**CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM**

**RESPONSIBLE CONTRACTOR PROGRAM POLICY**

**ANNUAL REPORT ON MANAGER’S RESPONSIBILITIES**

**Instructions: Please complete this form in its entirety by selecting “YES”, “NO”, or “N/A” for each question. Explain your responses in the space provided below each response. Provide detail and use additional pages if necessary.**

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| 1. Manager communicated the Policy, and its written policies or procedures relating to the Policy, to all of its Delegates. (Section VI.E.2.a) |
| YES NO N/A |
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| 1. Manager maintained written policies and procedures and provided employee training for implementing and complying with the Policy. (Section VI.E.2.b) |
| YES NO N/A |
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| 1. Manager reviewed a list prepared by each Delegate of current and pending RCP Contracts. (Section VI.E.2.c) |
| YES NO N/A |
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| 1. Manager has maintained a simplified bid summary for each RCP Contract including the contract, number of bids submitted, the successful bidder, and its Responsible Contractor status. (Sections VI.E.2.d) |
| YES NO N/A |
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| 1. Manager monitored and enforced its and its Delegates' compliance with the Policy, including the investigation of potential violations. (Sections VI.E.2.e) |
| YES NO N/A |
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| 1. Manager provided to Staff the Manager's Certificate and Annual Report on Manager's Responsibilities. (Section VI.E.2.f) |
| YES NO N/A |
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| 1. Manager notified (or caused its Delegates to notify) a national contact at trade/service unions if the Manager is expanding RCP Investments into new areas so that trade/service unions can provide the Manager contacts information of local trade councils and union halls in the market where expansion is occurring. If yes, provide locations and trade/service unions contacted. (Section VI.E.2.g) |
| YES NO N/A |
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| 1. To the extent the Manager undertook Delegate functions, please report all activities. (Section VI.E.3) |
| YES NO N/A |
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| 1. Whenever appropriate under the circumstances, Managers used or caused Delegates to use a 30-day pre-bid notification procedure. Explain. (Section VI.I) |
| YES NO N/A |
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| 1. Provide comments on any other activities in administrating the Policy, including heightened engagement with labor representatives around bidding opportunities. |
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| 1. What were the actual costs to administer the Policy during the reporting period (e.g. staffing, website maintenance, procedure manual development, training)? Please estimate staff and all other costs if not broken out. |
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| 1. Report on your experience in implementing the Policy during the reporting period and the impact, if any, it has on CalPERS investments. |
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