

**REQUEST FOR PROPOSALS FROM  
FINANCIAL ORGANIZATIONS FOR THE PROVISION OF  
MULTI-ASSET CREDIT FUND MANAGEMENT SERVICES FOR THE DEFERRED  
COMPENSATION PLAN FOR EMPLOYEES OF THE STATE OF NEW YORK AND  
OTHER PARTICIPATING PUBLIC JURISDICTIONS (“PLAN”)**

**October 16, 2024**

**Designated Contacts for this Procurement:  
Thomas Shingler, Callan  
David Miller, Callan**

**All contact/inquiries shall be made by email to the following addresses:  
shingler@callan.com and miller@callan.com**

**Please note the following:**

- 1. For a proposal to be considered complete and receive consideration, it must include all information requested in Section IV. B. “Form and Substance of Proposals” found on pages 7 through 9 of this RFP. Firms that do not provide complete proposals will be deemed non-responsive.**
- 2. All necessary RFP documents, including Appendix Word and Excel document templates, can be found on Callan’s website at the following link:  
<https://www.callan.com/new-york-state-deferred-compensation-board-multi-asset-credit-rfp/>**

**I. PURPOSE**

The State of New York, through the New York State Deferred Compensation Board (the “Board”), is seeking formal written proposals from financial organizations to provide Multi-Asset Credit Fund Management Services for the New York State Deferred Compensation Plan (the “Plan”).

To be eligible for selection, the financial organization must be an organization duly authorized to do business in the State of New York, and be (i) a registered investment adviser under the Investment Advisers Act of 1940, as amended, or (ii) a bank, as defined in that Act; or (iii) an insurance company qualified under the laws of more than one state to manage, acquire or dispose of assets of plans which meet the requirements for qualification under the Internal Revenue Code, governmental plans and eligible state deferred compensation plans.

This Request for Proposals (RFP) is divided into six sections. The sections include: (I) Purpose, (II) Background, (III) Product Design Requirements, (IV) Timing and Procedures Governing Submission of Proposals, (V) Selection Process, (VI) Conditions.

The RFP also includes four Appendices that must be included in a respondent’s proposal for it to be considered complete and receive consideration:

1. Appendix A, Contract Questionnaire (RFP Questions)
2. Appendix B, Diversity Statistics Grid
3. Appendix C, Vendor Responsibility Questionnaire; and
4. Appendix D, Application for a Competitively Bid Contract.

The Request for Proposals also includes the following exhibits:

- Exhibit A: Standard Clauses for all New York State Contracts
- Exhibit B: Affirmative Action/Equal Employment Opportunity/Non-Discrimination Policy
- Exhibit C: The Plan's Procurement Guidelines
- Exhibit D: Plan Assets by Investment Option
- Exhibit E: Policy and Guidelines for Implementing the New York State Procurement Lobbying Law, Sections 139-j and 139-k of the New York State Finance Law
- Exhibit F: Iran Investment Policy

Pursuant to the guidelines in Section IV, the designated contact persons for this contracting opportunity during the restricted period will be Thomas Shingler and David Miller, Callan.

## **II. BACKGROUND**

The Plan is intended to satisfy the requirements for an eligible deferred compensation plan under Section 457 of the Internal Revenue Code of 1986, as amended (the "IRC") applicable to governmental employers described in Section 457(e)(1)(A) of the IRC ("Section 457 Plan"). As such, amounts of compensation deferred under the Plan, including any income attributable thereto, will not be included in the gross income of Plan participants until the taxable year or years in which such amounts are actually distributed to the participant or the participant's beneficiary. A copy of the current Plan Document, which was amended and restated on April 25, 2017, is available on the Board's Web site, <https://deferredcompboard.ny.gov/>. The Plan is governed by Section 457 of the IRC, Section 5 of the New York State Finance Law, Parts 9000 – 9006 of the New York State Code of Rules and Regulations (the "Rules and Regulations"), and all other applicable federal, state, and local laws and regulations.

As of June 30, 2024, total Plan assets were \$38.7 billion. The investment options offered to Plan participants are diversified among asset classes and include a range of categories and styles. Participants are currently given a choice of directing their contributions to any or all of the following investment options: (i) various no-load mutual funds and collective investment trusts managed by independent investment advisers and held by an independent trustee; (ii) a Stable Income Fund consisting of a cash account and wrapped fixed-income separate accounts managed by registered investment advisers. The Plan also includes a Self-Directed Investment Account ("SDIA") through which a participant may access mutual funds and ETFs beyond the Plan's core menu of investment options. Investments in the SDIA, which holds approximately 0.8% of Plan

assets as of 6/30/24, are limited to 50% of a participant's account balance in the Plan. Other rules regarding the Plan's core menu of investment options as well as the SDIA may be obtained from the Plan's Web site, [www.nysdcp.com](http://www.nysdcp.com). All assets of the Plan are held in trust to comply with Section 457(g) of the IRC. Please see Exhibit D for a complete list of investment options.

The benefits provided to any participant under the Plan depend upon the aggregate amount deferred and the investment performance of the investment options in which such amounts are invested. Plan participants may direct their future contributions to any of the investment options which are offered, may change their investment direction as to future contributions, and, subject to certain restrictions, may transfer their accumulated contributions and earnings from one investment option to another, on a daily basis. In addition, participants may take loans from their Plan accounts.

Under the Plan, distributions are permitted on a participant's termination of employment, retirement, death, or the occurrence of an unforeseeable emergency as defined by the Plan or, in certain cases, following a participant's attainment of age 59 1/2 while still employed. In addition, distributions may be required if a participating public employer withdraws from the Plan. Participants and their beneficiaries may elect to receive distributions in lump sum payments, a fixed dollar amount payment or substantially equivalent monthly, quarterly, semi-annual, or annual installment payments over a fixed number of years. Distributions for unforeseeable emergencies are made in a single lump sum payment.

The following organizations currently provide administrative, custodian, trustee and investment services to the Plan:

Administrative Service Agency:      Nationwide Retirement Solutions, Inc.

Custodian/Trustee:                      BNY Mellon

Auditor:                                      Citrin Cooperman

Independent Consultant:              Callan LLC

Legal Counsel:                              A&O Shearman

### Current Active Fixed Income Investment Options

The Plan's only current Active Fixed Income investment option is Voya Core Plus Trust, listed below. The complete lineup of investment options is included in Exhibit D.

<b>Fund</b>	<b>Participant Assets as of 6/30/24</b>	<b>Percentage of Participant Assets as of 6/30/24</b>
<b>Fixed Income</b>		
Voya Core Plus Trust	\$127,290,331	0.33%

### **III. PRODUCT DESIGN REQUIREMENTS**

The Board is seeking proposals from financial organizations to provide Multi-Asset Credit Fund Management Services as detailed below. The Core Plus option in the Plan will be removed from the Plan lineup.

1. **Product Design for Multi-Asset Credit Funds:** Responding multi-asset credit funds should offer exposure to predominantly US-dollar denominated investment grade fixed income credit securities, such as corporate bonds and securitized products (mortgage-backed securities, asset-backed securities, commercial mortgage-backed securities, CLOs, etc.), with an average portfolio credit rating of investment grade. Products that will be considered should be benchmarked to the Bloomberg Aggregate, Bloomberg Universal, or a cash + benchmark such as the 90-Day Treasury Bill + 3%.

This RFP does not seek responses from Core Plus funds or from leveraged finance-focused funds that have an average credit rating of below investment grade.

The process is open to evaluating mutual funds, CIT's, or other daily valued pooled vehicles, but is not open to separate accounts. In your response, please be clear as to which collective vehicle your firm can make available, the assets under management by each vehicle, and the management fees associated with each.

#### IV. TIMING AND PROCEDURES GOVERNING SUBMISSION OF PROPOSALS

##### A. *Calendar of Events*

<u>Activity</u>	<u>Date</u>
1. Distribution of RFP	October 16, 2024
2. Closing date for Submission of Questions	October 30, 2024
3. Posting of Response to Questions	November 13, 2024
4. Closing Date for Submission of Proposals	December 3, 2024
5. Notification of Finalists Selected	January, 2025
6. Presentations to the Board Staff and Advisors	January or February, 2025
7. Anticipated Notification of Successful Investment Manager	February, 2025
8. Allocation of Funds	July, 2025

##### *Submission of Questions:*

**Proposers may submit written questions regarding this RFP by no later than 5:00 p.m. (ET), Wednesday, October 30, 2024 via e-mail only to Tom Shingler (shingler@callan.com) and David Miller (miller@callan.com). Questions should not be directed to Board Staff or individual Board members.**

Responses to all questions will be provided on the Board's Web Site (<https://deferredcompboard.ny.gov/>) no later than November 13, 2024 under Procurement Opportunities and Information for Vendors tab. Questions and answers will also be posted on Callan's Web site (<https://www.callan.com/rfps/>). The firms that submitted the questions will not be identified.

##### B. *Form and Substance of Proposals*

All proposals must be in writing, must describe the scope of the services to be performed and clearly indicate all fees for the provision of services described herein. Proposals must fully disclose any sponsorship or similar arrangement.

All contracts with the Board are subject to the terms of the Plan and the Rules and Regulations of the Board (“the Rules and Regulations”), as amended from time to time, and all other applicable requirements of State law. A copy of the Rules and Regulations may be obtained from the Board’s Web site, <https://deferredcompboard.ny.gov/>. The Board currently submits contracts to the Attorney General and Comptroller of the State of New York for review and approval. All other materials related to this RFP will be posted in the Procurement section of the Web site. The Office of the State Comptroller requires that the selected proposer(s) meet the definition of a Responsible Vendor as defined by the State (for more information see [www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire](http://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire)). The Board is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. In addition, all contractors must abide by the State’s affirmative action considerations and the Plan’s Procurement Guidelines.

In accordance with subdivision 2 of section 5 of the New York State Finance Law, the Board is committed to ensuring the inclusion of MWBE Asset Managers and MWBE Financial and Professional Service Firms in requests for proposals or searches conducted by or on behalf of the Board with respect to the selection of service providers to the New York State Deferred Compensation Plan. Proposals should indicate if your organization is designated MWBE.

**For a proposal to be considered complete and receive consideration, it must include the following:**

1. A **Cover Letter**, which must be signed by at least one individual who is authorized to bind the respondent contractually. The cover letter must include:
  - a) the respondent’s name, address, telephone number, and email address;
  - b) a statement to the effect that the Proposal is an irrevocable offer;
  - c) a representation that the proposal complies with all requirements of the Rules and Regulations;
  - d) a list of the minimum requirements and a statement as to whether the firm meets each minimum (see section V, A, vii minimum requirements)
2. An **Executive Summary**, which is distinct from the Cover Letter, of not more than 3 pages in length, that summarizes the contents of the Proposal.
3. **Appendix A**, Contract Questionnaire (RFP Questions)

4. **Appendix B**, Diversity Statistics Grid
5. **Appendix C**, Vendor Responsibility Questionnaire
6. **Appendix D**, Application for a Competitively Bid Contract (ADM 28) attached hereto and must conform to the specifications set forth in this RFP.

**Please note that all proposals must be submitted by the same legal entity that fills out the Vendor Responsibility Questionnaire and that would be the party to the contract with the Board, if selected.**

Neither the Board nor the State will be liable for any costs of work performed in the preparation and production of a proposal or for any work performed prior to the execution of an effective contract. By submitting a proposal, each proposer agrees not to make any claims for or to have any right to damages because of any misunderstanding or misinterpretation of the specifications, because of any misinformation or lack of information or because such proposer is not selected to provide the services proposed.

To receive consideration, an electronic PDF copy must be sent **via email to Callan and the Board by 5pm Eastern time on December 3, 2024**. Please include your response in **one PDF file, if possible**. Should file size be an issue, please send your response(s) via multiple emails, PDF's, or Zip files as needed. Please deliver proposal(s) to the following email address:

- **newyorkstatedcboard@callan.com**
- **tara.anderson@nysdcp.com**

Please include “NYSDC Multi-Asset Credit Fund RFP” in the subject line of email responses along with your firm's name. In the body of your email response, please indicate the investment strategies being proposed.

Respondents must enter their applicable product information into Callan's database (CallanDNA) in order to be considered for this RFP. The name of the proposed investment strategy in the email subject line should match with the product name listed in the CallanDNA. Callan will review the database as part of the evaluation process. Information on requirements for entering information into the database can be found at: <http://www.callan.com> (click on “Manager Questionnaire” under “Quick Links”).



1. All candidates **must** ensure that firm and product information is current and accurate as of September 30, 2024 in Callan’s database.
2. Candidates with multiple eligible products must provide database entries for each product.
3. There is no fee for entering information into the database.

If you have questions regarding submitting data into Callan’s database, please contact Maggie Solis (solis@callan.com).

Any proposer that receives a copy of this RFP, but who declines to make a proposal, is requested to send a formal “Decline to Make a Proposal” letter to newyorkstatedcboard@callan.com and tara.anderson@nysdcp.com.

### *C. Award or Rejection*

All qualified proposals will be evaluated and an award will be made to the financial organization whose product represents the best option to the Plan and whose product is determined to be in the best interests of the Plan's participants.

The evaluation of proposals will be made by the Board based on information supplied in the financial organization’s proposal including, without limitation, the provision of references by the proposer and verification thereof and such other available information which the Board determines advisable to consult. Callan will be the independent consultant to the Board in the selection process.

## **V. SELECTION PROCESS**

### *A. General Evaluation Criteria*

In selecting a financial organization in response to the Request for Proposals, the Board will use criteria that comply with the requirements of the Rules and Regulations including sections 9003.2 and 9003.3 thereof, in addition to the provider’s agreement to the description of the terms contained in the Plan’s standard investment management agreement. Examples of information that will be evaluated against these criteria are as follows:

- (i) The qualification of the organization as evidenced by the experience, reputation, and clients over a substantial period of time;
  - a. Total value of assets for which the organization provides comparable services.

- b. Client retention statistics and quality of client references (if contacted).
  - c. Independence and freedom from conflicts of interest.
- (ii) The ability of the organization to meet its contractual obligations and to provide the services set forth herein;
- a. Stability of the firm as measured by its organizational structure and financial condition.
  - b. Organization's ability to provide the product described in Section III, Product Design Requirements.
- (iii) The organization's experience with plans that meet the requirement for qualification under the Code, including eligible state Section 457 Plans;
- a. Experience providing services to 457, 401(k) and 403(b) plans.
  - b. Number of plans serviced by size and type and categories of services provided.
- (iv) The organization's ability to interface with financial organizations with which the Board might have contact.
- (v) The overall cost efficiency of the proposal;
- a. Fee structure.
  - b. Supplemental costs and expenses involved.
- (vi) The overall quality and scope of the services to be provided.
- (vii) **Minimum requirements;**
- a. The proposing Multi-Asset Credit Fund strategy must have a minimum of \$1.0 billion in product assets under management and \$500 million in vehicle assets under management. Note that NYSDC seeks to have its participants' assets represent no more than 10% of a product's assets and 25% of a vehicle's assets, though these constraints are non-binding.
  - b. The proposing firm must possess a strategy track record of at least three (3) years as of September 30, 2024, (preferably longer) to demonstrate performance over a full market cycle. Simulated track records will not be accepted.
  - c. Portfolios should be fully invested with a maximum of 10% cash, with a preference for 5% or lower.
  - d. The proposed pooled vehicle must have daily liquidity and daily valuation.

- e. It is preferable that the proposed vehicle have a zero revenue share class and no load or redemption fees.
- f. It is preferable that the proposed vehicle accrues expenses or is willing to do so.
- g. At least one of the individuals who will be a proposed portfolio manager must possess a minimum of five (5) years of experience providing similar services.
- h. Proposing firms must attest in writing that neither the firm nor its key professionals will encounter a conflict of interest in providing the services requested.
- i. Proposing firm and its personnel have all authorizations, permits, licenses, and certifications as may be required under federal, state, or local law to perform the services specified in this RFP at the time it submits a response to the RFP.
- j. Proposing firm will carry errors and omissions insurance or comparable instrument to cover negligent acts or omissions.

*B. Review by Investment Consultant, Board or Board Staff*

Based on the criteria described above, Callan and Board staff will review and screen all bids and recommend finalists to the Board, likely in January, 2025. All finalists will receive notice of their selection.

*C. Presentations to Board*

The Board, Board Staff and/or Board advisors will conduct interviews of selected finalists at a future date to be determined, likely in January or February, 2025.

*D. Notification of Selected Financial Organization*

It is anticipated that the selected financial organization will be notified by the Board in February, 2025.

*E. Commencement of Contract*

Contract term with the selected financial organization will begin no earlier than July, 2025 or on such later date as may be specified by the Board.

*F. Terms of Contract*

The Board expects to enter into a contractual arrangement of up to ten years as permitted by the Rules and Regulations of the Board. The Board's Rules and Regulations permit the Board to

provide two one-year extensions where such extension would be in the best interests of the Plan and Plan participants.

#### *G. Contract Terms and Conditions*

The written contract with the awarded financial organization shall be a standard State contract and shall include, without amendment, the “Standard Clauses for New York State Contracts” (Exhibit A).

If awarded a contract, the financial organization will be required to submit certain forms and comply with the following information:

#### **Vendor Responsibility**

The Board is required to conduct a review of each proposer to provide reasonable assurances that the vendor is responsible. Each proposer is required to complete a Vendor Responsibility Questionnaire, Form ADM-28 (see attached Appendix C). The questionnaire requires a certification by the contractor certifying to the accuracy of the information provided therein. Please note that all proposals must be submitted by the same legal entity that fills out the Vendor Responsibility Questionnaire and that would be the party to the contract with the Board, if selected.

The Board or designated Board staff will make a finding of responsibility or non-responsibility, considering any information that comes to its attention concerning the contractor’s responsibility. The Board or designated Board staff will contact the contractor should potentially negative information come to their attention in the proposal. If the Board finds a contractor to be non-responsible, a written notice will be provided detailing the reason(s) for the preliminary determination and an opportunity to be heard before the determination is finalized.

A contractor is required to update their responsibility determination if a material event occurs during the contract term requiring an amendment.

#### **Tax Certification**

State Tax Law Section 5-a requires that certain contractors with the Board must certify whether or not the contractor, its affiliates, its subcontractors and affiliates of the subcontractors are required to register to collect State sales and compensating use tax. If selected, the contractor must also certify that it is so registered with the State Department of Taxation and Finance (“DTF”).

The selected proposer(s) will be required to complete and sign, under penalty of perjury the Contractor Certification Form ST-220-TD and submit a copy to the DTF and the Contractor Certification to Covered Agency Form ST-220-CA and submit a copy to the Board. More information regarding this requirement and copies of the required forms are available online at the Board's Web site, <https://deferredcompboard.ny.gov> (under the Procurement Opportunities and Information for Vendors link). These completed forms need not be included in the RFP response.

### **Equal Employment Opportunity**

All proposers must submit an "Equal Employment Opportunity (EEO) Policy Statement" on their letterhead and signed by an official of the financial organization. The "EEO Policy Statement" must be submitted before a contract can be awarded.

### **Non-Discrimination/Americans with Disabilities Act (ADA)**

The Plan does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in the admission to, access to, or employment in its program or activities. A reasonable accommodation will be provided on request. Any product(s) developed as a result of this RFP must be in a format that can be converted for use by individuals with disabilities to meet the reasonable accommodation standards established by the Americans with Disabilities Act.

### **Electronic Files or Data**

Electronic files that are to be exchanged as a part of this proposal or as a product of the contract must conform to the requirements of the Plan, and the selected manager will be required to comply with the Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

### **Conflict of Interest**

Proposers may be requested to provide evidence that the award of the contract from this RFP will not result in a conflict of interest with regard either to other work performed by the contractor, or a potential conflict of interest among specific contractor staff or subcontractors.

### **Indemnification**

No proposer will be entitled to include a provision in the contract providing indemnification rights to the proposer. Any written contract with the awarded financial organization will contain a provision acknowledging that no indemnification will be provided to the financial organization. Any contract will, however, be required to provide for the proposer's indemnification of the Board, the Plan, Plan participants, employers participating in the Plan, the Trustee and the staff of the Board in connection with the services provided.

## **Publicity**

Publicity includes, but is not limited to, news conferences, news releases, advertising, brochures, reports, and/or presentations at conferences or meetings. The inclusion of materials, the name of the Plan, or other such reference to the Plan or the Board in any document or forum is considered publicity. News releases or any other public announcements regarding work to be performed under the contract may not be released without prior written approval from the Board.

## **Freedom of Information Law and Proposer's Proposals**

The purpose of the State's Freedom of Information Law ("FOIL"), which is contained in Public Officers Law Sections 84-90, is to promote the public's right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the Board or for the proposals submitted to the Board in response to an RFP. After formal contract approval by the State Comptroller's Office, the proposal of the successful proposer and the proposals of the non-successful proposers are subject to disclosure under FOIL.

Pursuant to Section 87(2)(d) of Public Officers Law, the Board may deny access to those portions of proposals or portions of a successful proposer's contract which are trade secrets or submitted to the Board by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise. Please note that information, which you may claim as proprietary, copyrighted, or rights reserved is not protected from disclosure under FOIL.

**If there is information in your proposal that meets the definition set forth in Section 87(2)(d) of the Public Officers Law, you must so inform the Board in a letter accompanying your proposal.** This letter must contain the following information:

1. Identification by page, line, or other appropriate designation of that specific portion of the proposal which contains the information; **and**
2. A detailed justification of why disclosure of such information to the public under FOIL would cause substantial injury to your competitive position. Please note that the courts have ruled that a mere conclusory statement that certain information is a trade secret and that disclosure would cause injury to your competitive position is **insufficient** to protect it from disclosure under FOIL.

**Failure to identify the information you believe should be protected by Section 87(2)(d) may result in such information being disclosed if a FOIL request is received.**

It is your responsibility to contact an attorney with any questions about FOIL.

### **Relationship Between the Board and Contractor**

The relationship of the selected financial organization to the Board shall be that of an independent contractor. In accordance with such status as an independent contractor, the contractor covenants and agrees to act consistent with such status: to neither hold itself out as, nor claim to be, an officer or employee of the Plan or the State by reason hereof; and not to, by reason hereof, make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the Plan, including but not limited to workers' compensation coverage, unemployment benefits, social security coverage, or retirement membership credit.

### **Information Security**

Any selected contractor is required to comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208). A contractor shall be liable for the cost associated with such breach if caused by Contractor's negligent or willful acts or omissions of the Contractor's agents, officers, employees or subcontractors.

### **Iran Investment Policy**

Any selected contractor is required to comply with the Board's Iran Investment Policy. A copy of the Policy is contained in Exhibit F.

### **Cancellation for Convenience**

The Board retains the right to cancel the contract without reason provided that the contractor is given written notice of its intent to cancel. This provision should not be understood as waiving the Board's right to terminate the contract for cause or stop working immediately for unsatisfactory work, but is supplementary to that provision.

### **Contract Termination Provision**

The Board reserves the right to terminate any contract resulting from this RFP in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law Sections 139-j and 139-k was intentionally false or intentionally incomplete.

If a contractor fails to make the certifications required by Section 5-a of the New York State Tax Law, the contract cannot take effect. If during the term of the contract, the Tax Department or the

covered agency discovers that a certification was false, then such false certification may subject the contractor to civil or criminal sanctions, and a finding of non-responsibility for future procurements. Under certain circumstances, the statute provides that the contract shall be subject to termination if the covered agency determines that termination of the contract is in the best interest of New York State.

### **Assurances**

The proposer warrants that it has carefully reviewed the needs of the Board as described in the RFP, its attachments and other communications related to the RFP, and that it has familiarized itself with the specifications and requirements of the RFP and warrants that it can provide such services as represented in the proposer's proposal. The proposer acknowledges and agrees that this RFP is subject to all applicable federal, state, and local laws, regulations, and policies, and the omission of or failure to reference any such law, regulation, or policy in this RFP shall not be construed as a waiver of any requirement or obligation imposed by such law, regulation, or policy. The proposer agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable federal, State, and local laws, regulations and policies. The proposer affirms that the terms of the RFP and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract. Proposers may be requested to provide evidence that the award of the contract from this RFP will not result in a conflict of interest with regard either to other work performed by the contractor, or to potential conflict of interest among specific contractor staff or subcontractors.

### **Force Majeure**

A force majeure occurrence is an event or effect that cannot be reasonably anticipated or controlled. Force majeure includes, but is not limited to, acts of God, acts of war, acts of public enemies, strikes, fires, explosion, actions of the elements, floods, or other similar causes beyond the control of the Contractor or the Board in the performance of the Contract which non-performance, by exercise of reasonable diligence, cannot be prevented. Contractor shall provide the Board with written notice of any force majeure occurrence as soon as the delay is known.

Neither the Contractor nor the Board shall be liable to the other for any delay in or failure of performance under the Contract due to a force majeure occurrence. Any such delay in or failure of performance shall not constitute default or give rise to any liability for damages. The existence of such causes of such delay or failure shall extend the period for performance to such extent as determined by the Contractor and the Board to be necessary to complete performance by the Contractor if reasonable diligence is exercised after the cause of delay or failure has been removed.



## **Rights Reserved**

In order to serve the best interests of the Plan and its participants, the Board reserves the right to:

1. Postpone or cancel this RFP upon notification to all proposers.
2. Amend the specifications after their release with appropriate notice to all proposers.
3. Request proposers to present supplemental information clarifying their proposal, either in writing or in formal presentation.
4. Waive or modify minor irregularities in proposals received after prior notification to the proposer.
5. Reject any and all proposals received in response to this RFP.
6. The Board may ask for a best and final offer during or after the finalist interviews.
7. Negotiate all terms of the contract with the selected proposer, including fees, and make the selection contingent on successful negotiation of the contract.
8. Negotiate with the next highest rated proposer if negotiating a contract with the selected proposer(s) cannot be accomplished within an acceptable time frame. No proposer will have any rights against the Board or the Plan arising from such negotiations.
9. Make any payment contingent upon the submission of specific deliverables.

## **VI. CONDITIONS**

Responding financial organizations are advised to become familiar with all conditions, instructions, and specifications governing this RFP, as well as the Rules and Regulations and the terms and provisions of the Plan (all of the foregoing hereinafter referred to as the "Conditions"). The Conditions shall be incorporated by reference into the final contract. Once a proposal has been accepted, (i) the selected financial organization(s) shall not refuse to enter into a contract where such refusal is based on an objection to any of the Conditions and (ii) the selected financial organization(s) shall not be entitled to additional compensation, or to alter the terms of its proposal as a result of an objection to any of the Conditions. Responding financial organizations are further advised that the Board may refuse to accept any proposal not accompanied by a representation that the selected financial organization(s) (i) will provide written comments to the Board's legal counsel within seven days of receipt from the Board's counsel of a contract, with such comments complying with all terms required by this RFP; and (ii) will make available all resources necessary to ensure that an agreement acceptable to the Board is negotiated within thirty days of receipt from the Board's counsel of a contract, or such other shorter period that the Board may announce prior to selection. The Board reserves the right, to the extent permitted by law, to make all final determinations about whether a financial organization has adequately satisfied the Conditions. The Board shall not be deemed to have waived any requirement set forth in this RFP unless the Board agrees to such a waiver in writing.

## APPENDIX A: QUESTIONNAIRE

**\*\*You must provide separate RFP responses for each product response if your firm is submitting multiple products.\*\***

### I. Firm History

#### 1. Organization

- A. Firm Name (Legal name of the contracting entity):
- B. Address:
- C. Telephone:
- D. Contact(s)/Title:
- E. Email address:

#### 2. History & Background

- A. Year Founded.
- B. Number and Location of Offices.

3. Please describe the organizational structure of your company, including the parent company, any holding company and subsidiaries and affiliates.

4. For privately held firms, describe how equity is distributed across the owners. Are the majority of equity owners employees?

5. Do you anticipate any near-term change in your company's ownership or other significant change in your company? If yes, please explain.

6. Has your company's ownership or senior management changed in the past ten years? If yes, please explain.

- 7. Over the past five years has your company, or any officer or principal, been involved in any business litigation or legal proceedings, including, without limitation, involving the State or any agency or political subdivision thereof? If yes, provide a brief explanation and indicate current status.
- 8. Discuss the results of any regulatory examination (such as by the SEC) and any material issues raised by your independent auditors in the past three years.
- 9. Discuss briefly your firm's disaster recovery plan and any recent modifications. When were your procedures last tested and what was the outcome?
- 10. Describe the firm's compliance structure and policies. What systems are used to monitor compliance?
- 11. Provide the date when your organization became duly authorized to do business in the State of New York. If you are not currently authorized, provide the date which you anticipate being duly authorized.
- 12. Provide information on your insurance coverage and bonding:

Type of Policy/Bond	\$ Amount Per _____ (Indicate)
Fiduciary liability	
Errors and omissions	
Other (describe)	

- 13. Briefly describe the firm's cyber-security system including any programs and/or infrastructure used to prevent access to client data and other confidential information. When was the system last tested and what was the outcome?

**II. Diversity and Inclusion**

- 14. Does your firm maintain a formal Diversity & Inclusion Policy?
- 15. Who oversees your firm's diversity & inclusion efforts?
- 16. How often are your employee diversity statistics reported to your board or executive committee?
- 17. Does your firm maintain a policy for recruiting women and diverse employees?

18. Does your firm participate in recruitment initiatives focused on attracting women and/or diverse candidates?
19. Describe your firm's strategies and tactics for retaining women and diverse employees.
20. Describe efforts to improve diversity and inclusion on the investment team.
21. How often does your firm offer training programs around diversity & inclusion and/or unconscious biases?
22. Describe your firm's D&I training policy and the most recent training initiative.
23. Does your firm offer flexible working hours for those in need?
24. What percent of your workforce works remotely? (under normal circumstances)
25. What percent of your investment team works remotely? (under normal circumstances)
26. Does your firm maintain a formal internal Pay-Parity Policy?
27. What percent of your firm's suppliers represent women and diverse-owned businesses?

### **III. Assets Under Management**

28. Please provide the following information as of September 30, 2024 and year-end 2023, 2022, 2021, and 2020:
  - A. Total firm-wide assets under management.
  - B. Total subject product assets under management.
  - C. Total assets in subject product broken out by vehicle type (e.g., commingled fund, mutual fund, other).
29. What is your stated target capacity for the proposed strategy? How did you arrive at this asset figure? When was the target last reviewed?
30. Has this strategy ever been closed to new or current investors? If the capacity target is reached, will you continue to accept additional inflows from existing clients?

31. How is bond market illiquidity considered when addressing any capacity constraints that may exist for the strategy?

**IV. Clients**

32. Please list the number of clients and the amount of assets for which your firm has provided product/strategy management services for each of the past five years as described in Section III, of the RFP, entitled ‘Product Design Requirements’.

<b>As of (Date)</b>	<b>Number of Clients</b>	<b>Total Market Value of Assets</b>
September 30, 2024		
December 31, 2023		
December 31, 2022		
December 31, 2021		
December 31, 2020		

33. Please list your three largest Section 457 Plan accounts by amount of assets for this product/strategy.

<b>Client</b>	<b>Assets (\$ Mil.)</b>
1.	
2.	
3.	

34. Please list your three largest defined contribution plan accounts, other than Section 457 Plan accounts, by amount of assets for which product/strategy management services are provided by your firm.

<b>Client</b>	<b>Assets (\$ Mil.)</b>
1.	
2.	
3.	

35. Provide the following information regarding product/strategy client gains and losses for the past five calendar years.

<b>Year</b>	<b>\$Assets Gained</b>	<b># Accounts Gained</b>	<b>\$ Assets Lost</b>	<b># Accounts Lost</b>
2024 (as of 9/30/24)				
2023				
2022				
2021				
2020				

36. Provide a current list of the firm’s five largest product/strategy clients, including name, contact, telephone number, asset values, length of relationship, and the services provided. After informing you of our intentions, the Board may contact any of these clients as references.

**V. Personnel**

37. Describe the investment team responsible for this strategy. Include resumes of key members. Detail the primary roles and responsibilities of key decision-makers in areas such as investment strategy, asset allocation, portfolio construction, risk management, research, security selection, and trading.

38. Who has the final decision-making authority within the investment team? Describe the discretion given to portfolio managers regarding buying/selling securities and portfolio construction.

39. Are portfolios managed by individual portfolio managers, or is a team-based approach adopted? How long have the current portfolio managers (if team) worked together? If risk is divided among various portfolio manager resources, how is that determination made?

40. Do portfolio managers execute their own trades?

41. How are research analysts integrated into the decision-making process. Where have resources been added across research and are there any areas that would benefit from additional resources?

42. Detail any changes in the investment team over the past five years, specifying the timings and reasons for these changes. How did the firm adapt to these changes? Also, outline contingency plans in case of the departure of key investment professionals.

43. Describe the process for integrating new analysts or portfolio managers into the team and the firm's approach to nurturing talent.
44. Outline the compensation structures for different investment professionals like portfolio managers, analysts, traders, etc. Elaborate on packages ensuring team stability and criteria for participation in ownership, profit sharing, or bonuses. If equity is provided, specify its nature (purchased/granted) and the typical vesting schedule.
45. Are senior decision-makers invested in this strategy?
46. Who does the Chief Investment Officer report to?
47. Who does the Chief Risk Officer report to?
48. Elaborate on the firm's succession planning measures and strategies to mitigate risks associated with key personnel.

## **VI. Investment Philosophy and Process**

Please answer the following questions as they pertain to the proposed product composite(s). This information is intended to supplement information collected in Callan DNA. We will also be utilizing Callan DNA to review return and portfolio characteristics information.

49. Indicate the full name of the product that your firm is proposing.
50. Provide the strategy's name as it appears in the CallanDNA database.
51. Discuss your investment philosophy, strategy, and objectives.
52. Describe how your investment philosophy influences portfolio construction and returns in comparison to the benchmark.
53. What sets your strategy apart from competitors? Identify areas in the fixed income markets where your team may have an information advantage. Are there specific market segments where the strategy tends to over or underweight?
54. In which market environments do you expect this strategy to outperform or underperform?

55. Discuss the evolution of the philosophy and process since the strategy's inception. What spurred these changes and when were they instituted?
56. Delve into the details of your investment decision-making process, addressing the following:
- A. How are investment ideas generated and by whom?
  - B. Are macroeconomic factors considered in the investment process? If so, could you elaborate on how they are incorporated?
  - C. What significance do interest rate strategies and yield curve considerations hold in your process?
  - D. Which criteria guide your investment selection?
  - E. Could you elucidate on the quantitative or qualitative factors that influence a buy decision?
  - F. What is the procedure followed when deciding to sell a position?
  - G. How is an investment idea integrated into the portfolio? When evaluating the desirability of an individual security, what is the typical holding period considered?
  - H. Could you discuss the methodology for determining the size of individual positions? Are there specific metrics that portfolio managers rely upon to ensure appropriate sizing?
57. Thoroughly describe your fundamental credit research process, touching on aspects like:
- A. How do you define the investable opportunity universe for this strategy? Do you employ quantitative methods or screening techniques to zero in on specific issuer traits?
  - B. How is research coverage structured – do you rely on generalists, specialists, or a combination of both?
  - C. Describe the platform on which research is published and disseminated. Is it proprietary or third-party? Do all PMs have access to research across sectors? Please provide a sample research note.
  - D. If the focus is on specialized coverage, could you specify how coverage is demarcated, perhaps by private/public, asset class, industry, credit quality, rates, currency, or dedicated ESG?
  - E. On average, how many names is each analyst tasked with, in terms of primary (present in portfolios or potential buy/sell candidates) or secondary coverage (periodic reviews)?
  - F. Are the research analysts assisting the portfolio management team dedicated members or part of a centralized shared resource pool?
  - G. Who is responsible for setting the research agenda, and how is it ensured that the requirements of this strategy are consistently met?



- H. What mechanisms are in place to monitor and assess the quality of research?
- I. Could you comment on the utilization of third-party data or insights, and clarify the degree to which such external information plays a crucial role in the research process?
- J. Do you employ internal ratings? If so, could you provide more details?
- K. How frequently does your team engage with the management of portfolio issuers?

## **VII. Portfolio Construction and Product Dynamics**

- 58. Which benchmark do you deem appropriate for this strategy and why?
- 59. Specify the performance (excess return) and risk (tracking error) targets or ranges for this strategy. If no specific targets or ranges are set, indicate any other metrics employed to measure success.
- 60. Detail the investment guidelines and typical portfolio ranges, including constraints related to position sizes, issuer concentration, sectors, credit quality, duration, country, currency, and other relevant factors.
- 61. Typically, how many holdings (issuer and CUSIP) are contained in a portfolio?
- 62. If relevant, discuss the role of non-dollar and other non-U.S. bonds in this strategy. What portion of the historical excess return can be attributed to these allocations? What is your stance on hedging currency exposure?
- 63. Describe the purpose and utilization of derivatives, such as futures, forwards, swaps, and options, in the portfolio.
- 64. If applicable, how is leverage employed in the strategy?
- 65. Is cash management an active component of this strategy? What has been the historical range?
- 66. Provide the average portfolio turnover rate for the past seven years.
- 67. As possible, please provide sample guidelines for this product.
- 68. Describe the separation of responsibilities between portfolio management, trading, and operations, and provide insights into your trading capabilities.
- 69. How are trading errors addressed?

70. Define risk within the portfolio context and describe measures taken to manage and capitalize on it.
71. Provide an overview of the risk management function, detailing systems in use, team size, and reporting structures.
72. Describe the interaction dynamics between risk professionals and the investment team overseeing this strategy.
73. Enumerate the systems in place for portfolio management, trading, accounting, and risk management.
74. Describe your performance attribution system and review process, emphasizing how historical performance data is used to refine the investment process. Provide an attribution for the last five years.
75. Describe your typical approach for issuer reorganization or restructuring (serving on steering committees, equity disposition, etc.).
76. Explain how different economic environments, such as recessions, inflation, and disinflation, impact your investment criteria and strategy.
77. Quantify the expected value add from factors like sector allocation, security selection, duration management, yield curve positioning, and trading.
78. Highlight key successful investment ideas from the past five years and their positive impact on relative performance.
79. Discuss less successful investment ideas from the past five years and their impact on relative performance.

**VI. FEES**

Please provide your fee proposal for the vehicle(s) being proposed. The proposed vehicle must be a daily valued, daily liquid vehicle such as a mutual fund or CIT that can be used in a 457(b) Plan. **Separate accounts will not be considered. Please note the Plan is not willing to seed a CIT.**

For each vehicle available to NYSDCP, please detail the size of the vehicle, the fee schedule, whether or not there are other administrative expenses associated with the vehicle, any revenue sharing or loads, and if the fee is contingent on the level of assets mapped into the option. It is expected that this option will be added to the plan with zero assets and that the contract period will be in effect for a maximum of ten years.

Please fill out the table below for each strategy / vehicle being proposed:

<b>Proposed vehicle legal structure (ex: Mutual Fund or CIT)</b>	
<b>Unit/Share class and Ticker (if available)</b>	
<b>If not a mutual fund, please also provide the legal structure of the commingled fund (LLC, Delaware Business Trust, 3c1, or any other)</b>	
<b>Full Fee Schedule</b>	
<b>Entry/Exit Fees (Y/N)</b>	
<b>Securities Lending Split (Fund/Manager)</b>	
<b>Trailing 12 month % of assets on loan</b>	
<b>Trailing 12-month net income from SL</b>	
<b>Product AUM (in \$MM) as of 6/30/24</b>	
<b>Vehicle AUM (in \$MM) as of 6/30/24 (please include the AUM of all shares in the pool)</b>	
<b>Daily Valuation (Y/N)</b>	
<b>Daily Liquid (Y/N)</b>	
<b>Minimum Account Size \$MM</b>	
<b>Is the proposed vehicle on the Nationwide recordkeeper platform? If not, and if chosen, are you willing to get on it?</b>	
<b>Is there revenue sharing with Nationwide (Y/N) - DC Only</b>	

## Appendix B: Diversity Statistics Grid

FIRM NAME:	Gender				Race & Ethnicity									Disabled	Veterans
	Male	Female	Non-Binary/ Not Disclosed	Total	African American/ Black	Native American, Alaskan Native or Indigenous Peoples	Asian	Caucasian/ White	Hispanic or Latino/a/x	Hawaiian/ Pacific Islander	Middle Eastern or North African	Other, please specify	Total	Total	Total
Board level (#)															
Board level (%)															
C-Suite/Executives (#)															
C-Suite/Executives (%)															
Portfolio Managers (#)															
Portfolio Managers (%)															
Investment Team Analysts (#)															
Investment Team Analysts (%)															
Non-Investment Employees (#)															
Non-Investment Employees (%)															
Total Employees (#)															
Total Employees (%)															

If your firm distinguishes diversity using other categories, please describe.

## Appendix C

AC 3290-S (Rev. 9/13)

### NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE FOR-PROFIT BUSINESS ENTITY

You have selected the For-Profit Non-Construction questionnaire which may be printed and completed in this format or, for your convenience, may be completed online using the New York State VendRep System.

#### COMPLETION & CERTIFICATION

The person(s) completing the questionnaire must be knowledgeable about the vendor's business and operations. An owner or officer must certify the questionnaire and the signature must be notarized.

#### NEW YORK STATE VENDOR IDENTIFICATION NUMBER (VENDOR ID)

The Vendor ID is a ten-digit identifier issued by New York State when the vendor is registered on the Statewide Vendor File. This number must now be included on the questionnaire. If the business entity has not obtained a Vendor ID, contact the IT Service Desk at [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us) or call 866-370-4672.

#### DEFINITIONS

All underlined terms are defined in the "New York State Vendor Responsibility Definitions List," found at [www.osc.state.ny.us/vendrep/documents/questionnaire/definitions.pdf](http://www.osc.state.ny.us/vendrep/documents/questionnaire/definitions.pdf). These terms may not have their ordinary, common or traditional meanings. Each vendor is strongly encouraged to read the respective definitions for any and all underlined terms. By submitting this questionnaire, the vendor agrees to be bound by the terms as defined in the "New York State Vendor Responsibility Definitions List" existing at the time of certification.

#### RESPONSES

Every question must be answered. Each response must provide all relevant information which can be obtained within the limits of the law. However, information regarding a determination or finding made in error which was subsequently corrected is not required. Individuals and Sole Proprietors may use a Social Security Number but are encouraged to obtain and use a federal Employer Identification Number (EIN).

#### REPORTING ENTITY

Each vendor must indicate if the questionnaire is filed on behalf of the entire Legal Business Entity or an Organizational Unit within or operating under the authority of the Legal Business Entity and having the same EIN. Generally, the Organizational Unit option may be appropriate for a vendor that meets the definition of "Reporting Entity" but due to the size and complexity of the Legal Business Entity, is best able to provide the required information for the Organizational Unit, while providing more limited information for other parts of the Legal Business Entity and Associated Entities.

#### ASSOCIATED ENTITY

An Associated Entity is one that owns or controls the Reporting Entity or any entity owned or controlled by the Reporting Entity. However, the term Associated Entity does **not** include "sibling organizations" (i.e., entities owned or controlled by a parent company that owns or controls the Reporting Entity), unless such sibling entity has a direct relationship with or impact on the Reporting Entity.

#### STRUCTURE OF THE QUESTIONNAIRE

The questionnaire is organized into eleven sections. Section I is to be completed for the Legal Business Entity. Section II requires the vendor to specify the Reporting Entity for the questionnaire. Section III refers to the individuals of the Reporting Entity, while Sections IV-VIII require information about the Reporting Entity. Section IX pertains to any Associated Entities, with one question about their Officials/Owners. Section X relates to disclosure under the Freedom of Information Law (FOIL). Section XI requires an authorized contact for the questionnaire information.

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

<b>I. LEGAL BUSINESS ENTITY INFORMATION</b>			
<u>Legal Business Entity Name</u> *		<u>EIN</u>	
Address of the <u>Principal Place of Business</u> (street, city, state, zip code)		<u>New York State Vendor Identification Number</u>	
		Telephone ext.	Fax
Email		Website	
Additional <u>Legal Business Entity</u> Identities: If applicable, list any other <u>DBA</u> , <u>Trade Name</u> , <u>Former Name</u> , Other Identity, or <u>EIN</u> used in the last five (5) years and the status (active or inactive).			
Type	Name	EIN	Status
1.0 <u>Legal Business Entity</u> Type – Check appropriate box and provide additional information:			
<input type="checkbox"/> <u>Corporation</u> (including <u>PC</u> )		Date of Incorporation	
<input type="checkbox"/> <u>Limited Liability Company (LLC or PLLC)</u>		Date of Organization	
<input type="checkbox"/> <u>Partnership</u> (including <u>LLP</u> , <u>LP</u> or <u>General</u> )		Date of Registration or Establishment	
<input type="checkbox"/> <u>Sole Proprietor</u>		How many years in business?	
<input type="checkbox"/> Other		Date Established	
If Other, explain:			
1.1 Was the <u>Legal Business Entity</u> formed or incorporated in New York State?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If ‘No,’ indicate jurisdiction where <u>Legal Business Entity</u> was formed or incorporated and attach a <u>Certificate of Good Standing</u> from the applicable jurisdiction or provide an explanation if a <u>Certificate of Good Standing</u> is not available.			
<input type="checkbox"/> United States    State    _____			
<input type="checkbox"/> Other            Country    _____			
Explain, if not available:			
1.2 Is the <u>Legal Business Entity</u> publicly traded?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide <u>CIK Code</u> or Ticker Symbol			
1.3 Does the <u>Legal Business Entity</u> have a <u>DUNS</u> Number?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” Enter <u>DUNS</u> Number			

\* All underlined terms are defined in the “New York State Vendor Responsibility Definitions List,” which can be found at [www.osc.state.ny.us/vendrep/documents/questionnaire/definitions.pdf](http://www.osc.state.ny.us/vendrep/documents/questionnaire/definitions.pdf)

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**I. LEGAL BUSINESS ENTITY INFORMATION**

1.4 If the <u>Legal Business Entity</u> 's <u>Principal Place of Business</u> is not in New York State, does the <u>Legal Business Entity</u> maintain an office in New York State? (Select "N/A," if <u>Principal Place of Business</u> is in New York State.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
--	--

If "Yes," provide the address and telephone number for one office located in New York State.

1.5 Is the <u>Legal Business Entity</u> a New York State certified <u>Minority-Owned Business Enterprise</u> (MBE), <u>Women-Owned Business Enterprise</u> (WBE), <u>New York State Small Business</u> (SB) or a federally certified <u>Disadvantaged Business Enterprise</u> (DBE)? If "Yes," check all that apply: <input type="checkbox"/> New York State certified <u>Minority-Owned Business Enterprise</u> (MBE) <input type="checkbox"/> New York State certified <u>Women-Owned Business Enterprise</u> (WBE) <input type="checkbox"/> <u>New York State Small Business</u> (SB) <input type="checkbox"/> Federally certified <u>Disadvantaged Business Enterprise</u> (DBE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

1.6 Identify Officials and Principal Owners, if applicable. For each person, include name, title and percentage of ownership. Attach additional pages if necessary. If applicable, reference to relevant SEC filing(s) containing the required information is optional.

Name	Title	Percentage Ownership <i>(Enter 0% if not applicable)</i>

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**II. REPORTING ENTITY INFORMATION**

2.0 The Reporting Entity for this questionnaire is:

Note: Select only one.

Legal Business Entity

*Note: If selecting this option, “Reporting Entity” refers to the entire Legal Business Entity for the remainder of the questionnaire. (SKIP THE REMAINDER OF SECTION II AND PROCEED WITH SECTION III.)*

Organizational Unit within and operating under the authority of the Legal Business Entity

SEE DEFINITIONS OF “REPORTING ENTITY” AND “ORGANIZATIONAL UNIT” FOR ADDITIONAL INFORMATION ON CRITERIA TO QUALIFY FOR THIS SELECTION.

*Note: If selecting this option, “Reporting Entity” refers to the Organizational Unit within the Legal Business Entity for the remainder of the questionnaire. (COMPLETE THE REMAINDER OF SECTION II AND ALL REMAINING SECTIONS OF THIS QUESTIONNAIRE.)*

**IDENTIFYING INFORMATION**

a) Reporting Entity Name

Address of the Primary Place of Business (street, city, state, zip code)

Telephone

ext.

b) Describe the relationship of the Reporting Entity to the Legal Business Entity

c) Attach an organizational chart

d) Does the Reporting Entity have a DUNS Number?

Yes  No

If “Yes,” enter DUNS Number

e) Identify the designated manager(s) responsible for the business of the Reporting Entity.  
*For each person, include name and title. Attach additional pages if necessary.*

Name

Title



**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**INSTRUCTIONS FOR SECTIONS III THROUGH VII**

For each “Yes,” provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s). For each “Other,” provide an explanation which provides the basis for not definitively responding “Yes” or “No.” Provide the explanation at the end of the section or attach additional sheets with numbered responses, including the Reporting Entity name at the top of any attached pages.

**III. LEADERSHIP INTEGRITY**

*Within the past five (5) years, has any current or former reporting entity official or any individual currently or formerly having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation on behalf of the reporting entity with any government entity been:*

3.0 <u>Sanctioned</u> relative to any business or professional permit and/or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3.1 <u>Suspended, debarred, or disqualified</u> from any <u>government contracting process</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3.2 The subject of an <u>investigation</u> , whether open or closed, by any <u>government entity</u> for a civil or criminal violation for any business-related conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3.3 Charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime or subject to a <u>judgment</u> for: a) Any business-related activity; or b) Any crime, whether or not business-related, the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other

For each “Yes” or “Other” explain:

**IV. INTEGRITY – CONTRACT BIDDING**

*Within the past five (5) years, has the reporting entity:*

4.0 Been <u>suspended or debarred</u> from any <u>government contracting process</u> or been <u>disqualified</u> on any government procurement, permit, license, concession, franchise or lease, including, but not limited to, <u>debarment</u> for a violation of New York State Workers’ Compensation or Prevailing Wage laws or New York State Procurement Lobbying Law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.1 Been subject to a denial or revocation of a government prequalification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Been denied a contract award or had a bid rejected based upon a <u>non-responsibility finding</u> by a <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 Had a low bid rejected on a <u>government contract</u> for failure to <u>make good faith efforts</u> on any <u>Minority-Owned Business Enterprise, Women-Owned Business Enterprise or Disadvantaged Business Enterprise</u> goal or <u>statutory affirmative action requirements</u> on a previously held contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.4 Agreed to a voluntary exclusion from bidding/contracting with a <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.5 Initiated a request to withdraw a bid submitted to a <u>government entity</u> in lieu of responding to an information request or subsequent to a formal request to appear before the <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For each “Yes,” explain:

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**V. INTEGRITY – CONTRACT AWARD**

*Within the past five (5) years, has the reporting entity:*

- |   |  |
|---|--|
| 5.0 Been <u>suspended</u> , cancelled or <u>terminated for cause</u> on any <u>government contract</u> including, but not limited to, a <u>non-responsibility finding</u> ? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5.1 Been subject to an <u>administrative proceeding</u> or civil action seeking specific performance or restitution in connection with any <u>government contract</u> ?     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5.2 Entered into a formal monitoring agreement as a condition of a contract award from a <u>government entity</u> ?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

For each “Yes,” explain:

**VI. CERTIFICATIONS/LICENSES**

*Within the past five (5) years, has the reporting entity:*

- |   |  |
|---|--|
| 6.0 Had a revocation, <u>suspension</u> or <u>disbarment</u> of any business or professional permit and/or license?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.1 Had a denial, decertification, revocation or forfeiture of New York State certification of <u>Minority-Owned Business Enterprise</u> , <u>Women-Owned Business Enterprise</u> or federal certification of <u>Disadvantaged Business Enterprise</u> status for other than a change of ownership? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

For each “Yes,” explain:

**VII. LEGAL PROCEEDINGS**

*Within the past five (5) years, has the reporting entity:*

- |  |  |
|--|--|
| 7.0 Been the subject of an <u>investigation</u> , whether open or closed, by any <u>government entity</u> for a civil or criminal violation?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.1 Been the subject of an indictment, grant of immunity, <u>judgment</u> or conviction (including entering into a plea bargain) for conduct constituting a crime?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.2 Received any OSHA citation and Notification of Penalty containing a violation classified as <u>serious</u> or <u>willful</u> ?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.3 Had a <u>government entity</u> find a willful prevailing wage or supplemental payment violation or any other willful violation of New York State Labor Law?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.4 Entered into a consent order with the New York State Department of Environmental Conservation, or received an enforcement determination by any <u>government entity</u> involving a violation of federal, state or local environmental laws?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.5 Other than previously disclosed:<br>a) Been subject to fines or penalties imposed by <u>government entities</u> which in the aggregate total \$25,000 or more; or<br>b) Been convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any <u>government entity</u> ? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

For each “Yes,” explain:

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

<b>VIII. FINANCIAL AND ORGANIZATIONAL CAPACITY</b>	
8.0 Within the past five (5) years, has the <u>Reporting Entity</u> received any <u>formal unsatisfactory performance assessment(s)</u> from any <u>government entity</u> on any contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide an explanation of the issue(s), relevant dates, the <u>government entity</u> involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.1 Within the past five (5) years, has the <u>Reporting Entity</u> had any <u>liquidated damages</u> assessed over \$25,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide an explanation of the issue(s), relevant dates, contracting party involved, the amount assessed and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.2 Within the past five (5) years, have any <u>liens</u> or <u>judgments</u> (not including UCC filings) over \$25,000 been filed against the <u>Reporting Entity</u> which remain undischarged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide an explanation of the issue(s), relevant dates, the Lien holder or Claimant’s name(s), the amount of the <u>lien(s)</u> and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.3 In the last seven (7) years, has the <u>Reporting Entity</u> initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide the bankruptcy chapter number, the court name and the docket number. Indicate the current status of the proceedings as “Initiated,” “Pending” or “Closed.” Provide answer below or attach additional sheets with numbered responses.	
8.4 During the past three (3) years, has the <u>Reporting Entity</u> failed to file or pay any tax returns required by <u>federal, state or local tax laws</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide the taxing jurisdiction, the type of tax, the liability year(s), the tax liability amount the <u>Reporting Entity</u> failed to file/pay and the current status of the tax liability. Provide answer below or attach additional sheets with numbered responses.	
8.5 During the past three (3) years, has the <u>Reporting Entity</u> failed to file or pay any New York State unemployment insurance returns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide the years the <u>Reporting Entity</u> failed to file/pay the insurance, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.6 During the past three (3) years, has the <u>Reporting Entity</u> had any <u>government audit(s)</u> completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) If “Yes,” did any audit of the <u>Reporting Entity</u> identify any reported significant deficiencies in internal control, fraud, illegal acts, significant violations of provisions of contract or grant agreements, significant abuse or any <u>material disallowance</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes” to 8.6 a), provide an explanation of the issue(s), relevant dates, the <u>government entity</u> involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**IX. ASSOCIATED ENTITIES**

*This section pertains to any entity(ies) that either controls or is controlled by the reporting entity.  
(See definition of “associated entity” for additional information to complete this section.)*

<p>9.0 Does the <u>Reporting Entity</u> have any <u>Associated Entities</u>?</p> <p>Note: All questions in this section must be answered if the <u>Reporting Entity</u> is either:</p> <ul style="list-style-type: none"> <li>- An <u>Organizational Unit</u>; or</li> <li>- The entire <u>Legal Business Entity</u> which controls, or is controlled by, any other entity(ies).</li> </ul> <p>If “No,” SKIP THE REMAINDER OF SECTION IX AND PROCEED WITH SECTION X.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

<p>9.1 Within the past five (5) years, has any <u>Associated Entity Official</u> or <u>Principal Owner</u> been charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime or subject to a <u>judgment</u> for:</p> <ul style="list-style-type: none"> <li>a) Any business-related activity; or</li> <li>b) Any crime, whether or not business-related, the underlying conduct of which was related to truthfulness?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If “Yes,” provide an explanation of the issue(s), the individual involved, his/her title and role in the Associated Entity, his/her relationship to the Reporting Entity, relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

<p>9.2 Does any <u>Associated Entity</u> have any currently undischarged <u>federal</u>, New York State, New York City or New York local government <u>liens</u> or <u>judgments</u> (not including <u>UCC filings</u>) over \$50,000?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If “Yes,” provide an explanation of the issue(s), identify the Associated Entity’s name(s), EIN(s), primary business activity, relationship to the Reporting Entity, relevant dates, the Lien holder or Claimant’s name(s), the amount of the lien(s) and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

<p>9.3 Within the past five (5) years, has any <u>Associated Entity</u>:</p>	
<p>a) Been <u>disqualified</u>, <u>suspended</u> or <u>debarred</u> from any <u>federal</u>, New York State, New York City or other New York local <u>government contracting process</u>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>b) Been denied a contract award or had a bid rejected based upon a <u>non-responsibility finding</u> by any <u>federal</u>, New York State, New York City, or New York local <u>government entity</u>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>c) Been <u>suspended</u>, <u>cancelled</u> or <u>terminated for cause</u> (including for <u>non-responsibility</u>) on any <u>federal</u>, New York State, New York City or New York local <u>government contract</u>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>d) Been the subject of an <u>investigation</u>, whether open or closed, by any <u>federal</u>, New York State, New York City, or New York local <u>government entity</u> for a civil or criminal violation with a penalty in excess of \$500,000?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>e) Been the subject of an indictment, grant of immunity, <u>judgment</u>, or conviction (including entering into a plea bargain) for conduct constituting a crime?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>f) Been convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any <u>federal</u>, New York State, New York City, or New York local <u>government entity</u>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>g) Initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

For each “Yes,” provide an explanation of the issue(s), identify the Associated Entity’s name(s), EIN(s), primary business activity, relationship to the Reporting Entity, relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**X. FREEDOM OF INFORMATION LAW (FOIL)**

10. Indicate whether any information supplied herein is believed to be exempt from disclosure under the Freedom of Information Law (FOIL). Note: A determination of whether such information is exempt from FOIL will be made at the time of any request for disclosure under FOIL.	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If "Yes," indicate the question number(s) and explain the basis for the claim.

**XI. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE**

Name	Telephone	Fax
	ext.	
Title	Email	

**NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
FOR-PROFIT BUSINESS ENTITY**

**Certification**

The undersigned: (1) recognizes that this questionnaire is submitted for the express purpose of assisting New York State government entities (including the Office of the State Comptroller (OSC)) in making responsibility determinations regarding award or approval of a contract or subcontract and that such government entities will rely on information disclosed in the questionnaire in making responsibility determinations; (2) acknowledges that the New York State government entities and OSC may, in their discretion, by means which they may choose, verify the truth and accuracy of all statements made herein; and (3) acknowledges that intentional submission of false or misleading information may result in criminal penalties under State and/or Federal Law, as well as a finding of non-responsibility, contract suspension or contract termination.

**The undersigned certifies that he/she:**

- is knowledgeable about the submitting Business Entity’s business and operations;
- has read and understands all of the questions contained in the questionnaire;
- has not altered the content of the questionnaire in any manner;
- has reviewed and/or supplied full and complete responses to each question;
- to the best of his/her knowledge, information and belief, confirms that the Business Entity’s responses are true, accurate and complete, including all attachments, if applicable;
- understands that New York State government entities will rely on the information disclosed in the questionnaire when entering into a contract with the Business Entity; and
- is under an obligation to update the information provided herein to include any material changes to the Business Entity’s responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at the request of the New York State government entities or OSC prior to the award and/or approval of a contract, or during the term of the contract.

Signature of Owner/Official \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Title \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_;

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

## Appendix D

### New York State Deferred Compensation Plan

#### Application for Competitively Bid Contract (ADM-28 Revised 09/07)

1. Project Title/Procurement: Multi-Asset Credit Fund Management Services	
2. Contract Procurement Number: C250011	
3. Name of Firm Submitting Proposal:	
4. Address (Payment Office Mailing Address):	E-mail:
5. Telephone Number:	
6. If New York State Certified (Check Primary Classification):	
<input type="checkbox"/> Minority Business Enterprise	
<input type="checkbox"/> Woman Business Enterprise	
7. <i>Non-Sectarian use of Funds:</i> Are any of your purposes sectarian (for the advancement of any religion)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>If YES</b> , please state if funds to be received from New York State will be used for a purely secular purpose:	
8. <i>Compliance with New York State Policy:</i> I (we), the undersigned, affirm that we are willing to comply with all the conditions set forth in the Request-For-Proposals, specifically those set forth in New York State Standard Appendix "A" and all the statutes and regulations pertaining thereto.	
9. <i>Non-Discrimination in Employment in Northern Ireland: MacBride Fair Employment Principles:</i> In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder:	
a. Have a business in Northern Ireland? <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. <b>If yes</b> , shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to non-discrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such principles. <input type="checkbox"/> YES <input type="checkbox"/> NO	

10. *Non-Collusive Bidding*: By submission of this bid, bidder and each person signing on behalf of the bidder as well as in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief that:

- The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or competitor;
- Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- No attempt has been made or will be made by the bidder to induce any other person, partners, or corporation to submit or not to submit a bid for the purposes of restricting competition.

11. *Americans with Disabilities Act (ADA)*: The successful bidder(s) shall comply with all applicable requirements of the Americans with Disabilities Act (ADA), codified at Title 42 of the United States Code, Section 12101 et seq. and associated regulations, including, but not limited to, those located in 28 C.F.R. Part 36. The successful bidder(s) shall comply with all applicable requirements of the New York State Human Rights Law, codified in the Executive Law Sections 290-301 and applicable regulations implemented pursuant to that law. The successful bidder shall warrant to the New York State Deferred Compensation Plan that the successful bidder(s) is (are) in compliance with both the ADA and its regulations and the New York State Human Rights Law and its regulations. The successful bidder(s) shall also indemnify the New York State Deferred Compensation Plan to that end.

12. *Period of Validity*: Each bidder(s) shall hold all provisions of their proposal firm and not revocable for a period of up to ninety days from the bid opening unless withdrawn in writing or unless otherwise specified in the solicitation.



**Procurement Lobbying Law Provision of State Finance Law Sections 139-j and 139-k  
139-k (5):**

**Contractor Disclosure of Contacts Form  
Procurement Lobbying Law – Form 1**

This form shall be completed and submitted with your bid, proposal, or offer. Failure to complete and submit this form shall result in a determination of non-responsiveness and disqualification of the bid, proposal, or offer. If at the time of submission of this form, the specific name of a person authorized to attempt to influence a decision on your behalf is unknown, you agree to provide the specific person's information when it is available. You also agree to update this information during the negotiation or evaluation process of this procurement, and throughout the term of any contract awarded to your company pursuant to this bid/proposal or offer.

\*\*\*\*\*

**Section 1:**

Is this an initial filing in accordance with the Procurement Lobbying Law or an updated filing? (Please check):  Initial filing  Updated filing

If at the time of this filing no person or organization was retained, employed or designated by or on behalf of the bidder to attempt to influence the procurement process, check here:

**Section 2: This section must only be completed if your firm or business has retained, employed, or designated by or on behalf of the prospective bidder/contractor to appear before or contact the Governmental Entity to attempt to influence the procurement:**

Name and Address:

Telephone Number:

Primary Place of Employment:

Occupation:

Does the above named person or organization have a financial interest in the procurement?

Yes  No

**Procurement Lobbying Law Provision of State Finance Law Sections 139-j and 139-k  
139-k (5):**

**Prospective Bidder/Contractor Disclosure of Prior Non-Responsibility Determinations**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Name and Title of Person Submitting this Form:

Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous five years?  No  Yes

If yes to above, please answer the following questions:

Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139?  
 No  Yes

Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Government Entity?  
 No  Yes

**If yes to above, please provide details regarding the finding of non-responsibility below:**

Government Entity:

Date of Finding of Non-Responsibility:

Basis of Finding of Non-Responsibility: (Add additional pages if necessary.)

**Procurement Lobbying Law Provision of State Finance Law Sections 139-j and 139-k**

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?  No  Yes

**If yes to above, please provide details below:**

Governmental Entity:

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding: (Add additional pages as necessary)

Prospective bidder/contractor affirms that it understands and agrees to comply with the procedures of the New York State Deferred Compensation Plan relative to permissible contacts during the restricted period as required by State Finance Law Sections 139-j (3) and 139-j (6) (b). I also certify that all information provided to the New York State Deferred Compensation Plan with respect to State Finance Law Section 139-k is complete, true, and accurate.

**New York State Deferred Compensation Plan Designated Contact(s) During Restricted Period are:**

Thomas Shingler and David Miller, Callan LLC

Your signature below attests to your agreement with all of the above provisions.

**(Signature required)**

**Date:**

**Name/Title:**

**Contractor Name:**

***I (We), the undersigned, attest that I am (we are) authorized to bind the bidder to the provisions of the attached proposal.***

Name/Title of Individual or Firm's Officer Authorized to Sign Contract:

Name/Title of Project Director (If different from above.):

**RFP EXHIBIT A**

**APPENDIX A, STANDARD CLAUSES FOR NEW YORK STATE  
CONTRACTS**

**PLEASE RETAIN THIS DOCUMENT  
FOR FUTURE REFERENCE.**

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## **STANDARD CLAUSES FOR NYS CONTRACTS**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, “the contract” or “this contract”) agree to be bound by the following clauses which are hereby made a part of the contract (the word “Contractor” herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State’s previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller’s approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor’s business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State’s prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER’S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller’s approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller’s approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

**4. WORKERS’ COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers’ Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor’s employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in

accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this



law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business and Technology Development  
625 Broadway  
Albany, New York 12245  
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue 33rd Floor  
New York, NY 10017  
646-846-7364  
email: [mwbebusinessdev@esd.ny.gov](mailto:mwbebusinessdev@esd.ny.gov)  
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

## EXHIBIT B

### AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY/ NON-DISCRIMINATION POLICY

Executive Order No. 6, regarding equal employment opportunities, states: "It is the policy of the State of New York that equal opportunity be assured in the State's personnel system and affirmative action provided in its administration, in accordance with the requirements of the State's Human Rights Law and the mandates of Title VII of the Federal Civil Rights Act, as amended. Accordingly, it is the responsibility of the State's Department of Civil Service to enforce the State's policy of ensuring full and equal opportunity for minorities, women, persons with disabilities and Vietnam era veterans at all occupational levels of State government." In keeping with this policy, the Board mandates compliance internally and for all organizations with which we conduct business.

This compliance includes all Federal and State laws, mandates, rules and regulations that seek to ensure full and equal opportunity for minorities, women, persons with disabilities and Vietnam era veterans and applies to all occupational levels of an organization's structure, including any groups hired as subcontractors.

**(Under Review) Revision to existing subparagraph (2) to Part 542.1(d) of Article 15-A of the New York State Executive Law, (page 13 of the EEO regulations) states that all contractors doing business with the State of New York must submit an Equal Employment Opportunity Policy Statement which includes at a minimum, but is not necessarily limited to, the following actions identified in Part 542.1c(3) and any regulations adopted pursuant thereto:**

"(i) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.

"(ii) The contractor shall state in all solicitations or advertisements for employees that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

"(iii) At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein."

The determination of contract award will include a review of evidence as supplied by each potential contractor regarding compliance with the aforementioned Affirmative Action/Equal Employment Opportunity/Non-Discrimination policy. Accordingly, bidders' proposals must include compliance with the above policy, and all contractors must agree that all presentations and materials will be free from discrimination based on race, color, religion, sex, national origin, sexual orientation or disability.

## Exhibit C:

### **State of New York Deferred Compensation Plan Procurement Guidelines**

The following guidelines apply to active procurements for services utilized by the New York State Deferred Compensation Plan. They are designed to ensure that procurements are conducted in a fair, and open manner. A copy of these guidelines will be given to employees of the New York State Deferred Compensation Board (employees of the Board) and employees of state entities and firms who have been designated by the Deferred Compensation Board to assist in procurements (designees). A copy of these guidelines will also be included in Requests For Proposal (RFPs) distributed to firms that intend to participate in procurements.

Violation of these guidelines by any employee of the Board may result in disciplinary action. Firms violating these guidelines may be disqualified from participating in procurements and may be subject to such other legal action as may be applicable. Every reasonable effort will be made to ensure compliance with these guidelines, but a minor deviation that does not impair the fairness and integrity of the procurement process will not require the invalidation of a contract award.

1. Employees of the Board and, if applicable, designees, must provide every firm that is interested in participating in a procurement with an equal opportunity to compete. No information may be given to any firm without being made available to all other interested firms. After bid documents (e.g. RFP) have been distributed, interested firms may have an opportunity to submit questions in writing to an individual who has been identified as the designated contact for the procurement (“designated contact”). A copy of all such questions, if applicable, along with written answers will be supplied to all interested firms.
2. The designated contact will be either a payroll employee or contract employee of the Board, or another designee as determined by the Board. The designated contact will coordinate interaction between employees of the Board, designees and employees of interested firms after bid documents have been distributed. Telephone calls, correspondence and requests for meetings must be directed to this individual unless designated otherwise in the bid procedure. The designated contact will be responsible for scheduling meetings with interested firms and will maintain a record of all such meetings.
3. After bid documents have been distributed, firms that intend to submit proposals should not contact any employee of the Board, member of the Deferred Compensation Board or employee of a company that has a business relationship with the Plan, unless the individual to be contacted is the designated contact. An exception to this guideline applies to firms that have a business relationship with either the Board or a related entity. However, any contact made by such firms with an individual other than the designated contact must be limited to that business and must not be related to an active procurement.

4. Bidders and potential bidders are required to obtain information relating to procurements only from employees of the Deferred Compensation Board or from the designated contact.
5. Interaction between employees of the Board or the designated contact and, an interested firm must be made by telephone, in writing or during regular office hours in the office of the Deferred Compensation Board, office of the firm or at a location determined by the designated contact.
6. During the procurement process no lunch, dinner, gifts or entertainment shall be accepted by an employee of the Board from an interested firm, except during a presentation, interview or similar session occurring at the office of the Board, office of an interested firm or at a place determined by the designated contact that includes a working meal.
7. A firm may not exert or attempt to exert any improper influence (as defined below) relating to that firm's proposal.
8. Evaluations of competing proposals will be conducted by an evaluation committee (the evaluation committee) appointed by the Board or a designee of the Board. Evaluations, recommendations and deliberations conducted by such committees shall be based solely on the merits of proposals, free from any improper influence. An "improper influence" means any attempt to achieve preferential, unequal, or favored consideration of a proposal based on considerations other than the merits of the proposal.
9. No employee of the Board, designee or designated contact may disclose the contents of any portion of an RFP to any person not employed by or not designated by the Board unless specifically authorized by an employee of the Board and only if it is determined that such disclosure will not impair the fairness and integrity of the procurement process.
10. The evaluation of competing proposals shall be conducted in accordance with evaluation and selection procedures documented in a procurement file to be established prior to the receipt of written proposals. Evaluation procedures shall be distributed by an employee of the Board or by the designated contact to members of the evaluation committee prior to the distribution of competing proposals to committee members.
11. During the evaluation phase of the procurement process, no employee of the Board or designee may disclose any part of a competing proposal to persons other than fellow committee members, Board members or other persons assigned to assist in the evaluation or selection process.

**Exhibit D:  
Plan Assets by Investment Option**

**New York Deferred Compensation Plan  
As of June 30, 2024**

<b>Investment Option</b>	<b>Assets as of 12/31/2023</b>	<b>Percent of Total</b>
Boston Partners Large Cap Value	161,787,189	0.42%
Delaware Small Cap Value	427,085,217	1.10%
Fidelity Global Ex-US Index Fund	227,241,847	0.59%
Fidelity Int'l Capital Appreciation Fund	73,156,057	0.19%
Fidelity OTC Fund	6,311,796,478	16.32%
International Equity Fund - ACTIVE*	728,774,904	1.88%
Loan Account	273,552,266	0.71%
Voya Core Plus Trust	127,290,331	0.33%
Morgan Stanley Emerging Markets	362,793,297	0.94%
BlackRock Equity Index Trust	4,106,638,631	10.62%
BlackRock Russell 2500 Index	1,015,777,278	2.63%
BlackRock US Debt Index	801,735,162	2.07%
Pax Global Environmental Markets Fund	117,460,017	0.30%
Schwab PCRA	295,039,757	0.76%
Stable Income Fund	8,545,053,099	22.10%
T. Rowe Price Retirement Funds 2010	99,401,745	0.26%
T. Rowe Price Retirement Funds 2015	100,774,743	0.26%
T. Rowe Price Retirement Funds 2020	471,554,647	1.22%
T. Rowe Price Retirement Funds 2025	689,490,468	1.78%
T. Rowe Price Retirement Funds 2030	1,041,745,741	2.69%
T. Rowe Price Retirement Funds 2035	741,696,289	1.92%
T. Rowe Price Retirement Funds 2040	855,502,198	2.21%
T. Rowe Price Retirement Funds 2045	524,243,668	1.36%
T. Rowe Price Retirement Funds 2050	344,617,087	0.89%
T. Rowe Price Retirement Funds 2055	234,656,937	0.61%
T. Rowe Price Retirement Funds 2060	103,242,692	0.27%
T. Rowe Price Retirement Funds 2065	50,410,322	0.13%
T. Rowe Price Blue Chip Growth Fund	1,702,341,359	4.40%
T. Rowe Price Equity Income	1,489,197,337	3.85%
T. Rowe Price Small Cap Growth	657,836,776	1.70%
Vanguard Prime Cap Adm	3,201,759,004	8.28%
Vanguard Strategic Equity Fund	337,411,519	0.87%
Vanguard Wellington Balanced Fund	2,447,580,190	6.33%
<b>Total</b>	<b>38,668,644,249</b>	<b>100.00%</b>

\*The Principal Diversified International CIT is not officially fund options in the NYSDCP; however, as of 6/30/24, it is the only investment held by "International Equity - Active".

# Exhibit E:

## New York State Deferred Compensation Board Policy and Guidelines for Implementing the New York State Procurement Lobbying Law Sections 139-j and 139-k of the New York State Finance Law

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*Revised 5/2011*

### I. Overview

Chapter 1 of the Laws of 2005 (the “Law”), which amended the Legislative Law (the “Lobbying Act”) and the State Finance Law, was enacted on August 23, 2005 by Governor George E. Pataki. The Law regulates attempts to influence state and local Governmental Entity procurement contracts in order to increase transparency and accountability in New York State’s procurement process. The Law was subsequently modified in 2005, 2006, 2007, 2009 and 2010.

Generally, the Law:

- Makes the lobbying law applicable to attempts to influence procurements and contracts once the procurement process has been commenced by a State agency, unified court system, State legislature, public authority, certain industrial development agencies and local benefit corporations;
- Requires the above-mentioned governmental entities to record all contacts made by lobbyists and contractors about a governmental procurement so that the public knows who is contacting governmental entities about procurements;
- Requires governmental entities to designate the persons who may be contacted relative to the governmental procurement by that entity in a restricted period;
- Authorizes the New York State Commission on Public Integrity (f/n/a the Temporary State Commission on Lobbying) (the “Commission”) to impose fines and penalties against persons/organizations engaging in impermissible contacts about a governmental procurement and provides for the debarment of repeat violators;
- Directs the Office of General Services to disclose and maintain a list of non-responsible bidders pursuant to this new law and those who have been debarred and publish such list on its website;
- Requires the timely disclosure of accurate and complete information from offerers with respect to determinations of non-responsibility and debarment;
- Expands the definition of lobbying to include attempts to influence gubernatorial or local Executive Orders, Tribal–State Agreements, and procurement contracts;
- Modifies the governance of the Commission on Lobbying to provide that opinions of the Commission shall be binding only on the person to whom such opinion is rendered;
- Increases the monetary threshold which triggers a lobbyist’s obligations under the Lobbying Act from \$2,000 to \$5,000; and
- Establishes the Advisory Council on Procurement Lobbying.

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**Sections 139-j and 139-k of the New York State Finance Law**

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Primarily, the Law regulates two related aspects of procurements: (i) activities by the lobbying community seeking procurement contracts (through amendments to the Legislative Law) and (ii) activities involving governmental agencies establishing procurement contracts (through amendments to the State Finance Law).

**II. Applicability of the Policy and Guidelines (hereinafter “Policy”)**

In general, this policy applies to every procurement involving an estimated annualized expenditure in excess of \$15,000 for:

- Commodity;
- Service;
- Technology;
- Public work;
- Construction;
- Revenue contract;
- The purchase, sale or lease of real property; or
- The acquisition or granting of other interest in real property.

Procurements under \$15,000 are not covered by changes to the law or this policy. Contacts between employees of the agency and an Offerer are restricted at the point in time when the agency issues its first written document soliciting a response from Offerers which is intended to result in a procurement contract {See State Finance Law §139-j (1) (f)}. This is referred to as the “Restricted Period” as used in this policy. Contacts between Offerers and the agency prior to the Restricted Period of procurement are acceptable. Therefore, communications between Offerers and the agency during the preparation of specifications, bid documents, RFPs, IFBs, are not governed by State Finance Law Sections 139-j and 139-k. Communications at this stage, however, are governed by the provisions set forth in State Finance Law Sections 163 and 163-a and other applicable law, including registration and reporting requirements of the Lobbying Act.

Offerers and agency personnel may communicate prior to the Restricted Period in the form of a Request for Information (RFI) by the agency and the response thereto by an Offerer. RFIs are generally used as a means to collect information upon which to base a decision by an agency to proceed with procurement. RFIs are not a tool employed to award a contract.

The Law and this policy apply to sole source and single source contracts, in addition to competitive procurements. Amendments authorized under the terms of a contract as it was finally awarded or approved by the Comptroller are not subject to the Restricted Period. Supplements to a contract incorporating other amendments, renewals, extensions or any other



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material change in a contract resulting in a financial benefit to the Offerer are subject to the Restricted Period.

**III. Permissible Contacts During the Restricted Period**

The “Restricted Period” begins with the earliest written notice, advertisement or solicitation of a request for proposal, invitation for bids, request for services, or solicitation of proposals, or any other method for soliciting a response from Offerers with regard to a procurement opportunity or contract. This period ends with the final procurement decision or contract award and, if applicable, approval by the State Comptroller. However, the negotiation of a contract by an Offerer who has been tentatively awarded a contract is permitted and would need to be recorded as a Contact in the procurement record.

The following represent instances where communication with someone other than the designated Contact person(s) for a procurement may be necessary:

- Submission of a written bid, proposal or response to a solicitation intending to result in a procurement contract;
- Submission of written questions by a method set forth in the solicitation when all written questions and responses are to be provided to all Offerers who have expressed an interest in the solicitation;
- Participation in a conference, demonstration or other means for exchange of information in a setting open to all potential bidders provided for in the solicitation;
- Complaints by an Offerer to office of general counsel of the procuring agency where the designated person for the procurement contract of the agency fails to respond in a timely matter, provided that such written complaints become part of the procurement record;
- Negotiations with the agency after a tentative award;
- Debriefings about a procurement contract award;
- Protests, appeals or other review proceedings to the agency conducting the Governmental Procurement seeking a final administrative determination or in a subsequent judicial proceeding;
- Complaints of alleged improper conduct in a Governmental Procurement to the attorney general, inspector general, district attorney or court of competent jurisdiction;
- Protests, appeals or complaints to the state comptroller during the process of contract approval provided that the state comptroller makes a record of such communications and any responses thereto to keep in the procurement record;

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- Communications between Offerers and Governmental Entities that solely address a responsibility determination of the Offerer being made by the agency;
- Communications relating to a Governmental Procurement made by certain preferred source providers except for communications which attempt to influence the issuance or terms of the specifications that serve as the basis for bid documents, requests for proposals, invitations for bids, or solicitations of proposals, or any other method for soliciting a response from Offerers intending to result in a procurement contract with a Governmental Entity; and
- Communications from the agency exercising an oversight role in a Governmental Procurement with Offerers regarding the status of the review, oversight or approval of that Governmental Procurement.

Impermissible contact with the agency occurs when the Offerer contacts a person in the agency who is not the designated contact person for the procurement in an attempt to influence a procurement. The obligations under the law and this policy are activated when an Offerer or anyone working on behalf of the Offerer has any oral, written, or electronic communication with the agency that a reasonable person would believe is intended to influence a procurement being made by the agency.

#### **IV. Agency Requirements**

This policy has certain requirements that apply to the agency, while other requirements apply to Offerers. The agency will collect certain information about a person or organization contacting us about a procurement in an attempt to influence such procurement during the Restricted Period. In addition, the agency will obtain information from Offerers about any findings by any Governmental Entity of non-responsibility made within the previous four years and if the finding of non-responsibility was due to (1) engaging in impermissible contacts with a Governmental Entity or (2) the intentional provision of false or incomplete information to a Governmental Entity.

This information will be solicited in the initial bid documents on forms developed for this purpose. If any employee of our agency is contacted, that employee must record the contact, obtaining the following specific information for each contact:

- Name of Person and Organization
- Address
- Telephone Number
- Place of Principal Employment
- Occupation

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**Policy and Guidelines for Implementing the New York State Procurement Lobbying Law**  
**Sections 139-j and 139-k of the New York State Finance Law**

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- Record whether the person/organization making the contact was the Offerer or was retained employed or designated by, or on behalf of the Offerer to appear before or contact the agency regarding the procurement.

These records of contact will be included in the procurement record for the procurement contract using the agency's "Record of Contact" form, and must be forwarded to the Contract Manager in the agency's Administration Unit.

It is the policy of the agency to make a determination of responsibility before awarding a procurement contract to an Offerer. In addition to responsibility factors such as financial and organizational capacity, legal authority, integrity, and past performance, this policy requires us to take into consideration any violation of the permissible contact requirements of State Finance Law Section 139-j and the disclosure requirements of State Finance Law Section 139-k. A determination of non-responsibility will be made if it is found that the Offerer knowingly and willfully made an impermissible contact or failed to timely disclose accurate and complete information or otherwise cooperate in providing the information required by State Finance Law Section 139-k.

This agency is precluded from awarding a procurement contract to an Offerer that has been determined to be non-responsible because of a knowing and willful violation of the prohibitions of State Finance Law Section 139-j against impermissible contacts during the Restricted Period unless the agency finds that an award is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe. An Article of Procurement is defined as a commodity, service, technology, public work, construction, revenue contract, purchase, sale or lease of real property or an acquisition or granting of other interest in real property, that is the subject of a Governmental Procurement.

Furthermore, if an Offerer has a second knowing and willful violation within four years of a previous determination of non-responsibility, the Offerer can be debarred for four years.

Communications received by the agency from legislative staff or members of the State Legislature when those persons are acting in their official capacity are not considered "Contacts" during the Restricted Period and thus do not have to be recorded pursuant to the State Finance Law. Also, communications that a reasonable person would infer are not intended to influence a procurement by the agency do not have to be recorded.

For purposes of this policy, the agency will include a record of contacts about a particular procurement and determination of non-responsibility (if any) in the procurement file where it will remain as a part of the procurement record. The procurement file will be retained for that period of time already designated under the agency's Records Retention Policy

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currently six (6) years after the expiration of the related contract or final payment, whichever is later.

**V. Offerers Requirements and Responsibilities**

Offerers have certain requirements under the State Finance Law and under this policy if they, or their designated representative choose to respond to a Request for Proposals or attempt to influence a procurement. Under the Law and this policy, an Offerer or his/her representative is generally prohibited from contacting anyone other than the designated contact persons at this agency with regard to a procurement during the Restricted Period. Offerers are also required to disclose whether there has been a finding of non-responsibility with regard to their compliance under the law within the past four years. Furthermore, an Offerer must affirm that they understand and agree to comply with this policy relating to permissible contacts during a procurement and certify that all information provided to the agency is complete, true and accurate.

If an Offerer is found to have engaged in impermissible contacts with this agency, the Offerer will be denied a contract under this policy. However, this denial does not preclude the agency from awarding such Offerer another procurement contract if this non-responsibility determination is the first such determination against the Offeror in four years.

**VI. Violations of This Policy**

Alleged violations of this policy will be reviewed by the agency's Ethics Officer. The Ethics Officer shall immediately investigate the allegation and if sufficient cause exists to believe that the allegation is true, the Ethics Officer shall give the Offerer reasonable notice that the investigation is ongoing and an opportunity to be heard. The Offerer's response to the alleged violation will become a part of the investigative or review record and will be given due consideration by the agency during the review or investigation.

**VII. Questions About This Policy**

Questions about this policy should be directed to Sharon DiMura at 518-473-6619.

## Exhibit F:

### Iran Investment Policy

In conformance with the New York State Iran Divestment Act of 2012 (the “Act”), the New York State Deferred Compensation Board (the “Board”) hereby establishes the following policy in relation to investments in persons identified by the New York State Office of General Services (“OGS”) to be engaged in investment activities in Iran, as defined by the Act.

The Act directs OGS to “develop or contract to develop, using credible information available to the public, a list of persons that it determines engages in investment activities in Iran” as defined by the Act. A person that is identified on the OGS list shall not be deemed to be a responsive bidder or offerer to a State procurement. The first listing of “Entities determined to be non-responsive bidders/offers pursuant to the New York State Iran Divestment Act of 2012” (the “OGS list”) was made available on August 10, 2012.

The Act defines a “person” as:

(1) A natural person, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group.

(2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act (22 U.S.C.262r(c)(3)).

(3) Any successor, subunit, parent entity, or subsidiary of, or any entity under common ownership or control with, any entity described in subparagraph one or two of this paragraph.

The Board shall direct each investment manager of an investment offering provided to the participants in the New York State Deferred Compensation Plan (the “Plan”) that is subject to a specific set of investment guidelines established by the Board (a “covered investment manager”) not to invest in any person included on the OGS list of non-responsive bidders/offers (which list includes any other person covered by the Act, even if not specifically named on the OGS list). Covered investment managers will include all separate account managers retained to invest the assets of the Plan whose investment mandate requires active (as opposed to passive investment) of Plan assets, including, without limitation, the active investment managers of the Plan’s International Equity Fund and the Stable Income Fund. This policy will not apply to regulated mutual funds that are included as a Plan investment offering or to separate accounts whose mandate is to replicate a published index.

The Board shall transmit the OGS list to each covered investment manager and direct each covered investment manager to determine if the portfolio it is managing on behalf of the Board (the “Plan portfolio”) contains any securities issued by a person included on the OGS list. The Board will direct the covered investment manager to refrain from investing in any security issued by a person included on the OGS list. In addition, the covered investment manager will be required to inform the Board of any currently held securities issued by a person included on the OGS list no later than ten days after such list is provided to the covered investment manager. The covered investment manager will be required to sell all securities issued by a person included on the OGS list and held in the Plan portfolio in a reasonable period of time that will not be disruptive to the Plan portfolio. Such reasonable period shall not be more than 90 days after

informing the Board of the securities issued by an entity on the OGS list.

The Act requires OGS to update the list every 180 days. The Board will inform each covered investment manager of any additions to and deletions from the OGS list each time that OGS publishes a new list. The Board will direct the covered investment manager to refrain from investing in any person that is added to the OGS list. The covered investment manager will be permitted to invest in securities issued by a person that has been removed or deleted from the OGS list. The covered investment manager will be required to inform the Board of any currently held securities issued by persons that have been added to the OGS list no later than ten days after such list is provided to the covered investment manager. The covered investment manager will be required to sell all securities issued by such person that are held in the Plan portfolio in a reasonable period of time that will not be disruptive to the Plan portfolio. Such reasonable period shall not be more than 90 days after informing the Board of the securities issued by a person on the OGS list.

Investment managers subject to the Policy should note that the OGS list may not specifically enumerate each person who is a “successor, subunit, parent entity, or subsidiary of, or any entity under common ownership or control with” the person named on the OGS list. However, all such affiliated or associated persons are covered by the Policy and the Act, and it is the responsibility of the asset manager to determine affiliated and associated status with a person named on the OGS list before making an investment in a security.

This policy was initially adopted by the Board on September 14, 2012. The Policy was reviewed and updated on August 23, 2013.