

**MARYLAND STATE RETIREMENT AGENCY
REQUEST FOR INFORMATION
NON-DISCRETIONARY REAL ESTATE CONSULTING SERVICES**

Introduction and Purpose

The Maryland State Retirement Agency (the “Agency”) is issuing this Request for Information (“RFI”) for firms wishing to provide **Non-Discretionary Real Estate Consulting Services to the Maryland State Retirement and Pension System (the “System”)**.

It is the Agency’s intention to choose one or more firms from this process to provide consulting services for the System’s Real Estate Program. The Agency may (i) choose one or more firms to provide only one type of consulting services described in this RFI, (ii) choose one or more firms to provide multiple types of consulting services described in this RFI, or (iii) determine not to choose any firms to provide consulting services described in this RFI. It is expected that the likely contract start date will be on or around May 1, 2017. If a firm is selected, the term of the contract would likely extend for a 5-year period, with the option for two (2) successive one (1) year renewal periods. Exercise of the renewal options will be at the sole discretion of the Agency.

The Board of Trustees for the System manages a diversified investment portfolio valued at approximately \$46.3 billion as of September 30, 2016 for the exclusive benefit of participants of the several retirement and pension systems for state employees, teachers and employees of participating municipalities. The System’s asset allocation is available on the Agency’s website.

<http://www.sra.state.md.us/Agency/Investment/Downloads/Default.aspx>

Further information regarding the System is set forth in the System’s Comprehensive Annual Financial Report, a copy of which is available on the Agency’s website, <http://www.sra.state.md.us/Agency/Downloads/CAFR/Default.aspx>.

As of September 30, 2016, the System has roughly \$663.7 million invested in REITs, and \$3.2 billion in private funds. In addition, the System has approximately \$700 million committed to private real estate funds, which has not been drawn. Please see Exhibit A for a list of the System’s Real Estate Investments.

Timeline and Submission Details

| Date | Action |
|------------------------|--|
| 1/11/2017 | RFI is issued. |
| 1/25/2017 (4:00 PM) | Due date for questions relating to the RFI. All questions relating to the RFI must be submitted via e-mail to REConsultant@sra.state.md.us . |

| | |
|------------------------|--|
| 2/1/2017 | Answers to questions will be posted to the Agency's website http://www.sra.state.md.us |
| 2/15/2017 (4:00 PM) | Responses to RFI must be submitted in hard copy (address below) and electronic form to REConsultant@sra.state.md.us . |

Staff will review submissions and contact those firms, if any, from which it desires additional information.

If your firm wishes to respond to this RFI, please return six (6) hard copies and one electronic copy of the firm's response to the attached questionnaire (including the Bid/Proposal Affidavit attached as Exhibit B to this RFI) by 4:00 pm EST, February 15, 2017 to the address written below. Firms that respond to the RFI by submitting a proposal (for purposes of the contract, Technical Proposal and Financial Proposal) to provide the requested services will be referenced in this RFI as "Offerors". The term "Contractor", as used in this RFI, refers to the Offeror who enters into a contract with the System pursuant to this RFI. Please note that only one copy of the fee schedule is required and should be sent in a separately marked envelope marked "Non-Discretionary Real Estate Consulting Services." Do not include the fee schedule for purposes of the contract, "Financial Proposal") with the (6) six hard copies or the electronic copy. Commingling the fee schedule with these submissions may disqualify the Offeror.

Robert Burd
Deputy Chief Investment Officer
Maryland State Retirement Agency
120 E. Baltimore Street, 12th Floor
Baltimore, MD 21202
REConsultant@sra.state.md.us

On the submission's cover page please provide the firm's name, primary contact person's name, phone and fax numbers, email address and mailing address.

This RFI, all responses, and resulting agreements are subject to Maryland's Public Information Act, Md. Code Ann., General Provisions Article ("GP") §4-101 *et. seq.* **In the response, Offerors must specifically identify those portions of their proposals, if any, which they deem to include confidential commercial or financial information or trade secrets under GP § 4-335, and must provide justification why such material should not, upon request, be disclosed by the State.** A blanket statement declaring that the entire response is confidential is not sufficient and will not be honored. Upon request for this information from a third party, the Agency will make an independent determination whether the information is disclosable.

All questions relating to the RFI should be submitted via e-mail to REConsultant@sra.state.md.us. Firms should not try to contact the System's Chief Investment Officer, Deputy Chief Investment Officer, Investment Division Staff, Board of Trustees, System's consultants or other Agency personnel to gain additional

information regarding this RFI. Attempting to do so may result in the firm's disqualification.

Please note that the System will not be liable for any costs incurred with responding to this RFI. Also, the Agency reserves the right to evaluate submissions in its discretion. The Agency may decide to cancel the RFI at any time and reissue this or a similar request at a later date.

The Agency has attached as **Exhibit C** its standard form of contract that it expects those Offerors selected for award to sign. Please note that this contract is attached for informational purposes only at this time and is not required to be completed and submitted in an Offeror's response to the RFI.

Minority Business Enterprises (MBEs) are encouraged to respond to this RFI. Offerors who consider themselves to be minority contractors are encouraged to obtain certification from the Maryland Department of Transportation. A minimum certified Minority Business Enterprise subcontract participation goal has not been established for this RFI, but certified MBE subcontract participation may be considered in evaluating proposals under certain circumstances. Offerors are encouraged to utilize MBEs for any subcontracting opportunities that may arise. The Agency also encourages Offerors to include socially and economically disadvantaged individuals on the team responding to this solicitation, if applicable.

Potential Scope of Services

A Real Estate Consultant may provide one or more of the following services:

1. Strategic Real Estate Consulting
 - a. Assist the CIO and Investment Division Staff in the development of goals, strategy, and objectives for the Real Estate Program.
 - b. Provide regular reporting and analyses and/or research as required by the Investment Division Staff to better define goals and objectives, monitor portfolio risk, model program cash flows/commitment pacing, or for other purposes relating to the Real Estate Program.
 - c. Appear as requested at Investment Committee and/ or Board of Trustees meetings or other meetings to (a) present research, analyses, written reports, and recommendations or (b) respond to questions relating to the Real Estate Program or industry.
 - d. Provide other consulting services consistent with or required in connection with the Real Estate Program and its goals, strategy and objectives.

- e. Conduct and prepare comprehensive written research, analysis and advice on specific investment issues, or conduct special projects or other activities, as requested.
- f. Attend meetings with Investment Division Staff in order to provide advice and counsel on matters relating to the Real Estate Program as requested.
- g. Coordinate and communicate with the System, other System investment consultants and the managers of the funds and partnerships in the Program on an ongoing basis as required to ensure the effective and successful administration of the Real Estate Program.

2. Deal Sourcing and Due Diligence

It is expected that deal sourcing and due diligence will be conducted concurrently by both the Real Estate Consultant and Investment Division Staff. The Real Estate Consultant and Staff will work closely to coordinate this activity. As part of the regular investment process, the Consultant and Staff will endeavor to identify and evaluate “Emerging Managers”, defined generally as U.S. based managers with less than \$2B in assets under management.

- a. Investment Screening: develop a structured process that will analyze the full universe of available investments, including emerging managers, and efficiently identify those most appropriate for investment. This should be a coordinated process including a detailed analysis of prospective investments identified by both the Consultant and Investment Division Staff.
- b. Identify New Opportunities: develop a proactive program to identify new investment opportunities for the System.
- c. Due Diligence: Coordinate with Investment Division Staff on the due diligence process for prospective investments that have been selected for investment consideration.
- d. Recommendations: present written recommendations to the Investment Division Staff. The recommendations will include the full results of the due diligence, strategic considerations, comparison to potential alternative investments and detailed analysis of the benefit expected in adding the investment to the System’s portfolio.
- e. Legal Negotiation: Identify key legal issues to address in the legal negotiation process. Provide advice on market terms for the recall of distributions to the investment vehicle for the purpose of fulfilling the vehicle’s indirect indemnification obligation. Work with Investment

Division Staff and legal counsel in the negotiation of contract terms and conditions.

3. Monitoring of the Real Estate Portfolio

As of September 30, 2016, the System has roughly \$ 663.7 million invested in REITs \$3.2 billion in private funds. In addition, the Agency has approximately \$700 million committed to private real estate funds, which has not been drawn. Please see Exhibit A for a list of the System's Real Estate Investments.

- a. General Portfolio Monitoring: the Consultant will take responsibility for the timely reporting of key events that may affect the portfolio. This can include market changes, changes in management, changes in fund documents, or substantial reductions in portfolio value.
- b. Involvement with Managers: the Consultant will assist, where necessary, in actions to protect the interests of the System as an investor, and to ensure compliance by managers with the terms of their contracts.
- c. Partnership Monitoring: assist Investment Division Staff in attending partnership annual meetings, and, where appropriate, serving on partnership advisory boards.
- d. Review and make recommendations on any issues related to the portfolio that would require action by the Agency.

4. Database Management

The Consultant will develop and maintain a database that will, at a minimum, include the following information:

- a. Historical Data: all historical information on all cash flows, net asset values, unfunded commitments by fund, fee payments, cost basis, and return on each investment.
- b. Performance Data: including IRR and multiple calculations and measured against private market performance benchmarks. Performance should also be evaluated on a public market equivalent basis.
- c. Classification Capabilities: an ability to review cash flows and performance data by individual investment, asset class and the total portfolio over quarterly periods.
- d. Fees and Carried Interest – an ability to maintain a detailed accounting of fees and carried interest for each investment.

5. Reporting

- a. Quarterly Performance Report: to include, at a minimum:
 - i. Allocation breakdown by geography and property type
 - ii. Updates on each fund
 - iii. Listing of each fund by property type
 - iv. Date of commitment to each fund
 - v. Commitment amount to each fund
 - vi. Drawdown amounts by fund
 - vii. Outstanding commitment by fund
 - viii. Distribution amounts by fund
 - ix. Fund NAVs
 - x. Multiples by fund
 - xi. IRR of each fund
 - xii. Items v – xi aggregated for the total program
- b. Monthly Report: to include:
 - i. Listing of each fund
 - ii. Date of commitment to each fund
 - iii. Commitment amount to each fund
 - iv. Drawdown amounts by fund
 - v. Outstanding commitment by fund
 - vi. Items iii – v aggregated for the total program
- c. Reconciliation with Custodian Bank: the Consultant will reconcile the quarterly and with the reports/records of the Agency's custodian bank for accuracy.

6. Ongoing Board of Trustees Education

The Consultant may be asked to conduct trustee education workshops on specific issues designated by the System and/or recommended by the Consultant.

7. External Relations

The Consultant may be required to support the Chief Investment Officer, the Investment Committee and/or the Board of Trustees through written and/or oral presentations at their meetings with legislative and executive branch staff and other parties as necessary.

8. Other

- a. The Consultant must be willing to act as a fiduciary to the System.
- b. The Consultant must be willing to meet with the Investment Division Staff at least quarterly to review contract issues, to inform the Agency of new services/technologies, and to plan improvements in services.
- c. The Consultant and its principal subcontractor(s), if any, performing the services described in this RFI will agree to provide access to the Agency or its representatives, the Legislative Auditor of the State of Maryland or other third parties identified for the purpose of performing any audits or reviews that are deemed necessary by the Agency.

Questionnaire

- A. Organizational Background**
- B. Depth and Experience of Personnel**
- C. Client Coverage and References**
- D. Investment Consulting Services**
- E. Research Capabilities**
- F. Fees**
- G. Other**

A. Organizational Background

1. Provide the following information with respect to the firm:
 - a. A brief history of the firm, including its year of organization, the ownership structure of the firm, including any parent, affiliated companies or joint venture, the percentage owned by current employees; and a list of all owners of at least 5% of the firm including individuals and other entities.
 - b. The location of the firm's headquarters and any branch offices. What is the number of staff in each office? What is the primary function in each office? Describe any significant developments in the firm that have occurred since January 1, 2011 (changes in ownership, personnel reorganization, etc.).
2. How is the firm expected to grow over the next five years?
3. Describe any anticipated changes in the firm's basic ownership structure or any other significant changes in the organization.
4. How many years has the firm been providing Real Estate Consulting Services?
5. Does the firm provide other services? Please list each type of service, its inception date, and a brief description of the service.
6. Provide a breakdown of the firm's revenues by source of business activity.
7. Is the firm, its parent or an affiliate a registered investment advisor with the SEC under the Investment Advisers Act of 1940? If not, what is its fiduciary classification (as the term is defined by the Employee Retirement Income Security Act of 1974 [ERISA])?
8. Since January 1, 2011, has the firm, or any officer or principal been involved in any financial issues, business litigation, regulatory or other legal proceedings or government investigation involving allegations of fraud, negligence, criminal activity or breach of fiduciary duty? If so, provide a description, explanation, and indicate the current status.
9. How are conflicts of interest managed, disclosed or prevented if the firm or its affiliates provides investment management services or brokerage to investment managers.

10. Does the firm or any affiliate serve as an investment manager for clients? This includes fund of funds and discretionary accounts. If yes, how does the manage potential conflicts of interest? What portion of the firm's revenue is tied to these businesses? How do these businesses fit into the firm's growth plans going forward?
11. Is the firm or any of its owners, principals or affiliates affiliated with any placement agents?
12. Does the firm or members of the firm invest their money in the investments recommended to clients?
13. List all investment management firms from which the firm or any affiliate has received any compensation during the last five years.
14. Describe the levels of coverage for errors and omissions insurance and any other fiduciary or professional liability insurance the firm carries. List the insurance carriers supplying the coverage and supply certificates evidencing the coverage.
15. How does the firm evaluate the quality of its consulting services? Describe any benchmarks the firm has developed to evaluate its performance and the performance of its Primary Consultants.
16. In an appendix provide:
 - a. A copy of the firm's most recent ADV if applicable. If not applicable, then please explain.
 - b. Additional relevant information and company literature.

B. Depth and Experience of Personnel

1. Provide an organizational chart showing title, function, years of industry experience, years with the firm and location of all personnel in the firm providing Real Estate Consulting Services.
2. Identify the principals of the firm and designate which individuals, including research and systems support personnel, will be committed to the System's account. Include the length of experience in real estate consulting services, the highest educational degree each has attained, and professional certifications. In an appendix, provide a brief biography of all the individuals listed. Where are these people located? Please discuss their workload with this account and their other responsibilities. How much of their time will be dedicated to this account versus their other responsibilities? Please include a list of articles published by such individuals related to real estate investing. Selected articles may be included in the appendix.
3. Explain how the team dedicated to the System's account would function, including Primary Consultant(s), back up, quality control, research, and support services.
4. What are the procedures for addressing the System's issues when the Primary Consultant(s) or other assigned personnel are traveling or unavailable?

5. Describe the firm's back-up procedures in the event the key personnel assigned to the System should leave the firm. If applicable, give an example of a situation where this procedure has been utilized.
6. What is the turnover of professional staff (senior management and consulting personnel) over the past five years as follows:

| Person | Position | Date Left | Reason for leaving | Replaced By |
|--------|----------|-----------|--------------------|-------------|
| | | | | |
| | | | | |
| | | | | |

7. What additions have been made to the team over the past five years? Why were these hires made?
8. Describe the firm's compensation arrangements for senior management and the Primary Consultant, including any incentive and other bonuses and how and for what they are awarded.
9. Does staff participate in equity ownership? If ownership is not available, is there a specific arrangement for sharing in the profits earned by the enterprise? What specific incentives are employed to ensure key professionals do not leave the firm?

C. Client Coverage and References

1. What is the composition of the firm's client base, including non-investor clients? If the firm's investor client base is heavily weighted toward any particular type of investor, please provide an explanation. For your firm's real estate consulting services group please provide the following information:

| For the following: | Number of Discretionary Accounts | Number of Non-Discretionary Accounts | Number of Accounts/ Relationships | Amount for Discretionary Accounts | Amount for Non-Discretionary Accounts | Total Assets |
|--------------------|----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--------------|
| 2012 | | | | | | |
| 2013 | | | | | | |
| 2014 | | | | | | |
| 2015 | | | | | | |
| Current | | | | | | |

| For the following: | Corporate | | Public Plans | | Taft-Hartley Assets | | Endowments & Foundations | |
|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|--------------------------|--------------------|
| | Number of Accounts | Amount in Accounts | Number of Accounts | Amount in Accounts | Number of Accounts | Amount in Accounts | Number of Accounts | Amount in Accounts |
| 2012 | | | | | | | | |
| 2013 | | | | | | | | |
| 2014 | | | | | | | | |
| 2015 | | | | | | | | |
| Current | | | | | | | | |

2. Provide a list of five (5) largest clients for which you provide real estate consulting services including name, contact, telephone number, asset values, number of years the client has retained your firm and the product(s) or service(s) the client uses. In addition, include all of this information for your five (5) largest public fund clients. The Agency may contact any of these clients as references. What services do you provide for these clients?
3. Please provide a list of clients gained or lost during the past five (5) years including the client's name, date of hiring/termination, size of the fund and reason for hiring/termination.
4. Comment on the firm's stability in client base over the past five years. How have the number of clients and amount under management changed? Please provide this information for all of the firm's businesses and also for real estate consulting services. Please fill in the following chart. How does the firm expect consultant responsibilities to change in the future?

| | 12/31/2012 | 12/31/2013 | 12/31/2014 | 12/31/2015 | Current |
|-------------------------------|------------|------------|------------|------------|---------|
| Assets under management (AUM) | | | | | |
| Number of Clients | | | | | |
| Number of Consultants | | | | | |
| AUM to Consultant ratio | | | | | |
| Client to Consultant ratio | | | | | |

D. Investment Consulting Services

Provide a detailed description of the overall real estate consulting services being offered. Please include:

1. Please provide your firm's view of the current real estate market.
2. Discuss the steps the firm would take to analyze the System's current Real Estate Program.
3. Please describe how you would work with our plan to understand how real estate would fit within the System's total plan assets. What types of

investment mix would you recommend for our Plan? If not already discussed above, what types of real estate consulting services (due diligence, monitoring, comprehensive, etc.) do you already provide to similar plans?

4. For your top ten clients please list
 - i. The size of the client's portfolio
 - ii. How much is invested in REITs?
 - iii. How much is invested in direct or separate investments?
 - iv. How much is invested in closed end funds?
 - v. How much is invested in open end funds?
 - vi. How much is invested in other? (If used, then please explain.)
5. Please describe strategies that you have used or recommended to clients to help reduce fees. How much fee reduction was achieved vs. similar products? Was there any impact on riskiness of the client's portfolio?
6. What is the firm's competitive advantage in providing consulting services to the System?
7. Describe the different methodologies, measures and sources of data for calculating, analyzing and evaluating clients' real estate performance. What benchmarks and databases are available? Which do you prefer and why?
8. List the overall performance for all the firm's real estate clients for three, five, seven and ten- year periods ending June 30, 2016. Include percentile charts of performance relative to the universe. It is not necessary to identify clients by name.
9. Does the firm have pension fund clients with international real estate investments? Discuss the firm's overall experience and expertise in international real estate investments.
10. Describe the firm's process for the evaluation and selection of real estate investments for a client, addressing the following items:
 - i. Deal sourcing
 - ii. Due diligence:
 1. Please provide a thorough description of your due diligence process, addressing investment criteria, research sources, approval process and any other relevant steps in your process. Include a description of the qualitative and quantitative factors used in assessing the managers. How do you verify the information that the manager gives you? How are multiple managers with similar investment strategies evaluated? Are potential managers shown in a tiered format to the client with an explanation of why certain managers ranked ahead of others? How are investments approved by the firm? Is there an investment committee? If yes, then please identify members of the investment committee. Provide their resumes in the appendix.
 2. In an appendix, provide a sample due diligence report and a sample recommendation of a recent investment. Include any

- relevant materials, checklists, questionnaires, etc. you use during the normal course of the process.
3. Please discuss how you would conduct / handle due diligence for special requests by the System.
 4. Does your due diligence process include a background check?
- iii. How are different investment opportunities allocated among clients with similar strategies? Do certain clients receive priority treatment? Has your firm had problems with allocation issues in the past? Does the firm report to clients on investment allocation?
 - iv. While a direct real estate investment is not currently part of the System's program we are interested in the capabilities of the consultant to provide these services in the future. Please provide a description of your firm's direct or separate account investment process including the diligence process, approval process and in an appendix, a sample due diligence report for an individual or separate account real estate investments.
11. Please describe the firm's process and capabilities in negotiating investment terms. Describe recent examples where you have achieved better fees or changes to key terms for clients.
 12. Does the firm maintain a database of real estate managers? How many managers are contained in the database? Please categorize the managers by geography and type of investing. How often is the database updated? How many times a year do you meet with managers? What type of information is tracked?
 13. Describe the firm's experience and capabilities in analyzing and monitoring small and emerging funds. Describe the firm's experience and capabilities in tracking and monitoring women and minority owned firms.
 14. Please provide a list of funds that your firm has recommended over the past 5 years. Please show returns, investment multiples and quartile ranking since inception. Please show funds by Core, Value add, Opportunistic and REITs.
 15. In an appendix, please provide a sample of the firm's client reporting capabilities. Are the reports compiled internally or externally? How are returns calculated? Are returns calculated to satisfy AIMR guidelines? Please discuss any areas where you are looking to provide capabilities in the future and when they will be available.
 16. Does your firm use a pacing plan model to project portfolio size? What assumptions go into these models? Please provide an example in the appendix.
 17. What are the firm's thoughts on monitoring risk in various real estate investments? How are these risks monitored by the firm? How is this included in client reporting?
 18. In addition to real estate consulting capabilities, please describe your firm's capabilities and experience with energy, timber and infrastructure funds.

E. Research Capabilities

Provide a detailed description of research capabilities.

1. Outline the process for monitoring and reporting on market trends. Describe the capabilities for reporting and tracking international trends and influences.
2. Describe the internal structure and organization of the firm's research department. (If no separate department exists, describe how this function is structured).
3. What percent of the firm's revenues are annually reinvested in the firm's research function?
4. Describe the manner in which internal and external resources and sources of information are used in the research process.
5. What research and analytical resources (including databases) does the firm possess that the firm would be willing to provide to the System. Please attach one of the firm's sample research reports in the appendix. Provide a listing of research published during the past two years, providing the title of research, date of issue, author and single line description of subject.
6. Describe the services the firm provides through the Internet. Please include a description of any reports of other information that would be available to the System on-line.

[Remainder of page intentionally left blank.]

F. Fees

Please complete the following fee schedule and send only one copy in a separately envelope marked “Non-Discretionary Real Estate Consulting Services”). Please note the fee schedule should not be submitted electronically. Please include an all-inclusive flat fee for each year of the contract, as well as a blended hourly rate by year. Fees should include all consultant travel and services. Please inform us if a government rate is offered, and whether the fees are negotiable. Please inform us if any additional fees are anticipated outside of the services proposed.

| | Flat Fee | Blended Hourly Rate |
|-----------------------------|----------|---------------------|
| Year 1 | | |
| Year 2 | | |
| Year 3 | | |
| Year 4 | | |
| Year 5 | | |
| Year 6 (optional extension) | | |
| Year 7 (optional extension) | | |

G. Other

1. Please provide a copy of the firm’s most recent audited financial statements, SSAE 16, and SOC 2 Type II Audit Report, if applicable. If these are not available, please provide an explanation.
2. Please provide a copy of the firm’s Code of Ethics. Do the firm and its employees comply with the Code of Ethics and Standards of a professional association? If so, which professional association?
3. Please sign and submit the attached Bid/Proposal Affidavit along with your response.

Exhibit A
System's Real Estate Investments as of September 30, 2016

REITs

SSgA (passive)

Morgan Stanley Investment Management

Core

JP Morgan Strategic Partners Fund

Morgan Stanley Prime Property Fund

Trumbull Property Fund (UBS)

CBRE U.S. Core Fund

Value Add

AEW Senior Housing Fund II

CBRE SP US Value Fund 6, 7

Chesapeake Maryland LP (Alex. Brown Realty, Inc.)

Clarion Lion Industrial Trust

Covenant Apartment Fund VII

FCP Realty Fund II, III

Realty Associates Fund IX, X

Rockwood Capital VIII, IX

Opportunistic

BlackRock Asia Fund III

Europe Fund III (LaSalle)

Frogmore Real Estate Partners II

GI Partners Fund III, IV

Lone Star Real Estate Fund II, III, IV, V

Lubert Adler Real Estate Fund III, VI, VI-A

Scout Fund II (Hawkeye Partners)

Secured Capital Japan Real Estate Partners IV

Starwood Capital Global Hospitality Fund II

Tristan EPISO 3, 4

*Funds in final liquidation have been excluded.

EXHIBIT B
REQUEST FOR INFORMATION
NON-DISCRETIONARY REAL ESTATE CONSULTING SERVICES

BID/PROPOSAL AFFIDAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, _____ (print name), possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;

(9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:

(a) §7201, Attempt to Evade or Defeat Tax;

(b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,

(c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information,

(d) §7206, Fraud and False Statements, or

(e) §7207 Fraudulent Returns, Statements, or Other Documents;

(10) Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;

(11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;

(12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

(13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

(14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review; or

(15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(14) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Contract Manager and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (print name of Authorized Representative
and Affiant)

_____ (signature of Authorized Representative
and Affiant)

EXHIBIT C
REQUEST FOR INFORMATION
NON-DISCRETIONARY REAL ESTATE CONSULTING SERVICES

NON-DISCRETIONARY REAL ESTATE CONSULTING SERVICES
CONTRACT

This Non-Discretionary Real Estate Consulting Services Contract (the "Contract") is made as of the _____ day of _____, 2017, by and between the MARYLAND STATE RETIREMENT AGENCY (the "Agency") FOR THE USE OF THE BOARD OF TRUSTEES FOR THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM (collectively, the "System"), and [_____] (the "Contractor").

WITNESSETH:

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the System and the Contractor agree as follows.

1. Definitions.

In this Contract, the following words have the meanings indicated:

1.1 "Agency" means the Maryland State Retirement Agency.

1.2 "Board" means the Board of Trustees for the Maryland State Retirement and Pension System.

1.3 "Contract" means this contract for non-discretionary real estate consulting services.

1.4 "Contract Manager" means the Deputy Chief Investment Officer of the Agency, his or her designee, or a successor designated by the System.

1.5 "Contractor" means [_____] whose principal business address is [_____].

1.6 "Financial Proposal" means the Contractor's Financial Proposal that was submitted in response to the RFI, originally on [_____], [but was replaced by the Contractor's [_____] best and final offer].

1.7 "Proposal" means both the Contractor's Technical Proposal and Financial Proposal.

1.8 “RFI” means the Request for Information for Non-Discretionary Real Estate Consulting Services for the Maryland State Retirement Agency, dated January 11, 2017.

1.9 “State” means the State of Maryland.

1.10 “System” means the Maryland State Retirement and Pension System.

1.11 “Technical Proposal” means the Contractor’s Technical Proposal, dated [], 2017, submitted in response to the RFI, [and amended on _____, 2017].

2. Scope of Work.

The Contractor agrees to provide the non-discretionary real estate consulting services set forth in **Exhibit A** to the System. Unless otherwise directed, all communications with and deliverables shall be directed through the Contract Manager.

3. Term; Termination.

3.1. Term. Unless sooner terminated in accordance with the provisions of this Contract:

(a) the initial term of this Contract shall be the five (5) year period beginning May 1, 2017 and ending April 30, 2022; and

(b) at the sole option of the System, this Contract may be extended upon the same terms and conditions for up to two (2) successive one (1) year renewal periods.

3.2. **Termination.** This Contract may be terminated at any time by the System upon written notice to the Contractor of such termination and by the Contractor upon one hundred and eighty (180) days prior written notice to the Contract Manager effective as of the date set forth in the notice. Any termination of this Contract shall be without payment of any penalty by the System. Upon termination of this Contract, all finished or unfinished work provided by the Contractor shall, at the System’s option, become the System’s property. The System shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, subject to reduction in accordance with Section 4.3 of this Contract. Upon termination of this Contract, the Contractor shall cooperate with the System with respect to the transfer of documents and information to the System or its designee. From and after the effective date of termination of this Contract, the Contractor shall not be entitled to compensation for further services hereunder. Upon termination, the Contractor shall forthwith deliver to the Contract Manager all documents belonging to, or relating to, the Agency and this Contract then in custody of the Contractor, and otherwise cooperate with the Agency with respect to the transition and winding down of services.

4. Compensation. The Contractor shall be entitled to compensation for its services provided, and expenses incurred, in connection with this Contract as follows:

4.1. **Total NTE Amount.** For the provision of all services hereunder, the Contractor shall be entitled to aggregate compensation for services provided, not to exceed the amounts set forth below:

| Year | Not To Exceed (NTE) |
|---|----------------------------|
| Amount May 1, 2017 – April 30, 2018 | \$ |
| May 1, 2018 – April 30, 2019 | \$ |
| May 1, 2019– April 30, 2020 | \$ |
| May 1, 2020– April 30, 2021 | \$ |
| May 1, 2021– April 30, 2022 | \$ |
| First optional extension May 1, 2022 – April 30, 2023 | \$ |
| Second optional extension May 1, 2023 – April 30, 2024 | \$ |

The Contractor shall not be entitled to separate expense reimbursement.

4.2 Invoices must be submitted quarterly in a format satisfactory to the System. Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the System’s receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time to time

amended, are prohibited. The final payment under this Contract will not be made until after certification is received from the Comptroller of the State of Maryland that all taxes have been paid. The System represents and warrants that, as a governmental pension plan within the meaning of Section 414(d) of the Internal Revenue Code, it is tax-exempt.

4.3 In addition to any other available remedies, if in the opinion of the System, the Contractor fails to perform in a satisfactory and timely manner, the System may refuse or limit approval of any invoice for payment, and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the System in accordance Contract. The final payment will not be made until after certification is received from the Comptroller of the State of Maryland that all taxes have been paid.

4.4 The System may deduct from and set off against any amounts due and payable to the Contractor any back-charges, penalties, or damages sustained by the System, by virtue of any breach of the Contract by Contractor. Nothing herein shall be construed to relieve the Contractor of liability for additional costs resulting from a failure to satisfactorily perform the services.

5. Representations, Warranties, Covenants, Acknowledgments and Agreements of the Contractor.

5.1. Qualification of Contractor. The Contractor warrants that it is registered as an investment advisor with the SEC under the Investment Advisors Act of 1940 and that it is registered or exempt from registration under Title 11 of the Corporation and Associations Article of the Annotated Code of Maryland. [**Note:** Add if applicable]The Contractor is also authorized and regulated in the conduct of “regulated activities” (as defined in the Financial Services and Markets Act 2000 (FSMA)) in the United Kingdom by the Financial Services Authority (FSA). The Contractor shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

5.2. Fiduciary Status with respect to the System. The Contractor acknowledges that it is a fiduciary (as that term is defined in Title 21, Subtitle 2 of the State Personnel and Pensions Article of the Annotated Code of Maryland (“SPP”) and as defined in Section 3(21) of the Employees Retirement Income Security Act of 1974, as amended to date (“ERISA”)) with respect to the services which it will provide under this Agreement, and is subject to the standards of care set forth in SPP § 21-203 with respect to the System and in regard to the services that it will provide under this Contract. The Contractor accepts its appointment as such fiduciary, and specifically agrees to perform its duties with respect to the System with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims. The Contractor agrees to discharge its duties with respect to the System (i) solely in the interest of the beneficiaries and participants of the System and (ii) otherwise in

accordance with the terms of this Contract. The Contractor understands and acknowledges its potential liability for any breach of its aforesaid fiduciary duties, which liability includes, without limitation, payment of damages, restoration of any profits made through the use of the System's assets, and other equitable or remedial relief.

5.3. Other Representations, Warranties and Covenants of the Contractor. The Contractor hereby represents, warrants and covenants to the System as follows:

5.3.1 The Contractor is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified.

5.3.2 The Contractor is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract.

5.3.3 The Contractor will comply with all requirements which any federal, state, local, foreign or international law or regulation may impose with respect to the subject matter of or transactions contemplated by this Contract ("Legal Requirements") and will promptly cooperate with and furnish information to the System regarding such Legal Requirements.

5.3.4 The Contractor shall refrain from transactions in which it may have a conflicting material interest (direct or indirect) without prior written consent from the System.

5.3.5 All services which the Contractor provides hereunder shall meet the requirements and standards set forth in the Contract (including any Exhibits and attachments). At the Contract Manager's request, the Contractor shall promptly correct any errors or omissions in the provision of such services.

5.3.6 No gratuities in the form of gifts, entertainment or otherwise, have been or will be offered or given to any officer, fiduciary or employee of the Maryland State Retirement Agency ("Agency") or the System or the State of Maryland with a view toward securing any favorable treatment concerning the performance and/or continuation of this Contract. If the System finds that the Contractor has offered or given such gratuities, the System may terminate this Contract at any time upon written notice. Except for the compensation provided for in this Contract, the Contractor agrees that neither it nor any of its employees or agents shall receive any remuneration or take any action to receive any remuneration, of any type, nature or description whatsoever in connection with the investment of the assets of the Maryland State Retirement and Pension System. This Contract shall not restrict the Contractor from pursuing any other engagement so long as such engagement does not prevent the Contractor from adequately and timely performing the services provided for in, and contemplated by, this Contract.

5.3.7 The Contractor shall not engage, directly or indirectly, in any financial or other transaction with any trustee, staff member, or employee of the Agency or the System which would violate standards in the Maryland Public Ethics Law, Annotated Code of Maryland, State Government Article Section 15-501 et seq. and any successor statute thereto.

5.3.8 The Contractor shall promptly, and in any case within five (5) calendar days, notify the System in writing if: (1) _____, _____ or _____ are no longer actively involved in rendering services hereunder, (2) there is any material change in the management personnel of the Contractor or the professional personnel actively involved in rendering services hereunder; (3) any material change in ownership or control of the Contractor, or (4) any other material change in the business organization of the Contractor, including, but not limited to, the filing for bankruptcy relief.

5.3.9 The Contractor shall annually provide the System with copies of its audited financial statements, including its balance sheet, income statement and statement of cash flow, within fifteen (15) days after such financial statements become available.

5.3.10 To the extent permitted by applicable law, the Contractor shall promptly advise the System in writing of any extraordinary investigation, examination, complaint, disciplinary action or other proceeding in the twenty-four (24) preceding months relating to or affecting the Contractor's ability to perform its duties under this Contract or involving any investment professional employed by the Contractor, which is commenced by any of the following: the U.S. Securities and Exchange Commission; the New York Stock Exchange; the American Stock Exchange; the Financial Industry Regulatory Authority (FINRA); the Financial Services Authority (FSA); any Attorney General or any regulatory agency of any state of the United States; any U.S. Government department or agency, or any governmental agency regulating securities of any country in which the Contractor is doing business. Except as otherwise required by law, the System shall maintain the confidentiality of all such information until the investigating entity makes the information public.

5.3.11 The Contractor shall annually file with the System a compliance certificate, executed by a responsible officer of the Contractor's firm, substantially in the form attached hereto as **Exhibit C-2**, within thirty (30) days after each June 30. As part of its annual compliance review, the Contractor acknowledges and agrees that it will complete the System's Annual Compliance Questionnaire (a form of which is attached hereto as **Exhibit C-2**, and as amended from time to time, the "Questionnaire"), and provide the System with written responses to the Questionnaire as appropriate.

5.3.12 The personnel and agents of the Contractor responsible for discharging the Contractor's duties and obligations under this Contract are and will be individuals experienced in the performance of the various functions contemplated by this

Contract. None of such individuals has been convicted of any felony, found liable in a civil or administrative proceeding, pleaded no contest, or agreed to any consent decree with respect to any matter involving breach of trust, breach of fiduciary duty, fraud, violations of any federal or state securities law or the FINRA Code of Conduct, or bankruptcy law violations. The Contractor shall immediately notify the System if this representation and warranty is no longer accurate.

5.3.13 The Contractor does not and shall not knowingly employ in any capacity: (1) any employee of the State of Maryland or a unit thereof, or a fiduciary of the System, who (x) could influence the award of this Contract or any competing assignment, or (y) does or will have any direct or indirect financial interest in this Contract, or (z) performs duties relating to or affecting the subject matter of this Contract ("Interested Person"), or (2) any spouse or economic dependent of any Interested Person

5.3.14 Neither any representation, warranty, covenant or acknowledgment contained in this Contract nor any written statement, certificate, or document furnished or to be furnished to the System by or on behalf of the Contractor pursuant to this Contract contains or will contain any misstatement of a material fact or omits or will omit to state a material fact necessary to make the statements contained herein or therein not misleading.

5.4. All of the representations, warranties, covenants, acknowledgments and agreements set forth in the Contractor's Contract Affidavit, a copy of which is attached hereto as **Exhibit D**, are incorporated by reference herein and made a part hereof.

5.5. All of the representations, warranties, covenants, acknowledgments and agreements set forth in the Contractor's Conflict of Interest Affidavit and Disclosure, a copy of which is attached hereto as **Exhibit C-1**, remain true and complete as of the date of this Contract, are incorporated by reference herein and made a part hereof.

5.6 The Contractor shall comply, and shall cause its subcontractors and agents to comply, with the provisions of **Exhibit G** of this Agreement as a condition of the Agency authorizing any such person to have remote access to the Agency's data on systems maintained by the Agency's custodian.

5.7. The Contractor:

5.7.1 acknowledges that it (A) has received copies of (i) the System's Investment Policy Manual (the "Manual"), and (ii) Annotated Code of Md., State Personnel and Pensions Art., Sections 21-116, 21-122 and 21-123.

5.7.2 agrees that, in providing services hereunder, it will comply with all of the guidelines and restrictions set forth in the documents referenced in Section 5.7.1 above, as amended from time to time.

5.8 Reliance by the System. The Contractor acknowledges and understands that the continuing truth and accuracy of the representations, warranties, covenants, acknowledgements and agreements by the Contractor referenced in this Contract shall be relied upon by the System during the term of this Contract. The Contractor shall notify the System in the event that any of the representations, warranties, covenants, acknowledgements and agreements shall cease to be true and correct during the term of the Contract by delivering written notice to the System no later than three (3) business days after the representation, warranty, covenant, acknowledgement or agreement ceases to be true and correct. Upon receipt of notice, or if the Contractor fails to comply with its representations, warranties, covenants, acknowledgements or agreements hereunder, the System shall have the following options: (i) grant the Contractor a reasonable period of time within which to take such actions as may be necessary to perform or otherwise cure the violation of such representation, warranty, covenant, acknowledgement or agreement; (ii) resort to any other rights and remedies available to the System under applicable law; or (iii) terminate the Contractor in accordance with Section 3.2 of this Contract.

6. Insurance Requirements. The Contractor shall obtain and maintain in full force and effect insurance of the types and amounts specified in this Section 6. The Contractor shall provide prompt written notification should such coverage be canceled or modified, and in any event shall maintain insurance which meets the following minimum standards:

6.1 Directors and Officers liability insurance coverage of at least [] Dollars (\$_____);

6.2 Investment Adviser Professional Indemnity Insurance or similar policy covering actions taken by the Contractor, its agents, employees and subcontractors arising from the services which the Contractor provides pursuant to this Contract. Such policy shall have a per-occurrence limit of at least [] Dollars (\$_____) and an annual aggregate of at least [] Dollars (\$_____).

6.3 The Contractor warrants that it carries adequate workers' compensation and other insurance as required by State and federal law, and shall maintain such insurance at levels acceptable to the System in full force and effect during the term of this Contract. The Contractor agrees to furnish satisfactory evidence of this insurance coverage to the System upon request.

7. Confidentiality and Publicity.

7.1 Subject to the Maryland Public Information Act and any other applicable laws, all confidential or proprietary information and documentation relating to either party (including without limitation, any all data and materials of whatsoever nature furnished to the Contractor by the System for use under this Contract and data stored within the Contractor's computer systems) shall be held in absolute confidence by the other party. Each party shall, however, be permitted to disclose relevant confidential

information to its officers, agents and employees to the extent that such disclosure is contemplated by this Contract or necessary for the performance of their duties under this Contract, provided the data may be collected, used, disclosed, stored and disseminated only as provided by and consistent with the law. The provisions of this section shall not apply to information that (a) is lawfully in the public domain; (b) has been independently developed by the other party without violation of this Contract; (c) was already in the possession of such party; or (d) was supplied to such party by a third party lawfully in possession thereof and legally permitted to further disclose the information; or (e) which such party is required to disclose by law.

7.2 The Contractor agrees that all reports, studies, analyses, specifications, recommendations and all other materials of whatsoever nature, prepared by the Contractor for use under this Contract or furnished to the Contractor by the System for use under this Contract, are to be considered confidential, and that the Contractor will neither release, publish, circulate nor use any of the foregoing except in the performance of its work under this Contract.

7.3 No press release or other dissemination of information to the media, or response to requests for information from the media, relating to the work performed by the Contractor hereunder or the transactions contemplated hereby, shall be issued by the Contractor without the prior written approval of the System; provided, however, that the Contractor may include the System's name on client lists maintained by the Contractor and made available to third parties. The Contractor further undertakes not to release any materials to third parties without the Agency's prior permission.

7.4 A copy of the Non-Disclosure Agreement is included as **Exhibit F** of this Contract and is incorporated herein by this reference.

7.5 The provisions of this Section 7 shall survive the termination of this Contract.

8. File backup; disaster recovery.

The Contractor agrees to regularly perform critical file backups, rotate backup to offsite storage locations on a regular basis and maintain and update its disaster recovery plan. The Contractor agrees to supply the System with a copy of its disaster recovery plan, and inform the System of any material changes to its disaster recovery plan.

9. Liability for Loss of Data.

In the event of loss of any data or records necessary for the performance of the Contract where such loss is due to the error or negligence of the Contractor, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating such lost data or records.

10. Patents, Copyrights, Intellectual Property

10.1 If the Contractor furnishes any design, device, material, process, or other item, which is covered by a patent or copyright or which is proprietary to or a trade secret of another, the Contractor shall obtain the necessary permission or license to permit the System to use such item or items.

10.2 Contractor agrees to defend, indemnify and hold harmless the System (including its agents, officers and employees) from and against any action at law or in equity based on a claim alleging that the Service, or any component thereof, infringes a U.S. patent, copyright, or trade secret of any third party, and Contractor shall indemnify the System against all costs, expenses and damages arising from any such action; provided, however, that (i) the System shall have given Contractor prompt written notice of such action, with the understanding that the System's failure to give reasonably timely notice shall not relieve the Contractor of any obligation hereunder except and to the extent that such failure prejudices the Contractor's ability to defend against such claim; (ii) The System shall cooperate with Contractor in the defense and settlement thereof and (iii) Contractor shall have control of the defense of such action and any settlement or compromise thereof.

10.3 If any products furnished by the Contractor become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement, the Contractor shall, after consultation with the System and at the Contractor's own expense: (a) procure for the System the right to continue using the applicable item, (b) replace the produce with a non-fringing product that, in the System's view, substantially complies with the item's specifications, or (c) modify the item so that it becomes non-infringing and, in the System's view, performs in a substantially similar manner to the original item.

10.4 In connection with Services provided under this Contract, the Contractor may create, acquire or otherwise have rights in, and may, employ, provide, create, acquire or otherwise obtain rights in various concepts, ideas, methods, methodologies, procedures, processes, know-how, techniques, models, templates and general purpose consulting and software tools, utilities and routines (collectively, the "Contractor's Technology"). The Contractor grants the System a worldwide, personal, non-exclusive, not-transferable and revocable license to use the Contractor's Technology and related products and technical support in accordance with and subject to the terms of this Contract.

10.5 The Contractor shall not acquire any right, title and interest in and to the copyrights for goods, any and all software, technical information, specifications, drawings, records, documentation, data or derivative works thereof, or other work products provided by the System to the Contractor. For purposes of this Contract, the System may, in its sole discretion, elect to grant the Contractor a worldwide, perpetual, non-exclusive license, for which the System may require compensation, perhaps in the form of a royalty, for the Contractor's internal use to non-confidential Contract deliverables first originated and prepared by the Contractor for delivery to the System.

10.6 The provisions of this Section 10 shall survive the termination of this Contract.

11. Rights to Records

11.1 The Contractor agrees that all documents and materials including, but not limited to, software, reports, drawings, studies, specifications, estimates, tests, maps, photographs, designs, graphics, mechanical, artwork, computations, and data prepared by the Contractor for purposes of this Contract shall be the sole property of the Agency and shall be available to the Agency at any time. The Agency shall have the right to use the same without restriction and without compensation to the Contractor other than that specifically provided by this Contract.

11.2 The Contractor agrees that at all times during the term of this Contract and thereafter, works created as a deliverable under this Contract, and services performed under this Contract shall be "works made for hire" as that term is interpreted under U.S. copyright law. To the extent that any products created as a deliverable under this Contract are not works made for hire for the Agency, the Contractor hereby relinquishes, transfers, and assigns to the Agency all of its rights, title, and interest (including all intellectual property rights) to all such products created under this Contract, and will cooperate reasonably with the Agency in effectuating and registering any necessary assignments.

11.3 The Contractor shall report to the Contract Manager, promptly and in written detail, each notice or claim of copyright infringement received by the Contractor with respect to all data delivered under this Contract.

11.4 The Contractor shall not affix any restrictive markings upon any data, documentation, or other materials provided to the Agency hereunder and if such markings are affixed, the Agency shall have the right at any time to modify, remove, obliterate, or ignore such warnings.

12. Indemnification.

12.1 Generally. The Contractor agrees to indemnify and hold harmless the System, the Board, and the Agency, and their trustees, officers, employees and agents (any and all of whom is/are referred to as "Indemnified Party") from and against any and all losses, claims, damages, judgments, liabilities, fines or penalties of any nature whatsoever (any and all of which is/are referred to as "Damages"), to which the Indemnified Party may become subject, insofar as such Damages are caused by or arise directly out of the negligence, willful misconduct, breach of fiduciary duty, bad faith, improper or unethical practice, infringement of intellectual property rights, breach of trust, breach of confidentiality, breach of contract, or violation of any Legal Requirements (as that term is defined in Section 5.3.3 above) on the part of the

Contractor or its subcontractors or agents acting in connection with this Contract or other documents or agreements governing transactions undertaken for the System. This indemnification shall survive the termination of this Contract.

12.2 Liability of State.

12.2.1 The State of Maryland, its departments, agencies, officials, officers and employees (the "State") has no obligation to provide legal counsel or legal defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person or persons not party to the Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

12.2.2 The State has no obligation for the payment of any judgments or the settlement of any claims made against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under the Contract.

12.3 Notice of and Cooperation in Litigation. The Contractor shall immediately give notice to the Contract Manager of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under this Contract, and shall cooperate, assist and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the Contractor's obligations under this Contract.

12.4 The provisions of this Section 12 shall survive the termination of this Contract.

13. Amendments; Subcontracting and Assignment.

13.1. Entire Contract; Amendments. This Contract, consisting of this contract and the following Exhibits:

| <u>Exhibit</u> | <u>Description</u> |
|----------------|------------------------------------|
| A | Scope of Work |
| B | Proposal |
| C-1 | Conflict of Interest Affidavit and |
| C-2 | Annual Compliance Questionnaire |
| D | Contract Affidavit |
| E | Mandatory Terms and Conditions |
| F | Non-Disclosure Agreement |
| G | Remote Access Terms |

constitutes the entire agreement between the parties and all other communications prior to its execution, whether written or oral, with reference to the subject matter of the Contract are superseded by this Contract. This Contract may only be changed or modified in writing signed by both parties.

13.2. Subcontracting and Assignment. The Contractor may not subcontract any portion of the services provided under the Contract without obtaining the prior written approval of the System, nor may the Contractor assign the Contract, or any of its rights or obligations hereunder, without the prior written approval of the System. Any subcontract shall include such language as may be required in various clauses contained within this Contract, exhibits, attachments. The Contract shall not be assigned until appropriate approvals, documents, and affidavits are completed and properly registered. Notwithstanding any subcontract or assignment permitted hereunder, the Contractor shall always remain liable to the System for the Contractor's obligations hereunder and for all actions of any subcontractor or assignee to the same extent as the Contractor is liable for its own actions hereunder. The System shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

14. Conflict of Interest.

The Contractor will provide Services to the System and must do so impartially and without any conflicts of interest. The Contractor's first priority in performing the duties of the Contract shall be the protection of the System's interests. The Contractor will be required to complete a Conflict of Interest Affidavit. A copy of the Conflict of Interest Affidavit/Disclosure is included as **Exhibit D** of this Contract and is incorporated herein by this reference. The Contractor shall provide periodic updates to the Agency and the Contract Manager, providing information such as that required by the Conflict of Interest Affidavit/Disclosure attached as **Exhibit D**, certifying whether an actual or potential conflict of interest exists. The Contractor shall notify the System and the Contract Manager whenever the Contractor provides services to, contracts with, or receives any compensation or remuneration from an organization or company that is involved in a matter related to this Contract. If the Contract Manager makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of the Code of Maryland Regulations ("COMAR") 21.05.08.08A, the System may terminate the Contract in accordance with COMAR 21.05.05.08D.

15. Cost and Price Certification.

15.1 By submitting cost or price information, the Contractor certifies to the best of its knowledge that the information submitted is accurate, complete, and current as of a mutually determined specified date prior to the conclusion of any price discussions or negotiations.

15.2 The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price

increases occurring because the Contractor furnished cost or price information which, as of the date agreed upon by the parties, was inaccurate, incomplete, or not current.

16. Contingent Fee Prohibition.

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity other than a bona fide employee or agent working for the Contractor to solicit or secure this Contract; and that it has not paid or agreed to pay any person, partnership, corporation, or other entity other than a bona fide employee or agent any fee or other consideration contingent on the making of this Contract.

17. Unilateral Right of the System to Change Duties.

The System, through the Contract Manager, retains the unilateral right to require modification or changes in the duties to be performed by the Contractor so long as the changes are within the general scope of the Contractor's duties to be performed under this Contract and the Contractor receives notice in writing of the changes.

18. Delays and Extensions of Time.

The Contractor agrees to perform the work under this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the System in either its sovereign or contractual capacity, acts of another contractor in the performance of a contract with the System, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.

19. Suspension of Work.

The Contract Manager may unilaterally order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as the Contract Manager may determine to be appropriate for the convenience of the State.

20. Multi-Year Contracts Contingent Upon Appropriations.

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the State's rights or the Contractor's rights under any termination clause in this Contract. The effect of

termination of the Contract hereunder will be to discharge both the Contractor and the State from future performance under the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The State shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of the Contract for each succeeding fiscal period beyond the first.

21. Parent Company Guarantee (If Applicable)

(Corporate name of Contractor's Parent Company) hereby guarantees absolutely the full, prompt, and complete performance by (Contractor) of all the terms, conditions and obligations contained in this Contract, as it may be amended from time to time, including any and all exhibits that are now or may become incorporated hereunto, and other obligations of every nature and kind that now or may in the future arise out of or in connection with this Contract, including any and all financial commitments, obligations, and liabilities. (Corporate name of Contractor's Parent Company) may not transfer this absolute guaranty to any other person or entity without the prior express written approval of the State, which approval the System may grant, withhold, or qualify in its sole and absolute subjective discretion. (Corporate name of Contractor's Parent Company) further agrees that if the System brings any claim, action, suit or proceeding against (Contractor), (Corporate name of Contractor's Parent Company) may be named as a party, in its capacity as Absolute Guarantor.

22. Record Retention; Inspection of Records.

The Contractor shall (i) retain and maintain all records and documents relating to this Contract for a period of five (5) years from the date of final payment under this Contract or any subcontract hereunder or any applicable statute of limitations, whichever is longer, and (ii) make the records and documents available for inspection and audit by the Legislative Auditor of the State of Maryland, the System's actuary, the System's auditor, and authorized representatives of the System at all reasonable times. The Contractor shall also maintain for the same time period any additional records and documents that support all recommendations made by the Contractor during the term of this Contract. If such documentation is maintained on an automated system, appropriate retention, retrieval and back-up policies must be established, implemented and maintained. This Section 22 shall survive expiration or termination of the Contract.

23. Mandatory Contractual Provisions.

Set forth in **Exhibit E** hereto are certain other required contractual terms and conditions applicable to the Contractor's performance hereunder. In the event of a conflict between a provision of the Mandatory Contractual Provisions which are attached

hereto as **Exhibit E** and incorporated by reference herein, and any other provision of this Contract, then the provision of the Mandatory Contractual Provisions shall control.

24. Miscellaneous Administration.

24.1. Contract Manager. The work to be accomplished under the Contract shall be performed under the direction of the Chief Investment Officer of the System, his or her designee, or a successor designated by the System, as Contract Manager. All matters relating to the administration and performance of the Contract shall be referred to the Contract Manager for determination.

24.2. Notices. Notices and other writings shall be delivered or mailed postage prepaid:

To the System:

Robert M. Burd
Deputy Chief Investment Officer
Maryland State Retirement and Pension System
120 E. Baltimore Street, 12th Floor
Baltimore, Maryland 21202

To the Contractor:

or to such other address as the System or the Contractor may hereafter specify in writing.

Telephone and facsimile notices shall be sufficient if communicated to the party entitled to receive such notice at the following numbers:

If to System:

Mr. Burd Telephone (410) 625-5571 Facsimile (410)

If to Contractor: _____

or to such other numbers as either party may furnish the other party by written notice under this Section.

25. Waiver.

No failure or delay on the System's part in exercising any right or remedy hereunder shall operate as a waiver thereof. No waiver by either party of any failure or refusal to comply with an obligation hereunder shall be deemed a waiver of any other or subsequent failure or refusal to so comply. No modification or waiver shall be effective unless it is in writing duly executed by the System.

26. Procurement Regulations.

Although this Contract is exempt from certain provisions of Division II of the State Finance and Procurement Article ("Procurement Article"), the requirements of the Procurement Article and COMAR, Title 21, State Procurement Regulations (as amended), will be applied to this Contract to the extent practicable and consistent with obtaining the best non-discretionary real estate consultants for the System, all as determined in the Contract Manager's sole discretion. The appeal procedures contained in the Procurement Article and in the State Procurement Regulations will not apply to this Contract.

27. Maryland Law.

The place of performance of the Contract shall be the State of Maryland. The Contract shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

28. ADV Registration.

The System acknowledges receipt of a copy of Parts I and II of the Contractor's ADV Registration Statement pursuant to Rule 204-3(a) of the Act (the "ADV"); provided, however, that: (a) if the Contractor is exempt from such requirement, the Contractor agrees to provide the System with a letter from its counsel explaining the basis for such exemption, and (b) the Contractor may supply the System with the redacted version of the Part I ADV posted on the SEC's website. The Contractor acknowledges and agrees to provide the System with copies of the Contractor's ADV (a) annually, as part of the annual compliance certification process (see **Exhibit C-2**) and (b) if, as and when the ADV is modified.

29. Authority.

Each party to the Contract represents and warrants to the other that it has the full right, power, and authority to execute this Contract and to perform the acts contemplated hereunder and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract.

30. Counterparts.

This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same document.

31. Successors and Assigns.

This Contract shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

In recognition of their acceptance of the terms and conditions of this Contract, the System and the Contractor, acting by and through their duly authorized representatives, hereby execute this Non-Discretionary Real Estate Consulting Services Contract as a sealed instrument as of the day and year first written.

**MARYLAND STATE RETIREMENT
AGENCY FOR THE USE OF THE BOARD OF
TRUSTEES FOR THE MARYLAND STATE
RETIREMENT AND PENSION SYSTEM**

Name: By: R. Dean Kenderdine
Title: Executive Director and Secretary of the
Board

ATTEST: []

Name: By: _____
Title:

Approved as to form and legal
sufficiency for the State of
Maryland this ____ day of
_____, 2017

Assistant Attorney General

EXHIBIT A
SCOPE OF WORK

[to be supplied]

EXHIBIT B

PROPOSAL

[to be supplied]

EXHIBIT C-1

CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

- A. "Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C. The bidder or Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary).

- E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____

(Authorized Representative and Affiant)

EXHIBIT C-2

ANNUAL COMPLIANCE QUESTIONNAIRE AND CERTIFICATE

As a duly authorized officer of _____ (the "Consultant"), I hereby certify that (a) I am familiar with that certain _____ Agreement dated _____, 201__ (the "Agreement") between the Board of Trustees for the Maryland State Retirement and Pension System and the Consultant, and (b) I have reviewed the System's Annual Compliance Questionnaire (the "Questionnaire"). Except as disclosed in the responses to the Questionnaire and to the best of my knowledge after diligent inquiry, I hereby certify to the System that:

- (a) All of the attached responses to the Questionnaire are true and correct as of the date of this Compliance Certificate;
- (b) During the fiscal year ending June 30, 2016, no member of the Board of Trustees, or key staff of the Agency, and no person claiming to represent or have influence with the Board of Trustees has contacted the Consultant with respect to a financial transaction or solicitation which is not solely on behalf of the System's business with the Consultant, except as set forth below;
- (c) The Consultant is in compliance with all representations, warranties, covenants, and acknowledgments in the Agreement which apply to the Consultant, including, but not limited to, compliance with the Maryland Public Ethics Law and any indemnity or insurance coverage requirements, except as set forth below; and
- (d) The current insurance coverage applicable to the Agreement is as follows: **(Please attach insurance certificates or other evidence of insurance.)**

Professional Indemnity coverage dedicated to the Agreement: _____ Date of expiration: _____

Per occurrence limit: _____

Annual aggregate: _____

Directors and officers liability: _____ Date of expiration: _____

Fidelity bond or similar coverage: _____ Date of expiration: _____

Other: _____ Date of expiration: _____

Exceptions: (Attach a separate sheet if necessary.)

Dated: _____

By: _____

Name:

Title:

Annual Compliance Questionnaire

1. Has your firm or any present or former employee(s) of your firm been investigated, fined or censured by any federal, state or industry regulatory body (each, a “regulatory body”)? If so, please provide an explanation.
2. When was your firm last inspected by any regulatory body? Please provide a copy of the inspection reports and your responses to the reports.
3. Is your firm a party to any pending litigation or investigative or other proceeding by a regulatory body? If so, please provide an explanation.
4. Who is responsible for regulatory compliance? Is this a full time position?
5. Have there been any client losses at your firm over the last three years that caused you to compensate the client? If so, please provide an explanation.
6. Are there any potential conflicts of interest between your firm and any fiduciary of the Maryland State Retirement and Pension System or any employee of the Maryland State Retirement Agency? If so, please provide an explanation.
7. Has your firm received compensation of any type from any entities other than clients? If so, please provide an explanation, including (i) information regarding all such entities, (ii) inception date of relationship, and (iii) description of compensation arrangement.
8. Are there any significant matters about your firm that should be brought to our attention, such as organizational changes or ownership of your firm? If so, please provide an explanation.
9. Please provide updated copies of the following documents:

- Audited financial statements for the firm’s last two fiscal years
- Corporate governance policy (if available)
- Employee code of ethics policy
- Business disaster recovery plan

| Type of Insurance Coverage | Insurer’s Name & Policy Number | Expiration Date of Coverage | Contractual Amount of Coverage Required | Actual Amount of Coverage |
|----------------------------|--------------------------------|-----------------------------|---|---------------------------|
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- Current SSAE16 (if applicable)
- Form ADV Parts 1 and 2 (Note: Consultant also must provide the Agency with copies of the Consultant’s ADV if, as and when the ADV is modified)
- Internal Revenue Service Form W-9, W-8BEN or other documentation of classification under FATCA
- Insurance certificates or evidence of insurance per the Agreement

Schedule of Insurance Coverage

(Please attach copies of Insurance Certificates)

EXHIBIT D

CONTRACT AFFIDAVIT

A. AUTHORITY

I hereby affirm that I, _____ (name of affiant) am the _____ (title) and duly authorized representative of _____ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation — domestic or foreign;
- (2) Limited Liability Company — domestic or foreign;
- (3) Partnership — domestic or foreign;
- (4) Statutory Trust — domestic or foreign;
- (5) Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID
Number: _____ Address: _____

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID
Number: _____ Address: _____

C. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other

agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101 — 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

E. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.

(2) By submission of its Bid/Proposal, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:

(a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;

(b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;

(c) Prohibit its employees from working under the influence of drugs or alcohol;

(d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;

(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

- (i) The dangers of drug and alcohol abuse in the workplace;
- (ii) The business's policy of maintaining a drug and alcohol free workplace;
- (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
- (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §E(2)(b), above;

(h) Notify its employees in the statement required by §E(2)(b), above, that as a condition of continued employment on the contract, the employee shall:

- (i) Abide by the terms of the statement; and
- (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

- (i) Take appropriate personnel action against an employee, up to and including termination; or
- (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §E(2)(a)—(j), above.

(3) If the business is an individual, the individual shall certify and agree as set forth in §E(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

- (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

F. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated _____, 201____, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (printed name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

EXHIBIT E

MANDATORY TERMS AND CONDITIONS

Pursuant to the Annotated Code of Maryland, State Finance and Procurement Art. §11-203(d), the Board of Trustees of the Maryland State Retirement and Pension System is exempt from the applicability of the State's procurement laws for certain expenditures to manage, maintain and enhance the value of the retirement system. Although the procurement of the services to be rendered by [] (the "Contractor") pursuant to the attached Non-Discretionary Real Estate Consulting Services Contract (the "Contract") is, as a general matter, exempt from the procurement laws, under State law the following provisions of Maryland law must be included in any contract.

In view of the foregoing, the parties agree that the following provisions are hereby included in the Contract:

ARTICLE I - NONDISCRIMINATION IN EMPLOYMENT

The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

ARTICLE II - FINANCIAL DISCLOSURE

The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article, Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

ARTICLE III - POLITICAL CONTRIBUTION DISCLOSURE

The Contractor shall comply with the provisions of Election Law Article §§ 14-101 – 14-108 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Board of

Elections a statement disclosing contributions in excess of \$500 made during a reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Elections (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, than twice a year, throughout the contract term, on: (a) February 5, to cover the six month period ending January 31, and (b) August 5, to cover the six month period ending July 31.

ARTICLE IV - NON-HIRING OF OFFICIALS AND EMPLOYEES

The Contractor shall comply with the provisions of the Annotated Code of Maryland, State Government Article, Section 15-102, which provides that no official or employee of the State of Maryland, as defined therein, whose duties as such official or employee include matters relating to or affecting the subject matter of this Contract shall, during the pendency and term of this Contract and while serving as an official or employee of the State, become or be an employee of the Contractor or any entity that is subcontractor on this Contract.

ARTICLE V - BRIBERY

Neither the Contractor nor any officer, director or partner of the Contractor nor any employee of the Contractor directly involved in obtaining contracts with the State of Maryland, or any county or other sub-division of the State of Maryland, has been convicted of bribery, attempted bribery or conspiracy to bribe, nor has engaged in conduct, or by any acts or omissions, made admissions in writing or under oath during the course of an official investigation or other proceeding, since July 1, 1977, which would constitute an offense or offenses of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government except as herein expressly stated:

(If none, so state)

As used herein, the word "convicted" includes an accepted plea of nolo contendere.

EXHIBIT F

NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made by and between the State of Maryland (the “State”), acting by and through Maryland State Retirement Agency for the use of the Board of Trustees for the Maryland State Retirement And Pension System (the “System”), and _____ (the “Contractor”).

RECITALS

WHEREAS, the Contractor has been awarded a contract (the “Contract”) following the solicitation for Non-Discretionary Real Estate Consulting Services; and

WHEREAS, in order for the Contractor to perform the work required under the Contract, it will be necessary for the State at times to provide the Contractor and the Contractor’s employees, agents, and subcontractors (collectively the “Contractor’s Personnel”) with access to certain information the State deems confidential information (the “Confidential Information”).

NOW, THEREFORE, in consideration of being given access to the Confidential Information in connection with the solicitation and the Contract, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the Contractor in connection with the Contract, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the Contract.
2. Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the Contract. Contractor shall limit access to the Confidential Information to the Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the Contract and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the Contractor’s Personnel are attached hereto and made a part hereof as EXHIBIT F-1. Contractor shall update

EXHIBIT F-1 by adding additional names (whether Contractor's personnel or a subcontractor's personnel) as needed, from time to time.

3. If the Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the Contractor's performance of the Contract or who will otherwise have a role in performing any aspect of the Contract, the Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.
5. Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the Contractor's Personnel or the Contractor's former Personnel. Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).
6. Contractor shall, at its own expense, return to the System all copies of the Confidential Information in its care, custody, control or possession upon request of the System or on termination of the Contract.
7. A breach of this Agreement by the Contractor or by the Contractor's Personnel shall constitute a breach of the Contract between the Contractor and the State.
8. Contractor acknowledges that any failure by the Contractor or the Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and to seek damages from the Contractor and the Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the Contractor or any of the Contractor's Personnel to comply

with the requirements of this Agreement, the Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and costs.

- 9. Contractor and each of the Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement, in no event less restrictive than as set forth in this Agreement, and the Contractor shall provide originals of such executed Agreements to the State.
- 10. The parties further agree that:
 - a. This Agreement shall be governed by the laws of the State of Maryland;
 - b. The rights and obligations of the Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;
 - c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;
 - d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;
 - e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures;
 - f. The Recitals are not merely prefatory but are an integral part hereof; and
 - g. The effective date of this Agreement shall be the same as the effective date of the Contract entered into by the parties.

IN WITNESS WHEREOF, the parties have, by their duly authorized representatives, executed this Agreement as of the day and year first above written.

| | |
|---------------------|--|
| Contractor: _____ | MARYLAND STATE RETIREMENT AGENCY FOR THE USE OF THE BOARD OF TRUSTEES FOR THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM |
| By: _____ (SEAL) | By: _____ |
| Printed Name: _____ | Printed Name: _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |

EXHIBIT G

Remote Access Terms

In the event that the Agency authorizes the Program Manager, a Sub-manager or agents of such parties (each, an “Authorized Designee”) to have access on a remote basis to proprietary and third party systems as may be offered by State Street Bank and Trust, in its capacity as the Custodian (“State Street”) from time to time (each, a “System”), the Program Manager shall comply, and shall cause any other Authorized Designee to comply, with the following terms:

Authorized Designees shall comply with remote access operating standards and procedures and with user identification or other password control requirements and other security procedures as may be issued from time to time by State Street or its third party vendors for use of the System and access to the remote access services. The Program Manager shall be responsible for any use and/or misuse of the System and remote access services by a Sub-manager or agent. The Program Manager agrees to advise the Agency and State Street immediately in the event that the Program Manager learns or has reason to believe that any person given access to the System or remote access services has violated or intends to violate the terms set forth in this **Exhibit G** and the Program Manager will cooperate with State Street in seeking injunctive or other equitable relief. An Authorized Designee shall discontinue use of the System and remote access services, if requested, for any security reasons cited by State Street.

Each Authorized Designees agrees to keep the proprietary information confidential and to limit access to employees and Authorized Designees (under a similar duty of confidentiality) who require access to the System for the purposes intended. The foregoing shall not apply to information in the public domain or required by law to be made public.

Each Authorized Designee shall agree to use the remote access services only in connection with the proper purposes of this Agreement. The Program Manager will not, and will cause employees and Authorized Designees not to, (i) permit any other third party to use the System or the remote access services, (ii) sell, rent, license or otherwise use the System or the remote access services in the operation of a service bureau or for any purpose other than as expressly authorized under this Agreement, (iii) use the System or the remote access services for any fund, trust or other investment vehicle without the prior written consent of State Street, or (iv) allow or cause any information transmitted from the State Street’s databases, including data from third party sources, available through use of the System or the remote access services, to be published, redistributed or retransmitted for other than use for or on behalf of the Agency.

Each Authorized Designees agree that it will not modify the System in any way, enhance, copy or otherwise create derivative works based upon the System, nor will Authorized Designees reverse engineer, decompile or otherwise attempt to secure the source code for all or any part of the System.

Each Authorized Designee acknowledges that the disclosure of any proprietary information, or of any information which at law or equity ought to remain confidential, will immediately give rise to continuing irreparable injury to State Street or its third party licensors and vendors inadequately compensable in damages at law and that State Street shall be entitled to obtain immediate injunctive relief against the breach or threatened breach of any of the foregoing undertakings, in addition to any other legal remedies which may be available.

Each Authorized Designee acknowledges and agrees that the Agency may terminate authorization to access the System and remote access services at any time. In the event of termination, each Authorized Designee will return to State Street all copies of documentation and other confidential information in its possession and immediately cease access to the System and remote access services.

