



GOVERNMENT OF PUERTO RICO
Retirement Board of the Government of Puerto Rico

REQUEST FOR PROPOSALS

**Contract for the
Pension Obligations Data Cleanup
with respect to the participants, beneficiaries and
pensioners of the Puerto Rico Government Employee,
Judiciary and the Teachers Retirement Systems.**

RFP Deadline: May 21, 2018

www.aafaf.pr.gov
April 23, 2018



GOVERNMENT OF PUERTO RICO
Puerto Rico Fiscal Agency and Financial
Advisory Authority

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REQUEST FOR PROPOSALS

The Puerto Rico Fiscal Agency and Financial Advisory Authority (the “**Authority**”) is seeking proposals from qualified firms to perform an independent evaluation of available data regarding the pension liability and benefits (the “**Services**”) with respect to the participants, beneficiaries and pensioners of the Puerto Rico Government Employee Retirement System (“**ERS**”), the Judiciary Retirement System (“**JRS**”) and the Teachers Retirement Systems (“**TRS**”) collectively, (the “**Systems**”).

The Authority is issuing this request for proposals (“**RFP**”) on behalf of the Retirement Board of the Government of Puerto Rico (“**Retirement Board**”) to contract professional services to assist the Retirement Board and the Authority in complying with its duty to develop a registry of each Participant, Beneficiary and Pensioner of the Retirement Systems which will reflect the detailed amounts corresponding to each Participant, Beneficiary and Pensioner in Accrued Pension according to their respective Retirement Systems up to the date Act 106-2017 known as “Act to Guarantee Pension Payments and Establish a New Defined Contributions Plan for Public Employees” was enacted.

As established on Act 106-2017 the Authority shall have all the faculties and powers necessary to, in collaboration with the Retirement Board and the Retirement Systems Administrators, take the necessary measures to adjust the operations of the Retirement Systems to the provisions of such Act and to the Certified Fiscal Plan, in order to comply with an orderly transition.

Only firms that meet all Government requirements to legally perform work in Puerto Rico should respond to this RFP.

The proponent selected under this RFP (the “**Selected Proponent**”) will be required to be free of any real or perceived conflict of interest.

RFP Due Date: May,21, 2018 at 6:00P.M. (AST)

Please submit one (1) original and two (2) copies for a total of three (3) printed copies to:

Puerto Rico Fiscal Agency and Financial Advisory Authority
Roberto Sánchez Vilella (Minillas) Government Center – Fourth Floor
De Diego Ave. Stop 22, San Juan, PR 00907

Please submit one (1) electronic copy to the attention of:

Evaluation Committee
Electronic copies via email

Data.Cleanup.RFP@aafaf.pr.gov

Please refrain from submitting general marketing materials that do not explicitly respond to the content and questions contained in this RFP

INTRODUCTION

1.1 Puerto Rico Fiscal Agency and Financial Advisory Authority

The Authority is an independent public corporation and governmental instrumentality with separate legal existence, fiscal and administrative autonomy, and independence from the Government of Puerto Rico. The Authority was created for the purpose of acting as fiscal agent, financial advisor and reporting agent of the Government, and to assist such entities in confronting the grave fiscal and economic emergency that Puerto Rico is currently experiencing. The Authority has assumed the majority of the fiscal agency and financial advisory responsibilities that were previously held by the Government Development Bank for Puerto Rico (“GDB”).

The Authority’s responsibilities include, among other things, renegotiate, restructure and/or reach an agreement with creditors on all or part of the public debt or any other debt issued by any government entity. The Authority also has a responsibility to monitor compliance with the approved budget and fiscal plans certified under the Puerto Rico Oversight, Management and Economic Stability Act of 2016 (“PROMESA” or the “Act”) and to review matters such as, but not limited to, contracts, transactions and regulations of agencies and instrumentalities of the Government. The Authority is authorized to hire professionals to carry out certain of its duties.

In addition, pursuant to Act 106-2017, the Authority has been tasked to collaborate with the Retirement Board and the Administrators of the Systems in the implementation of Act 106-2017. One of such mandates is developing a registry of each Participant, Beneficiary and Pensioner of the Retirement Systems which will reflect the detailed amounts corresponding to each Participant, Beneficiary and Pensioner in Accrued Pension according to their respective Retirement Systems up to date Act 106-2017 was enacted. This registry will cover around 235, 000 participants of the Systems and around 165, 000 retirees and beneficiaries.

1.2 Retirement Board of the Government of Puerto Rico

The Retirement Board was created pursuant Act 106-2017 as a new entity of the Government of Puerto Rico, independent and separate from others. In order to carry out the duties provided by Act 106-2017, the Retirement Board was designated certain powers, duties and faculties. Such responsibilities include, among other things, being the highest ranking governing body for the Retirement Systems. The Retirement Board shall have and exercise all the powers, duties and faculties necessary for the administration and management of the New Defined Contributions Plan and for the supervision of any Administrative Entity, including the faculty to set the rules and requirements for receiving benefits under the New Defined Contributions Plan and enforce all the powers necessary to comply with Act 106-2017 and with the regulations adopted pursuant to it.

Note – This RFP seeks responses from firms capable of delivering the Services as described in Section 2.1 of this RFP. Proponents should demonstrate their capacity to complete the required tasks and develop a productive relationship with the Authority, Retirement Board and the Systems Administrators.

This RFP does not commit the Authority nor the Retirement Board or the Systems to award a contract nor to pay any costs incurred in the preparation of a proposal in response to this request. The Authority and the Retirement board reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this RFP, to negotiate

with any qualified firm or to modify or cancel the RFP in part or in its entirety. See Section 4.1 for further disclaimers and reservation of rights by the Authority and the Retirement Board.

2.0 DESCRIPTION OF THE ENGAGEMENT

2.1 Purpose of RFP; Scope of Work

The Authority requests proposals from firms to provide the Services. Specifically, the Services will include the following scope of work:

Scope of the Work

- Examine and analyze the completeness and accuracy of existing ERS/ JRS/TRS participant, beneficiary and pensioner data as contained on the electronic data systems and physical records related to each agency. Determine whether all necessary components of ERS/ JRS/TRS participant, beneficiary and pensioner data are being accounted for and validated. Develop and implement processes to identify and correct potential issues with the ERS/JRS/TRS participant, beneficiary and pensioner data.
- Develop a process and coordinate efforts to improve any identified flaws in ERS/JRS/TRS participant, beneficiary and pensioner data.
- Develop a process for calculating amounts previously payable to ERS/JRS/TRS participants, beneficiary and pensioner to compare with amounts actually paid to such participants, beneficiary and pensioner.
- Establish a process of data gathering and calculation of future pensions that is needed in order to comply with the notification requirement to participants as provided Act 106-2017.
- Develop a registry of each Participant, Beneficiary and Pensioner of the Retirement Systems which will reflect the detailed amounts corresponding to each Participant, Beneficiary and Pensioner in Accrued Pension according to their respective Retirement Systems up to the date Act 106-2017 was enacted.

3.0 PROPOSAL SUBMISSION

3.1 Submission Requirements

All proposals must meet the requirements stated in this RFP. Proposals should be printed on 8 ½" x 11" paper, one sided. There is a page limit of 15 pages for the proposal. Such 15-page limit includes only the cover letter and the specific responses to items 3.2 through 3.6 below. The Rate/Fee Structure page(s) will not be counted toward the 15-page limit. Exhibits, including visuals, may also be presented and will not be included in the 15-page maximum.

The proposals shall be submitted no later than **May,21, 2018 at 6:00 P.M. (AST) ("Proposal Due Date")**. Proposals may be delivered at any time, provided that the proposal shall be delivered no later than the Proposal Due Date and time. The time of delivery shall be the time set forth in the electronic communication received by the Authority. Notwithstanding, the printed copies must be received within the Proposal Due Date.

Any proposal that is delivered after the Proposal Due Date shall be deemed late, rejected and returned unopened to the proponent. The Authority assumes no responsibility for deliveries made or attempted outside of the times specified above, late deliveries or the method of delivery chosen by the proponent.

PROPOSALS SHALL BE VALID FOR A PERIOD OF SIXTY (60) DAYS AFTER THE PROPOSAL DUE DATE.

The proposal shall be prepared in English. All prices shall be quoted in United States dollars. The Authority shall not accept any proposal or modification of a proposal delivered by telephonic, electronic or facsimile means, except as provided herein.

The proposal shall be submitted electronically via e-mail to the addresses set forth on the first page of this RFP and the printed copies must be sent to the address set forth in such page.

3.1.1 The proposal shall be organized in the following order:

- Cover Letter. The Cover Letter must be no more than one page, and must be signed by the authorized contact representative. The Cover Letter must reference this RFP and confirm that all elements of the RFP have been read and understood and that the proponent takes no exception to the materials provided.
- Specific response to Items 3.2-3.6
- Non-Collusive Affidavit (Included as Appendix I of this RFP)
- Eligibility Affidavit (Included as Appendix II of this RFP)
- Price Proposal

The proposal from any proponent that fails to pass the Authority’s determination regarding no conflict of interest, shall be deemed unacceptable and unresponsive, and shall be disqualified without further evaluation.

3.2 Key Personnel for Required Services and Availability of Resources

3.2.1 Key Personnel

Indicate key personnel who will be assigned to this project and give a brief description of the experience of each (including language skills) and their specific roles under the prospective Services. Key personnel are defined as those who will be assigned to perform the actual services or a portion of them. Also indicate the location of the office where the work will be performed and specifically whether certain personnel will be used on an “as needed basis”. Proponents will not be permitted to subcontract any part of the Services without the prior written consent of the Authority or the Board of Retirement.

If more than one firm is responding to this RFP, as a team, state the type of arrangement between the firms, the names and addresses of all firms, description of the work that each firm will perform, and the percentage of work to be performed by each. Indicate office locations at which the work will be performed and information required under Sections 3.2, 3.3 and 3.4.

3.2.2 Availability of Resources

Indicate available resources to be dedicated to the engagement. Available resources are the resources to be allocated to provide the Services. Such resources should include qualified person(s) to cover the areas of expertise necessary to perform the services or such other support anticipated to be required during the term of the engagement.

3.3 Qualifications and Experience

Proponents are required to demonstrate that they possess technical capability to safely and effectively manage the sensitive electronic information systems of the **ERS**, the **JRS** and the **TRS**. Specifically, programs or applications like SABI AND SIP, PEOPLE SOFT, and ORACLE. The proponent must show effective and substantive (relative to key objectives) experience in the provision of similar services. Preferably, such experience should be evidenced by past or present satisfactory performance handling projects of similar nature, difficulty and data security requirements for other government entities.

3.4 Approach to Scope of Work and Timeliness

Include a brief and specific description addressing the following topics (you may use tabular format if it facilitates the organization of the information):

- How would you approach the Services included in the Scope of Work set forth in this RFP? What particular approach sets your firm/team apart?
- Provide information that will indicate the firm’s/team’s ability to respond quickly to task assignments, be able to handle multiple tasks concurrently and be able to complete tasks on accelerated schedules.
- Submit a preliminary work plan for an efficient start with the Services.

- Why is your firm/team best positioned for this engagement?

3.5 Interviews

Oral interviews may be conducted with proponents to aid in the short-listing of candidates to be selected or to clarify or expand upon specific items included in the proposals.

3.6 Rates / Fee Structure

Provide a full explanation of your pricing structure, as well as sufficient information regarding performance metrics built into this structure. Proponents should try, as much as possible, to provide one overall fixed quote for performing the entire scope contemplated in this letter (assuming a certain overall time period of engagement). Proponents should also show a breakdown of their fees depending on sections of the engagement or the fees for conducting specific tasks or their fees per case file.

Proponents shall present a pricing structure for each System separately based upon the quantity of files that need to be evaluated to perform this task.

For this matter we include an approximate number of case files per system:

- ERS have a total of 302,765 case files, which are broken down as follows: 108,313 pensioners, 14,452 beneficiaries and 180,000 active/inactive participants.
- JRS have a total of 813 case files, which are broken down as follows: 393 pensioners, 53 beneficiaries and 367 active participants.
- TRS have a total of 98,118 case files, which are broken down as follows: 40,263 pensioners, 3,513 beneficiaries and 54,342 active participants.

3.7 Selection

Proposals will be evaluated by the Authority taking into consideration, but not limited, to the following factors:

- Technical capabilities in areas such as project management, compliance engagements, technical, financial and administrative capabilities, among others;
- General qualifications (members of the team, experience with similar projects, proven track record);
- Approach to the engagement (i.e. initial work plan, integration of creative solutions for effective monitoring, compliance tools, organization of team and functions, among others);
- Timeliness and resources (i.e. capability to establish a monitoring platform in an accelerated schedule, and resources to be dedicated to the engagement); and
- Proposed fee and fee structure.

The Evaluation Criteria for this RFP will be as follows:

3.2	Key Personnel for Required Services and Availability of Resources
3.3	Qualifications and Experience
3.4	Approach of Scope of Services
3.5	Interviews
3.6	Rates

The Authority has appointed an Evaluation Committee to review and evaluate all of the proposals submitted in accordance with this RFP in order to present to the Retirement Board the analysis and proper recommendation.

All proposals, evaluations and the content of any discussions shall be kept strictly confidential throughout the evaluation and award process. Only the Board of Retirement, the Executive Director of the Authority, members of the Evaluation Committee, consultants, attorneys and employees of the Authority approved by the above and with a legitimate need to know, shall have access to the proposals and the evaluation results. The Evaluation Committee shall obtain technical and legal support from Authority employees, its consultants and attorneys, as needed. The contract shall be granted to the proponent whose proposal is found to be technically sufficient, acceptable and most advantageous to the Authority and the Board of Retirement.

The Evaluation Committee shall first review and determine if each proposal met all requirements as to format and content. The Authority will only consider proposals from firms/teams that are fully qualified to conduct business in Puerto Rico. Proposals that are not disqualified will be evaluated as to their substantive material, *provided however that*, in addition to the rights reserved in Section 4.1 below, the Authority reserves the right to waive any defect or technicality in any proposals received, and modify or postpone or terminate the RFP process in its entirety or with respect to any proponent, at any time, for any reason or no reason.

The Authority, by means of the Evaluation Committee, may request a proponent to clarify a proposal in the event that ambiguities or uncertainties are presented in the proposal or to obtain more information necessary for the Evaluation Committee to make a comprehensive evaluation.

Price is only a factor to be considered and the Authority is not legally bound to recommend the lowest priced proposal. The Authority may enter into simultaneous or subsequent negotiations with proponents to determine the final selection of the awardee. The Authority reserves the right to interview key personnel of the proponent before the award of the contract. The Authority reserves the right to conduct discussions with each and every proponent and to request that proponents submit a revised experience and technical proposal and/or price proposal. The Authority shall award the contract to the proponent that submits the most advantageous proposal found to be technically sufficient and acceptable.

The Authority's Evaluation Committee shall report its evaluation and recommendations to the Retirement Board. The Retirement Board may or may not follow the recommendations provided by the Evaluation Committee. The Retirement Board may accept the recommendation of the Authority, or award the contract to another proponent or proponents, or exercise any of the rights reserved by in this RFP.

The Authority's or Retirement Board's acceptance of a particular proposal does not imply that every element of that proposal has been accepted.

3.8 Further Contract Conditions

The contents of the proposal prepared by the Selected Proponent, with any amendment approved by the Authority, will become part of the agreement that will be executed with such proponent as a result of this RFP process.

The contract will include those clauses required when contracting services similar to those procured under this RFP and those included in contracts with the Government, such as contractual provisions requiring:

- Original certifications evidencing that the proponent has complied with its responsibility in the filing of tax returns and payment of its taxes, including sale and use tax as applicable, to the Commonwealth of Puerto Rico, to the Federal Government, and to the state or jurisdiction where its base of operations resides.
- Commercial Registration Certification, issued by the Department of Treasury.
- Certification of Compliance issued by the Child Support Administration (ASUME). Corporations must file their request for said certification with the Employer Unit of ASUME. The same indicates that the employer complies with the orders issued in his name as employer to retain the salary of employees as a result of amounts owed for child support.
- Sworn statement, signed by the President or chief executive authorized to represent the proponent, indicating that the proponent, its subsidiaries, affiliates and/or parent companies, and their respective shareholders, directors, partners, officers, executives, or principals have neither been convicted nor has probable cause for their arrest been found against any of them, nor are they being investigated under any administrative, judicial or legislative procedure, whether within or outside of Puerto Rico, as a result of any crime constituting fraud, embezzlement or misappropriation of public funds, as provided in Act No. 428 of September 22, 2004, as amended, or any other legal provision penalizing crimes against the treasury and the public trust, and that the person signing the statement has not been investigated, arrested, convicted, or found guilty or sentenced as a result of said criminal conduct.
- Certification of Employer Registration and of Debt in Respect of Unemployment Insurance and Disability Insurance issued by the Workplace Safety Bureau, Tax Division, Collection Unit of the Department of Labor and Human Resources. The same shall indicate that the contractor does not have a debt with the Disability Insurance and Unemployment Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- Certification of Employer Registration and of Debt in Respect of Driver's Insurance issued by the Persons with Non-Occupational Disabilities and Driver's Insurance Bureau of the Department of Labor and Human Resources. The same shall indicate that the contractor does not have a debt with the Non-Occupational Disability Insurance and Driver's Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- No debt Certification and copy of current policy issued by the State Insurance Fund.

- Certification of Existence or Certification of Authorization to do business in Puerto Rico. The Certification of Existence indicates that the applicant is incorporated under the laws of Puerto Rico and is issued by Puerto Rico’s State Department. The Certification of authorization to do business in Puerto Rico applies to foreign companies. It indicates that the applicant is authorized to do business in Puerto Rico and is issued by the Puerto Rico State Department. The certification indicates the date of issuance and authorization to do business in Puerto Rico.

All certifications must be current, that is, issued within thirty (30) days from the date the Selected Proponent executes the contract with the Authority.

The Selected Proponent will be contractually required to abide by the laws of Puerto Rico as governing laws under the agreement. Any disputes must be resolved accordingly. Exclusive venue shall be the courts of Puerto Rico.

The Authority or Retirement Board shall reserve the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given at least thirty (30) days prior to such proposed termination date.

Furthermore, Selected Proponent shall:

1. Work with the Authority, the Retirement Board and the Systems Administrators and any other personnel on all matters that may arise in connection with the engagement as per the terms of this RFP and the contract to be executed between the parties;
2. Assume sole responsibility for the complete effort required to provide the services;
3. Refrain from assigning, transferring, conveying, or otherwise disposing of the contract, or its rights, titles or interest therein, or its power to execute such agreement, to any other person, firm, partnership, company or corporation without the prior consent and approval in writing of the Authority or Retirement Board; and
4. Comply with applicable federal, state, Commonwealth and foreign laws and regulations governing projects initiated or supported by the Government of Puerto Rico.

3.9 Schedule

A summary schedule of the major activities associated with the procurement process is presented below, through the completion of this RFP process. The post-proposal schedule may vary from the schedule indicated below. In such case, proponents shall be notified to their email of record.

Date	Activity
April 23, 2018	Issue RFP
April 30, 2018	Last date for submission of questions or requests for clarifications to the RFP
May 3, 2018**	Last addendum to RFP issued
May 21, 2018	Proposals due to the Authority

Date	Activity
May 28, 2018**	Complete evaluation of Proposals and Issue notices to selected Respondents

**Subject to change without notice.

3.10 Communications Protocol

The Authority and the Retirement Board are committed to a fair, open process for interested parties to receive information about the competitive solicitation process. As such, communications shall be conducted in accordance with this RFP.

No interpretation or clarification of the meaning of any part of the RFP will be made orally by the Authority to any potential proponent. All questions and communications concerning this procurement process must be directed in writing to the Authority, via email, no later than the date specified in the RFP schedule.

All questions concerning this RFP should be directed ***IN WRITING*** to:

Puerto Rico Fiscal Agency and Financial Advisory Authority
 Attention: Evaluation Committee
 Re: Data Cleanup RFP
Data.Cleanup.RFP@aafaf.pr.gov

Where appropriate, responses to formal questions will be distributed by email to all proponents on our record as having received a copy of this RFP. In each case, the Authority will determine whether a response is appropriate or necessary.

4.0 DISCLOSURES

4.1 General Disclosures, Rights, Options and Disclaimers

The issuance of this RFP, submission of a response by any firm/team, and the acceptance of such response by the Authority does not obligate the Authority nor the Retirement Board. Proponent shall only be bound by its proposal for the period of 60 days required in this RFP. Legal obligations will only arise upon the execution of a formal agreement between the Authority and the selected firm/team.

By responding to this RFP, proponents acknowledge and consent to the following conditions relative to the procurement process. The Authority on behalf of the Retirement Board is not bound to accept any proposals if proponents do not meet these RFP requirements. Without limitation and in addition to other rights reserved by the Authority in this RFP, the Authority reserves and holds, at its sole discretion, the following rights and options:

- To accept or reject any and all submittals, in whole or in part.
- To discuss, with any or all proponents, different or additional terms to those included in this RFP or received in any response.
- To cancel this RFP in whole or in part, at any time, with or without substitution of another RFP if such cancellation is determined to be in the best interest of the Authority.
- To supplement, amend, or otherwise modify this RFP prior to the date of submission of the proposals.
- To receive written questions concerning this RFP from Proponents and to provide such questions, and Authority responses, to all Proponents that received a copy of the RFP.
- To require additional information from one or more Respondents to supplement or clarify the proposals submitted.
- To conduct further investigations with respect to the qualifications and experience of each Respondent.
- To visit and contact the proponent's client in any of the projects or engagements referenced in the proposals to obtain direct information regarding proponent's performance in such engagements.
- To extend the deadline of submission of the proposals, even if such deadline has already passed.
- To waive any defect or technicality in any proposals received.
- To eliminate any proponents that submits a nonconforming, non-responsive, incomplete, inadequate or conditional proposal.
- To investigate the technical and financial qualifications of proponents using sources in addition to what was included in the proposals.

All costs and expenses incurred by the proponents in the preparation and delivery of a proposal will be the sole responsibility of the proponents. The Authority and the Retirement Board will not be liable for any amounts to any proponent in any manner, under any circumstances, including without limitation, as a result of a cancellation of the RFP process. The proponents cannot make any claims whatsoever for reimbursement from the Authority nor the Retirement Board for the costs and expenses associated with the process.

Proponents should submit their best proposals initially, since negotiations may not take place.

The laws of Puerto Rico shall govern this RFP process. Any disputes relating to this RFP must be resolved accordingly. Exclusive venue for a judicial challenge is the Appeals Court of Puerto Rico as provided for by the laws of Puerto Rico.

4.2 Accuracy of RFP and Related Documents

The Authority and the Retirement Board assumes no responsibility for the completeness or the accuracy of specified technical and background information presented in this RFP, or otherwise distributed or made available during this RFP process. Without limiting the generality of the foregoing, the Authority and the Retirement Board will not be bound by or be responsible for any explanation or interpretation of the RFP documents other than those given by it in writing. In no event may a proponent to this RFP rely on any oral statement by the Authority's and the Retirement Board agents, advisors, or consultants.

4.3 Confidential or Proprietary Information

One copy of each proposal will be retained for the Authority's and the Retirement Board's files and will not be returned. If a proponent considers that its proposal contains material that is confidential and/or proprietary, the proponent must clearly note or mark each section of material as confidential and/or proprietary. The Authority will determine whether such material meets the requirements for an exemption from disclosure. If so, that information will not be disclosed pursuant to a request for public documents. If the Authority does not consider such material to meet the requirements for exemption from disclosure, the material will be made available to the public, regardless of the notation or markings. It is the responsibility of proponents to be thoroughly informed and familiar with the requirements of disclosure of public documents.

Furthermore, by responding to this RFP, proponents acknowledge and agree that the Authority nor the Retirement Board will not be responsible or liable in any way for any losses that the proponent may suffer from the disclosure of information or materials to third parties. It is the responsibility of the Proponent, as the real party in interest, to object any disclosure and defend any action that may be necessary to protect its confidential information.

APPENDIX I

NON-COLLUSION AFFIDAVIT

I, _____, of legal age and resident of _____, certify for myself and for my organization _____, under oath and subject to the consequences and penalties or perjury, that to the best of my knowledge and belief:

i. The prices presented in this proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other proponent or with any competitor for the purpose of restricting competition.

ii. No attempt has been made or will be made by myself or any member of my organization or associates to induce any other person or organization to submit or not to submit a proposal for the Project, or otherwise take any action in restraint of free competitive proposals for the Project.

Proponent Contact Signature

Proponent Contact Name and Title

AFFIDAVIT NO. _____

Sworn and subscribed before me by _____, of the personal circumstances set forth above, personally known to me, or identified by _____ in _____, _____, on this ___ day of _____, 2018.

Notary Public

Note: Providing false information may result in immediate disqualification of proponent criminal prosecution or administrative sanctions.

APPENDIX II

ELIGIBILITY AFFIDAVIT

I, _____ (Proponent Contact), of legal age, civil status: _____, profession: _____ and a resident of _____ (City, State), in my capacity as _____ (officer) of _____ (the "Proponent"), do hereby certify under penalty of perjury, that, except as noted below, the Proponent and Proponent's owners, shareholders, partners, directors, officers, principals and managers ("Proponent's Related Parties"):

- a. are not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any state or federal court of agency;
- b. have not been suspended, debarred, voluntarily excluded or determined ineligible by any state or federal court or agency within the past three (3) years;
- c. do not have a proposed debarment pending;
- d. will not use any subcontractors who are so debarred;
- e. have not been convicted or plead guilty in federal or state court, for the commission of misappropriation; extortion; construction fraud; fraud in the delivery of goods; undue intervention in public procurement processes; bribery; offer to bribe; undue influence; crimes against public funds; or preparation, presentation, possession or transfer of forged documents. The prohibition set forth herein shall also apply to convictions for other crimes equivalent to those of the above stated crimes;
- f. are not under investigation in federal, state, foreign or local jurisdictions, at any legislative, judicial or administrative level for the alleged commission of the abovementioned crimes; and
- g. I am a duly authorized representative of the Proponent and the Proponent Related Parties, with knowledge and authority to execute this sworn statement.

Exceptions to the above are set forth in an attachment to this Appendix II, providing the name of the initiating agency, number of the complaint, names of all parties and dates of action.

Proponent Contact Signature

Proponent Contact Name and Title

AFFIDAVIT NO. _____

Sworn and subscribed before me by _____, of the personal circumstances set forth above, personally known to me or identified by _____ in _____, _____, on this ___ day of _____, 2018.

Notary Public

Note: Providing false information may result in immediate disqualification of Proponent criminal prosecution or administrative sanctions.