

## Exhibit C:

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

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

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

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

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