A: Required Information

All firms must respond to Part A. Responses to Part A must not exceed fifteen (15) pages. Firms requesting consideration as **selling group members** are not required to respond to Questions No. 5, 6, 7, and 8 below.

1. Provide the name, title, address, telephone number, fax number, and e-mail address of the person the State should contact in connection with your proposal. Please state whether your firm wishes to be considered for the position of senior manager, co-manager, or selling group member and for which program or programs the firm is responding.
2. Provide information on the number, location, and type of offices or other facilities that your firm maintains in the State of Connecticut. Please provide the number of persons your firm employs in the State, including breakout of those that are registered representatives/investment brokers. Include information on the number of brokerage accounts for Connecticut residents and the dollar amount of Connecticut bonds held by the accounts. (The annual report and audited financial statements are not included in the page count.)
3. Provide a brief description of your firm and its ownership structure. Discuss your firm’s capital structure including total capital, equity capital, and uncommitted excess net capital as of the close of your firm’s most recent quarter. Provide examples of transactions within the past two calendar years in which your firm supported a transaction in a difficult market. Describe the manner in which your firm made a significant use of its capital to support an issuer’s debt. State the maximum amount your firm is capable of underwriting in a single transaction. Please also provide your firm’s most recent annual report and audited financial statements.
4. Provide a brief summary of qualifications for each of the individuals in your firm who would be assigned to the State’s financings. Include only the key personnel who will be assigned to the State. If

you are selected to give an oral presentation, only those individuals listed below may participate. Please be specific for the following duties:

- a. Investment Banking
 - i. Primary Contact
 - ii. Day-to-Day Responsibilities
 - iii. Quantitative Analysis
- b. Underwriting
 - i. Long-term – tax-exempt/taxable
 - ii. Short-term – notes/variable rate products (FRN, VRDB, etc.)
- c. Sales and Marketing
 - i. Institutional – tax-exempt/taxable
 - ii. Retail – individual and managed money
 - iii. Municipal credit research
- d. Other Relevant Responsibilities
 - i. Derivatives – swaps, etc.
 - ii. Compliance Administration – Please designate the contact at the firm who has the authority to represent the firm for compliance matters with the State.
 - iii. Traditional Banking Products, if applicable—Liquidity, Letter of Credit, Direct Purchase Bonds

5. Summarize your firm’s experience as a senior manager, co-senior manager, or co-manager of negotiated and competitive tax-exempt general obligation and revenue bond issues in the previous two full calendar years (2009 and 2010) and year-to-date (2011) including the number and total par amount of issues by completing the chart below. Please list (a) the ten (10) largest issues and (b) all additional Connecticut issues for which your firm served as senior manager, co-senior manager, or co-manager during the period, showing the name of issuer, contact person, negotiated or competitive, financing program (if applicable), par amount, and pricing date. Designations received by your firm should be included under priority allotments. Allotments should be expressed in dollar amount of bonds, not takedown revenues. Retail orders and allotments should be specified only if the issue had a retail order period or similar policy/procedure that recognized retail demand. Otherwise, mark the retail columns as N/A and include this information as member orders and allotments. For purposes of this question, “largest” should be defined as the total allotments made to your firm.

Name of Issuer Contact person neg/comp Amount (\$000) Pricing Date Senior Mgr	Your Firm’s Role SR/CS/CM/SG	Your Firm’s Participation (\$000)	Orders (\$000)				Allotments (\$000)			
			Retail	Priority	Member	Total	Retail	Priority	Member	Total

6. From the experience listed in Question No. 5 above, provide the single best example of the manner in which your firm added value to the financing program of a large public issuer over the last two years. Provide a more detailed description of this issuer, its financing needs, and the firm’s work with this client.

7. Identify three recent state-level municipal clients that we may contact as references and provide the following information for each: name, title, organization name, address, phone number, and e-mail. Please provide an overview of the issuer and the work completed for this client, including your firm's role, the length of the relationship with this client, and the number and type of financings completed. Describe a unique solution that your firm recommended and implemented for this issuer.
8. Detail the staffing levels of your public finance and municipal bond departments by title including managing directors/directors, vice presidents, associates, and analysts as of the date of your proposal and for each of the previous two fiscal year-ends (please indicate such date if not December 31). Explain the rationale for any significant changes in staffing and/or organization of your firm's public finance and municipal bond departments. Discuss your firm's long-term commitment to these areas.
9. Describe your firm's institutional and retail marketing capabilities including the number of offices and registered representatives nationally and in Connecticut. Describe any specialized market segments that your firm can bring to the State's transactions.
10. Provide evidence of your secondary market support of State of Connecticut bonds or notes, including your firm's average daily inventory of Connecticut tax-exempt securities during the past two years.
11. Discuss any strategic alliances and any financial arrangements your firm has with other financial companies for the selling and distribution of bonds.
12. Discuss how your firm's participation in State of Connecticut transactions fits into your firm's long-term business goals. Please be specific regarding municipal capital markets activities.

Part B: Required Legal and Policy Attachments

Complete the Required Legal and Policy Attachments in accordance with the Instructions in Section VIII of this Request for Proposals.

PLEASE NOTE: If the firm is a selected Respondent, it will be required to re-execute Attachment D and a modified Attachment E at the time of the selection by the Office of the State Treasurer. **In addition, selected Respondents will be asked to sign an engagement letter setting forth their agreement to comply with the State's Legal and Compliance Requirements on an ongoing basis.**

Part C: Senior Manager Information

Firms interested in serving as senior manager to the State's bond financing programs must provide the information requested under Part C. Responses to Part C must not exceed twelve (12) pages.

1. Describe specific aspects of your firm's experience as the book-running senior manager for up to five of the issues listed in Section V, Part A, and Question No. 5 of particular relevance to this RFP. Highlight innovative financing techniques that the firm has recommended and used for these clients.
2. List the fixed rate products that your firm manages for municipal clients. Highlight innovative structures, call provisions, and pricing methodologies that the firm recommended and used for its clients since January 2009 and the benefits to the issuer.

3. List the variable rate products that your firm manages for municipal clients including demand bonds, SIFMA or LIBOR index bonds, and direct purchase bonds. Highlight innovative variable rate products that the firm recommended and used for its clients since January 2009 and the benefits to the issuer.
4. Discuss the depth of your firm's quantitative capabilities, including the software programs and methodologies utilized for providing bond structuring analytics for new money and refunding transactions. Please describe the experience of the individual(s) responsible for this work at your firm. Given the current yield curve and potential for negative arbitrage in the refunding escrow, please discuss the decision factors the State should consider to analyze advance refunding opportunities and specify criteria regarding the selection of individual maturities for inclusion in the refunding. Is there a decision matrix that you have recommended to other similar frequent, state-level clients?
5. The Treasurer is committed to maximizing the distribution of the State's bond offerings to Connecticut retail investors utilizing print advertisements, internet marketing, and the "Buy CT Bonds" website. What resources would you employ to develop and implement a marketing strategy for a retail-focused sale? What new recommendations would you make regarding our retail marketing effort?
6. Which institutional investors have been the most active for the State's bonds since January 2009 (by type and name)? Provide a summary of the largest buyers of the State's bonds in the primary market and the largest traders in the secondary market (since January 2009). Discuss the recent activity of institutional investors relating to municipal bonds, in general, and specifically State of Connecticut bonds in either the primary or the secondary market. Is any of this activity a signal, positive or negative, to which the State should pay attention? What should the State do to either encourage or mitigate these investor actions?
7. Describe any changes or recent trends in the industry regarding management of bond syndicates that your firm feels the State should be aware of. Discuss how the State can continue to create strong demand and broad distribution for its bonds by maximizing the participation of its syndicate members, including: a) how to continue the success of "retail" order periods given the majority of retail demand is from managed money and not the traditional individual ("mom and pop") investor, and b) designation policies for the institutional order period that will create incentive for the senior, co-senior and co-managers.
8. Discuss your firm's general policies on the setting of takedown levels for 20-year fixed-rate negotiated tax-exempt bond sales for the State's credits. Please discuss the range of appropriate takedown levels by maturity and provide details of the decision factors that the State should be considering as it sets takedowns for its bond financings in the future.
9. Discuss your firm's experience and capabilities in the use of swaps and other derivative products. What is the current volume of municipal swap transactions for which your firm acts as principal? Briefly describe any derivative product that may provide benefit to the State and its bond financing programs.
10. Discuss your firm's policy on the use of women-owned, minority-owned, and Connecticut-based underwriters and how you as a senior manager would try to increase their involvement in bond issues.
11. Identify any major emerging issues, risks, or opportunities in the public finance and municipal bond industry. What should Connecticut be considering to mitigate those risks or maximize those opportunities?

Part D: General Obligation

Firms interested in serving as a senior manager to the State for general obligation bond financings must provide the information requested under Part D. Responses to Part D must not exceed seven (7) pages.

1. Describe no more than three recent financings on which your firm served as senior manager on large state-level general obligation tax-exempt or taxable bond financings that are most relevant to the State of Connecticut. For each financing include the name of the issuer, date and amount of the issue, method of sale, issue structure, issuer contact and telephone number, and the value added by your firm to the financing.
2. Discuss no more than three ideas that the State might incorporate into its debt management efforts for financing its capital program now funded by the general obligation bond program. Provide a concise description of each idea and summarize its principal benefits to the State. If applicable, discuss the principal risks, any State law, tax law, or other issues associated with implementation and the economic benefit to the State based on market conditions as of the date of this Request for Proposals.
3. Describe your firm's experience with working capital financings, cash flow borrowings, and other short-term funding programs on behalf of state-level issuers.
4. Discuss no more than three ideas that the State might incorporate into its debt management efforts using sales tax or personal income tax (PIT) credit structures.
5. Discuss the major issues that are key to the State's general obligation bond credit ratings and what the State can highlight to show these issues in a positive light.

Part E: Special Tax Obligation (Transportation Infrastructure)

Firms interested in serving as a senior manager to the State for Special Tax Obligation (Transportation Infrastructure) bond financings managed by the State Treasurer should provide the information requested under Part E. Responses to Part E must not exceed seven (7) pages.

1. Summarize your firm's industry expertise with transportation infrastructure finance, including bonds backed by dedicated special tax and/or revenue streams. Please include a comparison of the STO program with other state-level transportation funding programs

including a discussion on the credit strengths and current rating levels of Connecticut's STO program. Include a discussion of the merits of the STO credit structure continuing to be the funding source for all state-wide transportation projects.
2. Describe no more than three recent transportation related special tax or revenue bond financings on which your firm served as senior manager that are most relevant to Connecticut's program. For each financing, include: name of the issuer or program, date and par amount(s) of the bond sale, a summary of the financing including the purposes and credit structure, individual to contact at the issuer and contact information (phone and e-mail). Please be specific about the financing structure and/or services provided and the value added by your firm to the financing.
3. The use of tolls on the State's highways, in one form or another, has been an ongoing point of discussion during the last several years – gateway tolling, congestion mitigation, and high-

occupancy-tolling have been among the debates. Please discuss the merits of re-implementing tolls on I-95 or the use of tolls at the State's borders. What is the better use of such toll revenues – increase the revenue stream available to the senior lien STO bond program under the Special Transportation Fund or create a new lien structure to dedicate these toll revenues to new toll revenue bonds. Estimate the potential revenue stream, bonding capacity and credit factors for the State to consider.

4. The State has been a significant recipient of federal funding from the FHWA and FTA and continues to investigate the availability of federal funding in many forms. Please provide an update on the various federal funding programs and legislative proposals for highway, rail, and public transit; include a summary of the National Infrastructure Bank. In addition, comment on the use of GARVEEs by other states and the potential for such use in Connecticut including a discussion on credit structure, debt service, and final maturity.
5. Discuss no more than three ideas the State might incorporate into its management efforts for the Special Tax Obligation (Transportation Infrastructure) Bond program. Topics might include: credit structure/credit rating agency strategies or asset monetization strategies (privatization, leases, real estate, or parking securitization, etc.). Provide a brief description of each idea and summarize its principal benefits to the State. If applicable, discuss the principal risks, any State law, tax law, or other issues associated with implementation and the economic benefit to the State based on market conditions as of the date of this Request for Proposals.
6. Identify major emerging issues, opportunities, and risks in the world of municipal bonds and transportation finance. What should Connecticut be considering to maximize those opportunities or to mitigate those risks?

Part F: State Revolving Fund Programs (SRF)

Firms interested in serving as a senior manager for State Revolving Fund (SRF) programs including the Connecticut Clean Water and Drinking Water Fund, must provide the information requested under Part F. Responses to Part F must not exceed seven (7) pages.

1. Describe no more than three recent financings on which your firm served as senior manager on a state revolving fund bond financing most relevant to Part F. For each financing include the name of the issuer, a brief description of the state revolving fund program, date and amount of the issue, method of sale, lead underwriter and underwriters' counsel (if applicable), issue structure, issuer contact and telephone number, and the value added by your firm to the financing. The description should also include the length of your firm's involvement with the named program.
2. Connecticut has created a general revenue financing structure for the SRF programs. Based on your understanding of the general revenue bond structure, what are your recommendations to improve the programs going forward? Discuss no more than three ideas you recommend the State incorporate into its debt management efforts for financing its clean water fund and drinking water fund programs. Provide a concise description of each idea and summarize its principal benefits to the State. If applicable, discuss the principal risks, any State law, tax law, or other issues associated with implementation and the economic benefit to the State based on market conditions as of the date of this Request for Proposals.
3. Describe instances where you have assisted a state issuer with its investment strategy for the SRF programs. Provide examples of the monitoring tools you employed to analyze opportunities and risks.

4. Describe instances where you have worked with the expanded use of the SRF programs to fund additional projects or to provide additional funding capacity. Please indicate the amount of leveraged bonds issued by the SRF programs discussed in your response.
5. Describe your ongoing monitoring of the SRF programs nationally and the Connecticut program specifically. Identify major emerging issues, risks, or opportunities for SRF financing programs. What should Connecticut be considering to address the issues or risks or maximize those opportunities discussed in your response?

Part G: Bradley International Airport

Firms interested in serving as a senior manager for Bradley International Airport Bond financings must provide the information requested under Part G. Responses to Part G must not exceed five (5) pages.

1. Summarize your firm's industry expertise with airport and aviation finance, including general airport revenue bonds, passenger facility charge revenue bonds, special facility revenue bonds for airport facilities, and customer facility charge revenue bonds. Please address the FAA approval process, relevant credit and rating agency issues, tax issues including the alternative minimum tax and taxable bonds, and any other issues unique to these airport related revenue bond financings.
2. Describe no more than three recent airport related revenue bond financings on which your firm served as senior manager on bonds most relevant to Bradley. If applicable, please include your experience on a Customer Facility Charge revenue bond financing for a consolidated rental car facility, a subordinated lien GARF financing or a subordinated PFC credit structure. For each financing include name of the issuer or program, date and par amount(s) of the bond sale, a summary of the transaction including the purposes and credit structure, individual to contact at the issuer and contact information (phone and e-mail). Please be specific about the financing structure and/or services provide and the value added by your firm to the financing.
3. Please comment on the recent proposed legislation establishing the Connecticut Airport Authority as an independent, quasi-public agency to govern, manage, and operate Bradley International Airport and the State's five general aviation airports. Include a comparison of this new operating structure with other similar regional or state-level airports and a discussion on credit structure and strengths.
4. Discuss no more than three ideas the State might incorporate into its management efforts for the Bradley International Airport bonding programs. Topics might include: credit structure/credit rating agency strategies or asset monetization strategies (privatization, leases, real estate, or parking securitization, etc.). Provide a brief description of each idea, and summarize its principal benefits to the State. If applicable, discuss the principal risks, any State law, tax law, or other issues associated with implementation and the economic benefit to the State based on market conditions as of the date of this Request for Proposals.
5. Identify major emerging issues, opportunities, or risks in the world of municipal bonds and airport finance. What should Connecticut be considering to maximize those opportunities or to mitigate those risks?

Part H: University of Connecticut (UCONN)

Firms interested in serving as a senior manager for UCONN financings must provide the information requested under Part H. Responses to Part H must not exceed five (5) pages.

1. Describe no more than three recent financings on which your firm served as senior manager on a university bond financing that are most relevant to Part H. Emphasis should be placed on your firm's experience with universities of the size and caliber of the University of Connecticut. For each financing include the name of the issuer, date and amount of the issue, method of sale, lead underwriter and underwriters' counsel (if applicable), issue structure, issuer contact and telephone number, and the value added by your firm to the financing. The description should also include the role of your firm and the length of your firm's involvement with the named program. At least one financing should be a student fee revenue financing.
2. Based on your understanding of the UCONN 2000 initiative and the UCONN 21st Century expansion, provide an assessment of the program compared to the financing programs of similarly sized state universities to date. Include your recommendations to improve the financing program going forward. Evaluate the current level of student fee financing in the UCONN program. Is there any additional capacity to finance facilities with student fee revenues?
3. Describe your ongoing monitoring of higher education debt programs nationally and the Connecticut programs specifically. Identify major emerging issues, risks, or opportunities in higher education financing. What should Connecticut be considering to mitigate those risks or maximize those opportunities?

Part I: Other Financing Programs

Firms interested in serving as a senior manager for Other Financing Programs should provide the information requested under Part I. Responses to Part I must not exceed five (5) pages.

1. Describe your firm's recent experience with securitizations or other similar revenue bond transactions on behalf of state-level issuers. Based on the current market for tobacco securitizations or lottery revenue bonds, provide an analysis of the issues for the State to consider for implementing any such financing. Include in your discussion considerations for legal structure, bond covenants, credit rating agencies, and pricing levels. Describe no more than three financings on which your firm served as senior manager on a transaction most relevant to the State. For each financing, include the name of the issuer, date, and amount of the issue, method of sale, issue structure, and the value added by your firm to the financing. Please include the issuer's contact name and telephone number.
2. Due to the severity of the recent economic recession, the State's unemployment trust fund is currently borrowing from the federal government in order to continue to pay unemployment claims. Provide a review of your understanding current and evolving federal legislation related to this issue.
3. Provide a brief description of the ideal transaction given the current climate for unemployment bonds. Provide a concise description of each idea and summarize its principal benefits to the State. If applicable, discuss the principal risks, any State law, federal law, tax law implications, or other issues associated with implementation of your ideas and the economic benefit to the State based on market conditions of as the date of this Request for Proposals. Discuss financing alternatives including the potential impact on Connecticut employers and how the financing would benefit the State.
4. Describe any other financing idea or program that would uniquely benefit the State of Connecticut, including a description of the principal benefits and risks.

SECTION VI - INSTRUCTIONS

1. **Official Agency Contact.** All communications with the Office of the State Treasurer with regard to this RFP must be directed to the Official Agency Contact for this RFP, Sarah K. Sanders, Assistant Treasurer for Debt Management; 55 Elm Street, 6th Floor; Hartford, CT 06106. **All e-mail communications for this RFP are to be directed to CT-DEBT-RFP@ct.gov.**

Interested firms should not contact any other employee of the Office of the State Treasurer or any of the State's financial or legal advisors concerning this RFP.

2. **Communications Notice.** All communications with the agency or any person representing this agency concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by Respondents or their representatives may result in disqualification or other sanctions, or both.
3. **Inquiry Procedures.** Respondents may submit questions about the RFP to the Official Agency Contact on or before **June 20, 2011**. Questions must be in writing and submitted by e-mail to CT-DEBT-RFP@ct.gov. Questions will not be accepted over the telephone. Anonymous questions will not be answered. The agency reserves the right to provide a combined answer to similar questions. The agency will distribute official answers to the questions, in the form of a written amendment, not later than June 30, 2011, posted on the agency's website. Any and all amendments to this RFP will be posted by **June 30, 2011**, on the agency's website at www.state.ct.us/ott/.
4. **Confidential Information.** Respondents are advised that the Office of the State Treasurer is a constitutional office of the State of Connecticut, and its records, including responses to this RFP, are public record and subject to 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").
 - a. All responses to this RFP shall 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 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.
 - b. 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, her 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 nondisclosure of any such designated portions of a proposal if disclosure is deemed required by law or court order.
5. **Minimum Submission Requirements.** At a minimum, proposals must (i) be submitted before the deadline, (ii) be complete, (iii) follow the required format, (iv) include the required Attachments, (v)

satisfy the packaging and labeling requirements, and (vi) be delivered following the requirements herein. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

6. **Required Format for Responses.** All proposals must conform to the required format 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 must contain a cover letter addressed to the Treasurer which is signed by an officer of the firm or an individual authorized by the firm to commit the firm to the contents of this proposal. The cover letter should include the following information:

i. Contact Information:

1. Name of Respondent
2. Business Location
3. Mailing Address
4. Telephone Number
5. Facsimile Number
6. E-Mail Address

ii. Detail the management role(s) and specific financing program(s) for which the Respondent is submitting the proposal;

iii. Acknowledge receipt and completion of Legal and Policy Attachments;

iv. Acknowledge compliance with all the requirements of the RFP;

v. Acknowledge any business relationship with another firm which would be used in any role in providing services to the State; and

vi. Acknowledge any consulting relationship or agreement that is further disclosed in the Legal and Policy Attachments.

b. **Proposal Response:** The proposal must be made in the following format:

i. Response should be prepared using Microsoft Word 2003 version. If using a more recent version, please include a copy in 2003 when submitting the document to the State electronically;

ii. Responses must be prepared on 8 1/2 x 11 inch white paper—recycled paper is strongly encouraged;

iii. Standard one (1) inch margins at top, bottom, and sides of all pages is required;

iv. Use of font size no less than 12 point type is required;

v. Respondent's name should be displayed in the footer on each page;

vi. The page number and total pages should be displayed in footer on each page; and

vii. Responses may not exceed sixty (60) single-sided pages excluding (i) the cover letter, (ii) the firm's affirmative action policy, (iii) annual report and audited financial statements, and (iv) the Part B - Required Legal and Policy Attachments. **Brief and concise answers are encouraged. Page limits are intended to set limits, not targets.**

7. **Required Legal and Policy Attachments.** Complete the Legal and Policy Attachments in accordance with the specific directions provided in Section VIII. Failure to complete ALL the Legal and Policy Attachments may result in the Proposal not being reviewed.
8. **Delivery Requirements.** The response to this RFP is required to be delivered to the State as follows:
- a. **Electronic Delivery:** The proposal and attachments must be delivered via e-mail to CT-DEBT-RFP@ct.gov on **Thursday, July 7, 2011, by 5 p.m.**
 - i. The cover letter and responses to Section V, Parts A, C, D, E, F, G, H, and I must be one file;
 - ii. The Required Legal and Policy Attachments (Section V, Part B) must be sent as a second file.
 - b. **Hardcopy Delivery:** the printed and bound versions of the proposal and attachments must be delivered on **Friday, July 8, 2011, by 5 p.m.** at the Office of the State Treasurer; 55 Elm Street, 6th Floor; Hartford, CT 06106; Attention Sarah K. Sanders, Assistant Treasurer for Debt Management.
 - i. One original and eight (8) copies of the cover letter and response to the proposal questions –Section V, Parts A, C, D, E, F, G, H, and I – should be delivered; and
 - ii. One original and one copy of the Required Legal and Policy Attachments (Section V, Part B) should be bound separately.
 - iii. CD Rom – Copies of the cover letter, RFP response, and attachments should be delivered on disk in both Microsoft Word format and pdf format.
 - iv. All proposals must be submitted in clearly marked, 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.
 - v. The original proposal must be signed by the Respondent. Unsigned proposals will be rejected.
 - vi. Proposals transmitted by facsimile will not be accepted or reviewed.
9. **Meetings with Respondents.** At its discretion, the agency may convene meetings with Respondents in order to gain a fuller understanding of the proposals. The meetings may involve interviews, presentations, or site visits. If the agency decides meetings are warranted, the Official Agency Contact will contact and schedule such appointments with Respondents. Any such meetings are tentatively scheduled for the week of September 12, 2011.
10. **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 Respondent will be required to provide an updated disclosure at the time the contract is executed. See the Directions in Section VIII accompanying the Legal and Policy Attachments for instructions.

11. **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: (i) success in implementing an affirmative action plan; (ii) promise to develop and implement a successful affirmative action plan; and (iii) 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.

SECTION VII - 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 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 from the "planning date." The planning date for this RFP (for purposes of the Gift Affidavit) is January 14, 2011.
3. 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.
4. Any product, whether acceptable or unacceptable, developed under an assignment as a result of the RFP will become the sole property of the Office of the State Treasurer.
5. Timing and sequence of events resulting from this RFP will ultimately be determined by the Office of the State Treasurer.
6. 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.
7. 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.
8. Any costs and expenses incurred by Respondents in preparing or submitting proposals, including travel expenses incurred to attend Respondent's meetings or interviews, are the sole responsibility of the Respondent.
9. 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.

10. By responding to this Request for Proposal, 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 Office of the State Treasurer participated directly in the Respondent's proposal preparation.
11. All responses to the RFP must conform to instructions in this RFP and Directions in Section VIII for the Legal and Policy Attachments. Failure to include any required signatures, provide the required number of copies, 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.
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 State Treasurer, the successful Respondent shall furnish the Office of the State 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.

SECTION VIII – DIRECTIONS FOR THE COMPLETION OF PART B - LEGAL AND POLICY ATTACHMENTS

The following are directions for the completion of each of the Legal and Policy Attachments to this Request for Proposal. 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 and BIDDER CONTRACT COMPLIANCE MONITORING REPORT:

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>

In addition, you are required to complete the questions on the BIDDER CONTRACT COMPLIANCE MONITORING REPORT. Please complete the form, and notarize where indicated. We request that you complete the Employer Information Report (see below) for the current year and each of the 2 prior reporting periods (**for a total of 3 years of data**).

Employer Information Report-Please download the form at www.state.ct.us/ott.

Click on the Doing Business link, and then on the “Compliance” tab.

B. Attachment B NONDISCRIMINATION CERTIFICATION: Public Act 09-158 requires any entity or individual entering into a contract with the state to provide documentation that the entity or individual has a policy that complies with the nondiscrimination agreement and warranty under Connecticut General Statutes § 4a-60(a)(1) (which prohibits discrimination based on race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents the performance of the work involved) and § 4a-60a(a)(1) (which prohibits discrimination based on sexual orientation). Public Act 09-158 defines “marital status” and “mental disability”. Connecticut recognizes same sex marriages. See P.A. 09-13, which amended Conn. Gen. Stat. §46b-20 to define “marriage” as the “legal union of two persons.”

An authorized signatory must execute a **NON-DISCRIMINATION CERTIFICATION** on behalf of corporate or business entities, evidencing compliance with the above requirements at the time the contract is signed.

We are asking at this time for your firm to provide us with a written statement that if your firm is selected, you will provide the Office of the Treasurer with an executed certification document. A firm that cannot provide the requested written statement will be eliminated from further consideration.

A sample **CERTIFICATION** form is attached as Attachment B.

C. Attachment C EMPLOYMENT PRACTICES INFORMATION:

The information requested expands on the information provided in Attachment A, 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 includes direct and indirect payments, including any payments made or to be made to subagents, and Respondent has a duty to inquire with respect to indirect payments. 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. §3-13l:

<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. § 4a-81. “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 AFFIDAVIT:

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 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 AFFIDAVIT:

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). In addition, on and after December 31, 2006 state law prohibits certain individuals from making or soliciting contributions on behalf of candidates for statewide office or the General Assembly. 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 NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN:

Pursuant to Conn. Gen. Stat. § 9-612(g) and (h), 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 I, hereto. An authorized signatory of the firm must acknowledge receipt of the State Elections Enforcement Commission’s Notice (Attachment I) as indicated.

J. Attachment J ANTI-TERRORISM FOREIGN ASSET CONTROL REGULATIONS, FOREIGN CORRUPT PRACTICES ACT:

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 doing business with 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 for the preceding 3 year period and notarize where indicated.

K. Attachment K CONFLICTS OF INTEREST:

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

L. Attachment L 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.

Links to Statutes

Conn. Gen. Stat. § 1-79 <http://www.cga.ct.gov/2009/pub/chap010.htm#Sec1-79.htm>

Conn. Gen. Stat. § 1-84 <http://www.cga.ct.gov/2009/pub/chap010.htm#Sec1-84.htm>

Conn. Gen. Stat. § 3-13d <http://www.cga.ct.gov/2009/pub/chap032.htm#Sec3-13d.htm>

Conn. Gen. Stat. § 3-13j <http://www.cga.ct.gov/2009/pub/chap032.htm#Sec3-13j.htm>

Conn. Gen. Stat. § 3-13l <http://www.cga.ct.gov/2009/pub/chap032.htm#Sec3-13l.htm>

Conn. Gen. Stat. § 4-250 et seq. <http://www.cga.ct.gov/2009/pub/chap055c.htm#Sec4-250.htm>

Conn. Gen. Stat. § 4a-81 <http://www.cga.ct.gov/2009/pub/chap058.htm#Sec4a-81.htm>

Conn. Gen. Stat. § 9-612 <http://www.cga.ct.gov/2009/pub/chap155.htm#Sec9-612.htm>

Conn. Public Act 09-158 <http://www.cga.ct.gov/2009/ACT/PA/2009PA-00158-R00SB-01127-PA.htm>

Conn. Public Act 09-13 <http://www.cga.ct.gov/2009/ACT/PA/2009PA-00013-R00SB-00899-PA.htm>

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS (RESPONDENTS)**

(Revised 09/17/07)

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.

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 bidder’s ~~own~~ 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 (for Part IV Bidder Employment Information)

DEFINITIONS

Executive/Senior Level Officials and Managers. Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, including investment management services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief investment officers and/or senior portfolio managers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

First/Mid Level Officials and Managers. Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: portfolio managers; first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.

Professionals. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; analysts (budget, credit, financial, management); architects; artists; chemists; computer programmers; designers; dieticians; economists; editors; engineers; human resource specialists; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Sales Workers. These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers. These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

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? 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? <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? 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? <div style="text-align: right;">Yes__ No__</div>	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? <div style="text-align: right;">Yes__ No__</div>	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> <div style="margin-top: 10px;"> 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ </div> <div style="margin-top: 10px;"> 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__ </div>	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.
	13. Is there a person in your company who is responsible for equal employment opportunity? <div style="text-align: right;">Yes__ No__</div> If yes, give name and phone number. _____

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__

PART IV - Bidder Employment Information

PLEASE GO TO WWW.STATE.CT.US/OTT AND CLICK ON THE DOING BUSINESS LINK AND THEN ON THE “COMPLIANCE” TAB TO DOWNLOAD A FILLABLE EMPLOYER INFORMATION FORM.

PLEASE PROVIDE EMPLOYMENT DATA FOR THE CURRENT YEAR AND EACH OF THE PREVIOUS 2 YEARS (for a total of 3 years data).

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 (X)		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 Experience	
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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(To be signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy)

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**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 _____, 20____.

Notary Public/Commissioner of the Superior Court

**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 ¹

(Attach additional copies of this page as necessary.)

NOTE: For each third party fee or consulting arrangement described above, complete the attached Form A3.

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 _____, 20__.

Notary Public/Commissioner of the Superior Court

¹ 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

A. For each fee arrangement disclosed in the attached Affidavit, provide the following information about the third party payee:

- (1) Name
- (2) Address
- (3) Is the person or entity registered with the Securities and Exchange Commission, a state regulatory authority or FINRA? If so, provide details
- (4) Name of the President/Chief Executive Officer
- (5) Name, telephone number and email address of the individual principally responsible for work performed in connection with the contract, investment or proposed investment with the Office of the Treasurer

B. Please explain whether and how each such payment falls within one or more of the following categories of compensation providing an exception to the prohibition on finder's fees:

- (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.

C. Attach a copy of the agreement evidencing the terms of the fee arrangement and the services, **and** provide a narrative description of any services actually rendered by the third party payee in connection with the contract, investment or proposed investment with the Office of the Treasurer.

D. 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(b)(1).

"Third party fees" includes those activities enumerated in Section 3-13j of the Connecticut General Statutes, and includes direct and indirect payments, such as payments by a placement agent to a subagent.

E. Respondents disclosing payments to, or agreements to pay, placement agents have a duty to inquire and shall report any payments to, or agreements to pay, subagents, and provide all information and documentation requested under A through D, above, with respect to any sub-agent.

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

Treasury 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 01/14/11 [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 _____, 20__.

Commissioner of the Superior Court/
Notary Public

**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.

**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.

Signature
Print name: _____

Date

Title: _____

Sworn and subscribed before me on this _____ day of _____, 20__.

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 AFFIDAVIT

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 (1) on behalf of an exploratory committee or candidate committee established or controlled by the State Treasurer for her nomination or election to the Office of the Connecticut State Treasurer or (2) since December 31, 2006, on behalf of an exploratory committee or candidate committee established or controlled by a candidate for statewide office or the General Assembly:

- 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 (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 aged 18 or older of any individuals described in subsections a-c; or
 - i. 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.

Signature

Print name: _____

Date: _____

Title: _____

Sworn and subscribed before me on this _____ day of _____, 20__.

Commissioner of the Superior Court/Notary Public

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

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (*italicized words are defined on page 2*):

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 (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(which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (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.

On and after January 1, 2011, 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 knowingly solicit contributions from the state contractor's or prospective state contractor's employees or from a subcontractor or principals of the subcontractor 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.

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— Up to \$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 up to \$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 not more than \$5000 in fines, or both.

Contract Consequences

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

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions 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.

Receipt acknowledged: _____
(signature)

(date)

Print name: _____

Title: _____

Company Name: _____

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations"

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 or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"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.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor’s state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December 31 of the year in which the subcontract terminates. “Subcontractor” does not include (i) 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 (ii) 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 subcontractor” 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 subcontractor, 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 subcontractor, which is a business entity, a president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (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 subcontractor.

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

**ANTI-TERRORISM
FOREIGN ASSET CONTROL REGULATIONS,
FOREIGN CORRUPT PRACTICES ACT**

COMPANY (“Respondent”) _____

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, for the three year period up to and including the date of this affidavit;

2. Respondent is not and has not been 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.

5. The Respondent has not made any direct or indirect payments to any foreign government official, government employee, political party or official in violation of the United States Foreign Corrupt Practices Act.

The undersigned, on behalf of the Respondent identified above, hereby certifies that the information set forth in response to this Attachment J 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.

Signature

Date

Print name: _____

Title: _____

Sworn and subscribed before me on this _____ day of _____, 20__.

Commissioner of the Superior Court/Notary Public

**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 2006 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 K.

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

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

Signature

Date

Print name: _____

Title: _____

Sworn and subscribed before me on this _____ day of _____, 20__.

Commissioner of the Superior Court/Notary Public

**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.

Signature

Date:

Print name: _____

Title: _____

Sworn and subscribed before me on this _____ day of _____, 20__.

Commissioner of the Superior Court/Notary Public

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