

APPENDIX A

Responsible Contractor Program Policy

CERTIFICATION OF RESPONSIBLE CONTRACTOR STATUS

<b>GENERAL INFORMATION</b>		
<b>Company Name</b>		
Address		
City	State	Zip Code
Telephone Number ( )		Fax Number ( )
Ownership Structure ( <i>Please check one</i> )		
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other _____		
Description of Service(s) Provided		
<b>Contractor's License #</b>		
<b>RESPONSIBLE CONTRACTOR STATUS</b> <i>(Refer to definitions and worksheet on pages 3 and 4 of this Appendix)</i>		

Please check one of the following boxes:

1.  Meets all Responsible Contractor requirements
2.  Meets none of the Responsible Contractor requirements
3.  Meets certain of the Responsible Contractor requirements (provide explanation below)

If you have checked box 3 above, please provide an explanation below. (Attach additional pages if necessary.)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In the last 18 months, has your firm been fined, suffered an adverse judgment, incurred a penalty, or had to change its employment policies because of violations of State or Federal labor laws, including but not limited to the National Labor Relations Act, or the Civil Rights Act of 1964 (e.g. sexual harassment or discrimination violations)? If yes, please explain. (Attach additional pages if necessary.)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. In the last 18 months, have any complaints been filed against your firm with any agency enforcing labor or employment laws? If yes, please explain. (An affirmative answer will not necessarily disqualify you from being the successful bidder. It just will be a factor that will be taken into account in determining to whom the contract will be awarded.)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF RESPONSIBLE CONTRACTOR STATUS**

On behalf of the above-named company, the undersigned certifies that the information and response provided herein are true, complete and accurate as of this date, and he/she is aware to the best of their knowledge any intentionally misrepresented or falsified information may result in disqualification from future contracting opportunities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

This form was prepared for use in compliance with the Responsible Contractor Program Policy of the California State Teachers' Retirement System. Any contractor or subcontractor with a minimum contract size of \$100,000 should complete this form.

## **INTRODUCTION:**

The California State Teachers' Retirement System has a deep interest in the condition of workers employed by CalSTRS and its advisors. CalSTRS, through the Responsible Contracting Policy, supports and encourages fair wages and fair benefits for workers employed by its contractors and subcontractors, subject to fiduciary principles concerning duties of loyalty and prudence, both of which further require competitive returns on CalSTRS' investments. CalSTRS endorses small business development, market competition and control of operating costs. CalSTRS supports many of the ideals espoused by labor unions and encourages participation by labor unions and their signatory contractors in the development and management of CalSTRS' investments. CalSTRS believes that an adequately compensated and trained worker delivers a higher-quality product and service. This policy is intended to complement and in no manner detract from existing policy regarding service-disabled California veteran-owned business enterprises.

## **DEFINITIONS:**

**Responsible Contractor:** A contractor or subcontractor who pays workers a fair wage and a fair benefit as evidenced by payroll and employee records. Fair benefits are defined as including, but not limited to, employer-paid family health care coverage, pension benefits, and apprenticeship programs. What constitutes a fair wage and fair benefit depends on the wages and benefits paid on comparable investment projects based upon local market factors that include the nature of the project (for example: residential or commercial, public or private) comparable job or trade classifications, and the scope and complexity of the services provided.

## Responsible Contractor Worksheet

Company Name: \_\_\_\_\_

This worksheet has been provided to assist you with answering questions on the Certification of Responsible Contractor Status form. The Responsible Contractor program encourages fair wages and benefit, consistent with local market practices. Please take a few minutes to complete the following questions about your firm and the marketplace in which you operate.

### Wages

1. Considering the wages paid by your competitors in this market, the nature of this project, and the size and scope of this contract, do you believe that your firm will pay local market wages for your employees on this job?  
 Yes  No

### Benefits

1. For your employees on this job, will your firm provide employer-paid health insurance for the employee or the employee and his or her family?  
 Yes  No
2. For your employees on this job, will your firm provide pension, 401(k), or a similar retirement savings or deferred compensation program?  
 Yes  No
3. For your employees on this job, will your firm provide access to apprenticeship programs for skilled trades?  
 Yes  No
4. Are there any other benefits that you will provide to your employees on this job that you would like to describe (e.g. paid vacation, sick leave, etc.)? If so, please describe:  
\_\_\_\_\_  
\_\_\_\_\_
5. Considering your answers above, the benefits your competitors in this market provide to their employees, the size and scope of this contract, and the nature of this project, do you believe your firm will provide benefits consistent with local market practices to your employees on this job?  
 Yes  No

*Please attach additional pages if you would like to elaborate on any of the answers you provided above.*