



STATE OF RHODE ISLAND
OFFICE OF THE GENERAL TREASURER

**REQUEST FOR PROPOSALS AND
QUALIFICATIONS TO PROVIDE
Proxy Advisory & Voting Services**

**The Office of the General Treasurer in Conjunction with
The State Investment Commission
50 Service Avenue
Warwick, RI 02886**

RFP Issued October 13, 2015

Proposals Due November 17, 2015

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SECTION I: GENERAL INFORMATION

STATE INVESTMENT COMMISSION AND TREASURY INVESTMENT DIVISION

The ten-member State Investment Commission (“SIC”), chaired by the Rhode Island General Treasurer (“Treasurer”), determines the State’s investment policies. The SIC oversees approximately \$7.5 billion in assets for the Employees' Retirement System of Rhode Island (“ERSRI”) and investments in a TIAA-CREF defined contribution 401(a) plan. It also sets policies for investments of the Other Post-Employment Benefits trust and the State’s 457 plans, as well as the CollegeBound*fund*, a 529 program. The SIC meets monthly and receives investment performance reports from Treasury staff and consultants.

Under the directives set by the SIC, Treasury’s Investment and Finance Division (“Division”) provides investment and cash and debt management services for the State of Rhode Island. The Division’s staff interfaces daily with custodians, consultants, and fund managers on asset allocation, investment and administrative matters, as well as managing and transferring State funds.

Long-term investments are outsourced to professional asset management firms, based on recommendations by staff and consultants, and approval by the SIC. Staff and consultants also monitor these managers closely, holding them accountable for performance and making changes as necessary.

Recently, the SIC has moved some of ERSRI’s equity assets from commingled accounts under the direction of third part investment managers to separately (or perhaps individually) managed accounts with the intention of assuming responsibility for voting shares and to generate returns from its governance assets.

Previously, the plan’s equity assets were primarily held in commingled accounts where the third-party asset manager had responsibility to vote shares. Having recently established some separate accounts that hold equities, the SIC is seeking to assume responsibility for voting shares, with an aim to generate returns from its governance assets.

SECTION II: PURPOSE OF RFP

PURPOSE OF RFP

The SIC is soliciting responses from qualified firms interested in providing Proxy Advisory and Voting Services. This includes proxy policy development, research, analysis, recommendation, and voting services. A more detailed description is set forth in Section III below under the heading “SCOPE OF WORK.”

ISSUING OFFICER, CONTACTS AND LOBBYING

The SIC is issuing this RFP. The Issuing Officer identified below is the sole point of contact regarding this RFP. No contacts with any other employee of the Office of the General Treasurer, members of the SIC, or state officials are permitted with respect to this RFP, any proposals submitted in response to the RFP, or the contract to be awarded pursuant to this RFP. This prohibition applies from the date of release of this RFP until the date a contract is executed, unless otherwise requested by the Issuing Officer. This prohibition includes, but is not limited to, any lobbying efforts directed at state legislators or any state

officer or employee who might reasonably be considered to have influence over the process and final outcome.

The Issuing Officer for this RFP is:

Jeffrey Padwa
General Counsel/ Chief-of-Staff
Rhode Island Office of the General Treasurer
Rhode Island Statehouse
82 Smith Street, Suite 102
Providence, RI 02903
(401) 222-4780
Jpadwa@treasury.ri.gov

Transmittal letters for any proposal submitted in response to this RFP should designate one person employed by the party responding to this RFP (“Respondent”), who is authorized to contact the Issuing Officer on behalf of the Respondent. Unless otherwise requested by the Issuing Officer, from the date of issuance of this RFP until the date a contract is executed, only such authorized contact person should contact the Issuing Officer with respect to this RFP, any proposal submitted in response to the RFP or the contract to be awarded under the RFP on behalf of the Respondent. Without limiting the foregoing one-contact provision, persons who are not employees of the Respondent shall not contact the Issuing Officer on behalf of the Respondent with respect to this RFP, any proposal submitted in response to the RFP or the contract to be awarded under this RFP unless requested to do so by the Issuing Officer.

Violations of this one-contact provision may result in immediate disqualification from this and any future business opportunities with the Treasurer and/or the SIC.

PERIOD OF CONTRACT

The term of this contract shall be for a period of three (3) years.

SECTION III: SCOPE OF WORK & INFORMATION REQUESTED

SCOPE OF WORK

- a. Develop written guidelines for both domestic and international voting, consistent with the SIC's Defined Benefit Investment Policy Statement, help secure SIC approval of these guidelines, and provide annual updates as needed.
- b. Manage the SIC's proxy voting activity and execute required votes on the SIC's behalf in accordance with the proxy voting guidelines approved by the SIC. Monitor shareholder meeting schedules and agendas, and receive, open, and document all physical proxy voting ballots.
- c. Provide record keeping and maintain detailed records of all recommended and actual votes and special instructions. Also provide comprehensive written proxy-voting reports as requested, but not less than quarterly.
- d. Track and monitor the holdings of the SIC's domestic and international equity portfolios (roughly 1,500 names, all of which are MSCI World constituents; no emerging market stocks) and obtain required proxy voting information from the SIC's custodian (currently Bank of New York Mellon). Reconcile with the custodian any discrepancies, including but not limited to holdings, ballots, numbers of shares held, proxies to be voted, votes against management, votes with management, and votes withheld.
- e. Provide proxy voting research and analysis, including in-depth and impartial research and financial and economic analysis with emphasis on enhancing shareholder value. Issues might include, but are not limited to, accounting practices, financial transparency, independence of the board, quality of board oversight, pay-for-performance, equity-based compensation, and assessments of mergers and acquisitions.
- f. Provide clear definitive recommendations on case-by-case basis for issues that cannot be voted with ease or certainty pursuant to guidelines. Provide customized recommendations when warranted as well as personalized assistance, advice, and discussion of governance issues, legislative issues, SEC and other regulatory issues, voting policies, and specific analyses and recommendations.
- g. Provide the SIC and Treasury with appropriate database of information on research and analysis for each proxy proposal to be voted upon on behalf of the SIC, and provide the SIC and Treasury access to research and analyses of proxy proposals through a web-based accessible research platform.
- h. Advise and assist with any corporate engagements Treasury undertakes in order to improve value (anticipate 0-4 engagements per year)
- i. Keep the SIC informed of proxy voting and corporate governance changes and developments and provide the SIC with regular access to any meetings, conference calls, and/or webcasts that might provide timely information on specific issues of concern regarding corporate governance. Brief the SIC at a monthly meeting (no less than once a year) on trends and emerging issues in proxy resolutions and regulations.
- j. Generally serve as the SIC's expert on corporate governance and proxy issues. Prepare and assist in the preparation of reports on proxy voting and corporate governance issues, as needed.

MINIMUM QUALIFICATIONS

In order to be considered for selection, the following minimum qualifications must be met.

1. The firm must have been in operation for at least three (3) years as of October 31, 2015.

2. The primary contacts for the SIC's account and the head of each of the services covered must have at least three (3) years of related experience.
3. The firm must have at least two (2) public pension fund clients of at least \$8 billion as of October 31, 2015.
4. The firm's key professionals and/or organization must not have material conflicts of interest with the SIC or its custodian or its investment managers.
5. The firm must maintain or have access to existing operational database and information technology capabilities appropriate for the services included.

Respondents have a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render a Respondent an unqualified candidate.

INFORMATION REQUESTED

Organization & History

Provide the name, title, address, e-mail address, and telephone number of the individual responsible for responding to this request.

1. Describe your organization providing comment on the following:
 - a. Business background, organizational history (including year founded) and ownership structure, including but not limited to parent organizations, affiliated companies, and joint ventures. If an affiliate, designate percent of parent firm's total revenue generated by your organization. If the firm is a joint venture partner, identify the percentage of ownership and revenues recognized by each partner to the combined association.
 - b. An overview of your organization and listing of all major business lines
 - c. Percentage of revenue derived from proxy voting and advisory services
 - d. Certification, if applicable, as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE), including the percentage of MBE/WBE employed.
2. Describe the objectives of your firm with respect to future growth, commenting on new products or services.
 - a. Detail any pending agreements to merge or sell your company or any of its units, or if your firm has any pending agreements to acquire another company offering proxy advisory and voting services.
 - b. Explain how your firm will manage its growth plans, including acquiring additional resources and capacity limitations.
3. Provide an organizational chart of your proxy advisory and voting operations. Indicate the number of employees you have in each functional area and the location in which those services are provided. Include research, engagement, client service and any other relevant functions.
 - a. Detail the average client ratios in your client-facing areas, and the client ratio for the proposed Primary Contact.
 - b. For research professionals, detail the average number of companies or proxies per professional.
4. Provide a list of any subcontractors that your firm plans to utilize in performing the services required. Indicate the contractual relationship and/or affiliation with the subcontractor(s). Detail the services to be provided by subcontractor(s) and how your firm monitors those services. Describe any licenses and insurance you require of your subcontractors.

5. Provide audited financial statements for the last two (2) fiscal years for your firm and any subcontractor(s).
6. Provide the most recent credit rating from a nationally recognized ratings agency for your firm and subcontractor(s) if you have publicly traded debt.
7. Describe how many years your company has offered proxy advisory and voting services, including when each relevant service was initiated. Also specify the number of years your firm has been providing proxy services to institutional investors and specifically pension fund clients, enumerating categories of services available to clients during this period.
8. Indicate the total number of entities for which you have provided proxy advisory and voting services over the last five (5) years.

Year	Total # Entities	Total Assets under Advisement (\$ million)
2014		
2013		
2012		
2011		
2010		

9. Indicate the composition of your firm's client base, both number and percentages of clients. Provide an explanation if your firm is heavily weighted to any particular type of client.

Client Type	Number	Percentage
Public Pension Funds		
Corporate Pension Funds		
Endowments & Foundations		
Mutual Funds and Third Party Asset Managers		

10. For your five (5) largest clients, provide the following information:

Name	Date of Inception	Market Value of Assets under Advisement (as of September 30, 2015)

11. Detail the U.S. public plans to which you currently provide proxy advisory and voting services, including the program name, date of inception and current assets.

Name	Date of Inception	Market Value of Assets under Advisement (as of September 30, 2015)

12. List all proxy advisory and voting clients gained over the past three (3) years as of October 31, 2015.
13. List all proxy servicing clients lost over the past three (3) years as of October 31, 2015 and the reasons why. If relevant, explain any remedies you have employed to address any shortcomings.
14. Provide three (3) references in which your firm provides similar services as requested in this RFP, including entity name, contact name, phone number and email address. Provide a short description of the services you provide and the length of the contract.
15. Detail any potential conflicts of interest you foresee by providing the services outlined in this RFP. Identify the actions that would be taken to avoid any conflict(s) of interest. If your firm offers consulting services to corporations that issue proxies, provide the percentage of revenue generated in 2014 from such services to proxy issuers and the percentage of revenue generated from advising proxy voters. Explain how your organization services each client type and how you handle any potential conflicts of interest.

Legal & Regulatory Compliance

Identify any pending or threatened investigations by the U.S. Securities and Exchange Commission, any state attorney general or securities commissioner, and any other regulatory body and any pending litigation asserting illegal or unlawful conduct of firm, or any of firm’s directors, officers or (other) employees. Describe any such investigations or litigation over the past five (5) years, including current status of any pending investigation or litigation and the results of any concluded investigation or litigation. Disclosure should include enough information to allow assessment of the relevance of any such investigation or proceeding to the ability to provide the described services.

16. Discuss your experience(s) and your subcontractor’s experience(s) with providing legal and regulatory compliance support related to proxy advising, and discuss how your firm would update the SIC with regards to legal and regulatory compliance matters as it relates to the proxy advisory industry. Explain how you would incorporate Rhode Island General Law into your compliance updates.
17. Describe the types of insurance coverage your firm maintains as it relates to the proxy advisory services you offer. Provide the names of carriers and the amounts of the coverage. Attach current certificates of insurance in effect.

Proxy Advisor & Voting Services

Describe in detail the services you propose to provide the SIC. Explain your firm's competitive advantage and experience in providing those services.

18. Provide a description of your firm's process, procedures, and information technology capabilities for monitoring, researching, analyzing, recommending, voting, reporting, and keeping records for both domestic and international proxies. Explain how many companies (proxy issuers) you advise on and to what extent, as well as your criteria for determining which companies to cover.
19. Given the SIC's extensive public equity holdings requiring proxy votes (roughly 1,500 names), describe how you would ensure the SIC is effectively monitoring and voting all of its proxies. Describe how you would work with the SIC's custodian (BNY Mellon) and separate-account asset managers (State Street Global Advisors, Harvest Fund Advisors).
20. Explain how your governance ratings and profiles are developed, including the metrics used in arriving at the ratings, the balance between qualitative and quantitative factors, and the frequency of updating ratings and profiles. Describe any efforts to verify the validity of your ratings, and the results. Include a sample copy of governance ratings and profiles.
21. Provide your standard voting policy. If you have a separate public-fund voting policy, provide a copy and highlight the differences between it and your standard policy.
22. Outline your process for assisting clients in drafting their own voting policies, including the expected time frame and client resources required.
23. Describe how you work with clients to implement routine votes and minimize the administrative burden on clients while ensuring issues are appropriately raised when appropriate. Include how you ensure routine votes are consistent with any custom voting policies your clients have.
24. Explain your process for case-by-case recommendations, including the criteria for elevating an issue to individualized treatment, the processes to ensure consistency and rigor in developing individual recommendations, and any procedures for incorporating a client's specific criteria when making a recommendation.
25. Describe how you handle recommendations on proxy fights, shareholder proposals, proxies out on loan, class actions and other special situations.
26. Identify any circumstances where you would not be able to vote on the SIC's behalf. Explain any alternative arrangements that you make for clients.
27. Describe your quality control procedures, including processes for handling complaints about the accuracy of your reports and analyses.
 - a. List how many times your reports or analyses have been accused of or found to contain bias or factual inaccuracies in the last three (3) years. Provide an explanation.
 - b. Detail any errors or client guideline violations (i.e. missed a vote) in the last three (3) years. If so, describe how errors were corrected and communicated to the client.
28. Describe your firm's reporting capabilities and approach, including online and paper reports.
 - a. Provide examples of your annual and quarterly proxy voting reports.

- b. Describe online reporting, monitoring, and analytical tools that would be available to the SIC and staff. Provide screen shots of your online platform. Describe the capabilities that your database would have to screen ERSRI’s holdings on various metrics and characteristics.
 - c. Disclosure is a priority of the General Treasurer. Explain which proxy information, both summary and individual data, you would permit for disclosure to the general public, and which information you would view as proprietary. Describe any public-relations support you provide for other clients (e.g. drafting responses to constituent questions).
29. Outline your process for monitoring and reporting on corporate governance best practices, issues and trends. Describe types and frequency of updates, conferences, webcasts, and informational materials that would be provided to the SIC and staff. Attach sample copies of reports, newsletters and publications generated within the last year on general corporate governance topics.

SECTION IV: PROPOSED FEE

PROPOSED FEE

Provide an annual fee, based on a three-year contract term, for all services requested in Section III “Scope of Work”. Detail how the proposed fees are calculated for each year. Provide a breakdown of any and all other costs including estimates for travel expenses. Also, supply an hourly or project rate for services that the SIC may request that are not included under this scope of work.

As the term of the Contract shall be three (3) years, the Fee Proposal shall be guaranteed for a period of not less than three (3) years from the effective date of the Contract.

NEGOTIATE FEES & BEST AND FINAL OFFERS (BAFO)

Fees are a material element in selection. The SIC and staff reserve the right to negotiate fees and request best and final offers. Cost, however, is only one of several factors used to evaluate proposals and the SIC may select the organization other than the lowest cost provider.

SECTION V: SELECTION PROCESS

SCHEDULE

RFP Issued	October 13, 2015
Deadline for proposer questions	October 23, 2015
Response to questions	October 30, 2015
RFP Responses due 4:00 P.M. EST	November 17, 2015
Evaluations/interviews/selection	November-December 2015
Contract negotiations and drafting	January 2016

Proposer Questions

If Respondents have any questions, they should submit their questions using the online portal at <http://www.treasury.ri.gov/rfp-calendar/rfps> no later than 4:00 P.M. Eastern on October 23, 2015. All questions will be aggregated and posted publically on the RFP section of www.treasury.ri.gov. Treasury staff will not answer questions verbally or individually during the RFP process.

Proposal Submission

Respondents should submit two (2) electronic copies: (1) in PDF format and (1) MS Word format to the online portal at <http://www.treasury.ri.gov/rfp-calendar/rfps> no later than 4:00 P.M. Eastern on November 17, 2015. Please submit fee information in a completely separate file labeled clearly as “(Firm Name’s) Fee Proposal.” Proposals received after that deadline will not be considered. Telephoned or faxed submissions will not be considered. If you have any IT issues please contact Chris Cate at 401-462-7659.

Proposal Format

Proposals should be prepared in a concise manner, delineating the Respondent’s capabilities to satisfy the requirements of this RFP. In order to expedite the evaluation of proposals, it is essential that Respondents follow the format and instructions contained herein. Proposals must include substantial evidence of the Respondent’s commitment and ability to undertake the services required and outlines in this RFP.

The SIC reserves the right to request and consider supplements to proposals or to particular proposals after the above deadline for initial proposals, until such time as a contract with a particular Respondent is finalized.

EVALUATION OF RESPONSES

Proposals will be evaluated by a search committee that may include members of the SIC, its advisory committees, staff, and others. Respondents may be invited to interview with the search committee should the search committee determine that such an interview would be helpful; responses and respondents may, however, be evaluated solely on the basis of the submitted written Proposal, without an interview. The search committee will present its results and issue a recommendation to the SIC. After decision by the SIC, the SIC will award the contract(s) to the selected respondent(s).

SELECTION CRITERIA (not necessarily weighted equally):

1. Relevant Expertise and Experience of Respondent.
2. Strength of Proxy Advisory and Voting Services Methodology and Approach.
3. Quality of Organization and Resources.
4. Qualifications of Proposed Team.
5. References.
6. Fee Proposal.

The SIC reserves the right to consider such other relevant factors as it deems appropriate in order to obtain “best value” providers of these services. The SIC may or may not seek additional information from Respondents prior to making selections. After submission and review of Responses, the SIC may determine, in its sole discretion, if interviews of one or more respondents will be conducted.

During the evaluation process the SIC staff reserve the right to request additional information or clarification from those submitting responses. Respondents may be asked to participate in a telephonic interview, an in-person interview in Rhode Island or an on-site visit at the Respondent’s place of business.

The RFP does not commit the SIC to make any selection or to pay any costs incurred in the preparation of the responses or attendance at interviews and the SIC in their sole discretion, reserve the right to accept or reject any or all responses received as a result of this RFP, to waive any nonconformity with the provisions hereof, to negotiate with any qualified source, or to cancel this RFP, in part or in its entirety. All proposals shall become the property of the SIC and shall be subject to public records request under Rhode Island General Laws § 38-2-1 et seq. (Rhode Island Access to Public Records Act, hereinafter “APRA”).

EVALUATION CRITERIA

The criteria for evaluation and weight assigned to each are summarized below.

- | | |
|---|------------------|
| A. Organizational Characteristics | 30 points |
| 1. Organization/staff experience | |
| 2. Client service | |
| B. Legal and Regulatory Compliance | 20 points |
| 1. Philosophy/process | |
| 2. Research and resources | |
| C. Proxy Advisory | 35 points |
| 1. Philosophy/process | |
| 2. Research and resources | |
| 3. Reporting | |
| D. Fees | 15 points |

OTHER CONSIDERATIONS & RESTRICTIONS

Restrictions on Gifts

State ethics laws restrict gifts which may be given or received by employees and directors and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible to determine the applicability of these laws to their activities and to comply with the requirements. In addition, it is a felony offense to bribe or attempt to bribe a public official.

Non-Discrimination

All proposals shall be considered on the basis of their merit in accordance with the criteria specified herein and shall not exclude any person, firm, or other entity, from consideration on the grounds of sex, race, color, or national origin. Likewise, it is required that all Respondents have established non-discrimination policies, including policies, which prohibit discrimination in the selection of subcontractors. Respondents shall represent and warrant in their responses to this RFP that they do not discriminate on the basis of sex, race, color, or national origin, including but not limited to their selection of subcontractors.

State Code of Ethics

The SIC and General Treasurer are committed to maintaining the highest standards of ethics in the awarding of contracts. In accordance therewith, all Respondents should be familiar with, and abide by, the State Code of Ethics, as set forth in Rhode Island General Laws §36-14-1 *et. seq.*, and any additional regulations as provided on the State Ethics Commission website <http://www.ethics.ri.gov/code/>.

Confidentiality Requirements

The staff members that are assigned by the successful Respondent to this Program – be they employees of the Respondent, sub-contractors to the Respondent, or employees of sub-contractors – may be required to sign a non-disclosure statement.

The SIC shall treat all documents submitted by a Respondent in connection with this RFP as public records after awarding the contract pursuant to this RFP, unless the Respondent properly requests that documents submitted by it be treated as non-public at the time of submission. The release of public records is governed by Rhode Island General Laws §38-2-1 et seq. (“APRA”). Respondents are encouraged to familiarize themselves with this law before submitting a proposal.

Any request by Respondents that records submitted by them be exempt from being considered public record must be included in the transmittal letter with the Respondents’ proposal. In addition, Respondents must enumerate the specific grounds upon which the APRA or other applicable law supports treatment of the documents as exempt from being considered a public record, and further, the factual basis, if any, upon which they rely in asserting that the documents should be exempt. Any request for treating records submitted as being exempt must also include: the name, address, and telephone number of the person authorized by the Respondent to respond to any inquiries by the Treasurer and/or SIC with regard to such an assertion.

Any proposals submitted which contain non-public records must be conspicuously marked on the outside as containing non-public information, and each page upon which non-public information appears must be conspicuously marked as containing non-public information. Identification of the entire proposal as being non-public records may be deemed non-responsive and may disqualify the Respondent.

If the Respondent designates any portion of the proposal as being a non-public record, the Respondent must submit one (1) copy of the proposal from which the non-public record is deleted or redacted. This copy shall be submitted in addition to the number of copies requested in Section V of this RFP. The non-public records must be excised in such a way as to allow the public to determine the general nature of the information redacted and retain as much of the proposal as possible.

The SIC will treat the records marked as non-public as being confidential information to the extent such information is determined confidential under the APRA or other applicable law or by a court of competent jurisdiction. The Respondent’s failure to request records submitted as being non-public records will be deemed as a waiver of any right to confidentiality, which the Respondent may have had.

By submitting a proposal, Respondent agrees that the SIC may reproduce Respondent’s proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. Respondent consents to such reproduction by submitting a proposal and further warrants that such reproduction does not violate its rights or the rights of any third parties. The SIC shall have the right to use ideas or adaptations of ideas that are presented in proposals.

Placement Agent Disclosure Certificate

It is the Treasurer’s policy to prohibit the use of placement agents with respect to work performed for the Treasurer and/or SIC, and to require disclosure regarding vendors use of placement agents in other aspects of their business.

Code of Conduct Investor Pledge

The Treasurer has a strict policy with regard to political contributions and the adherence to the rules and laws drafted by the Securities and Exchange Commission (SEC), including the Investment Advisers Act

of 1940 CFR Part 275, Rule 206(4)-5 and the Municipal Securities Rulemaking Board (MSRB), including Rule G-37. The successful Respondent will be required to comply with said policy and to complete and sign an appropriate disclosure statement.

Transparency in Government Agreement

The Treasurer and the SIC recently adopted policies addressing transparency in government. The transparency in government agreement can be found at <http://investments.treasury.ri.gov/investment-philosophy/>.

The placement agent disclosure certificate, the code of conduct investor pledge can be referenced at: <http://data.treasury.ri.gov/dataset/investment-manager-and-consultant-policies-and-pledges>.

All forms will be required to be signed upon engagement, where applicable.

This RFP and the successful proposal will be incorporated into the contract by reference.

SECTION VI: REPRESENTATIONS AND WARRANTIES

All respondents are required to submit an executed copy of the following Representations and Warranties.

1. Respondent warrants that all the information it provides in the response to this RFP is true and correct and does not omit any material facts or information that is responsive.
2. Respondent warrants that it maintains an errors and omissions coverage policy providing a prudent amount of coverage for damages caused by the Respondent's acts or omissions and that such coverage will be applicable to services provided to the SIC pursuant to this RFP.
3. Respondent warrants that it will not delegate its responsibilities without prior written approval from the SIC.
4. Respondent warrants that it has completed, obtained, and performed all registrations, filings, approvals, authorizations, consents or examinations required by a government or governmental authority for services to be provided pursuant to this RFP.
5. Respondent warrants that it will adhere to fee prices and information outlined in the Fee Proposal.
6. Respondent warrants that it meets all of the minimum qualifications required by the RFP.

Name of Respondent

Date

Signature

Title