

**City of Los Angeles  
Department of Fire and Police Pensions  
Contractor Disclosure Policy  
Reporting Form**

Pursuant to the LAFPP Contractor Disclosure Policy, the following information is required from Contractors that seek or are hired to provide goods and/or services to LAFPP.  
The Policy can be found on the "Forms" tab at LAFPP.com

**Note: All attachments to the reporting form shall be labeled and referenced with the applicable Policy section.**

**Contractor/  
Consultant  
Name:**

**Address:**

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**Contact  
Information:**

\_\_\_\_\_  
(Provide contact information in case LAFPP staff has questions about the information provided by your firm.)

**Contract  
Description:**

\_\_\_\_\_  
(Describe the goods or services your firm is providing to LAFPP.)

**Type of Filing \***

NEW Disclosure Report <sup>1</sup>

QUARTERLY Disclosure Report <sup>2</sup>

ANNUAL Disclosure Report <sup>3</sup>

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<sup>1</sup> New Disclosure Report is for Contractors with agreements entered into after July 23, 2009 and for all prior agreements that are subsequently extended, have increased commitment of funds or are substantively amended after July 23, 2009.

<sup>2</sup> Quarterly Disclosure Report is for Contractors who have already submitted a "New Disclosure Report" and are now submitting a regular, quarterly report of campaign/other contributions and gifts. Quarterly reports are required for the duration of the agreement.

<sup>3</sup> Annual Disclosure Report is for the General Investment Consultant; Real Estate Consultant; and Private Equity Partnerships and their General Partners.

Policy  
Section  
**1.18.C**

**Disclosure Category**  
**Campaign Contributions**

Are there campaign contributions to disclose pursuant to Section 1.18.C of the Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information:

(1) The name and address of the contributor(s) and the connection to the Contractor.

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(2) The name and title of each person receiving the contribution and the name of the Elected Official, Candidate, Appointed Official or person for whose benefit the contribution was made.

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(3) The amount of the monetary contribution or financial benefit.

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(4) The date of the monetary contribution or financial benefit.

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**1.18.D**

**Other Contributions/Payments**

Are there other contributions/payments to disclose pursuant to Section 1.18.D of the Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information:

(1) The name and address of the contributor and the connection to the Contractor.

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(2) The name of the organization and the name and title of each person receiving the contribution and the name of the Elected Official, Candidate, Appointed Official or person for whose benefit the contribution was made.

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(3) The amount of the monetary contribution or financial benefit.

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(4) The date of the monetary contribution or financial benefit.

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**1.18.F.1 Gifts Made by Contractors**

Are there gifts to disclose pursuant to Section 1.18.F.1 of the Policy? Yes  No

If yes, please provide the following information:

(1) The name and address of each person providing the Gift and each such person's connection to the Contractor.

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(2) The name and title of each person receiving the Gift.

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(3) The value of the Gift.

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(4) The date of the presentation of the Gift.

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**1.18.F.2 Gifts Received by Consultants**

Are there gifts to disclose pursuant to Section 1.18.F.2 of the Policy? Yes  No

If yes, please provide the following information:

(1) The name and address of each person providing the Gift and each such person's connection to the Contractor.

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(2) The name and title of each person receiving the Gift.

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(3) The value of the Gift.

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(4) The date of the presentation of the Gift.

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**1.18.G Contractor, Intermediary, and Contact Information**

(1) Is there Intermediary information to disclose pursuant to Section 1.18.G.1.a.(1) of the Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

(2) Is any person working on behalf of the Contractor, or assigned on behalf of the Contractor to an LAFPP contract, a current or former LAFPP Board member, employee, consultant or a Family Member of any such person?

Yes \_\_\_\_\_ No \_\_\_\_\_

(3) Describe all compensation provided or agreed to be provided pursuant to Section 1.18.G.1.a.(3) of the Policy.

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(4) For investment and consulting contracts, provide a List of Contacts made by the Contractor with Appointed or Elected Officials within either 1) the three month period prior to the interview regarding a new agreement or investment; or, 2) the search period; whichever is longer. The List of Contacts shall include the date and names of the contact(s) and the nature of the contact. Please attach additional sheets as necessary.

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(5) For investment and consulting contracts and except for private equity partnerships including their general partners, Contractors shall also disclose any contacts with Appointed or Elected Officials **during the term of the agreement, contract, or investment on a quarterly basis.** The List of Contacts shall include the date and names of the contact(s) and the nature of the contact. Please attach additional sheets as necessary.

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(6) With regard to the Intermediary identified in Section 1.18.G.1.a.(3) above, provide the following information:

(i) A description of the services to be performed by the Intermediary and a statement as to whether the Intermediary is utilized by the Contractor with all prospective clients or a subset (if a subset, describe the subset). A resume for the Intermediaries shall also be provided. See Section 1.18.G.1.a.(6)(i) of the Policy for specific disclosure information.

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(ii) A copy of all written agreements between the Contractor and the Intermediary and a description of any agreement that is not in writing.

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(iii) List all contacts for the 24-month period prior to Board approval of a new agreement or investment pursuant to Section 1.18.G.1.a.(6)(iii) of the Policy.

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(iv) List the names of all persons who suggested retention of the Intermediary and a description of how the Intermediary was selected.

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(v) For the Intermediary and/or any of its affiliates, list the registration with SEC/FINRA/or any similar regulatory agency or self-regulatory organization outside of the US, and either details of such registration or an explanation of why registration is not required.

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(vi) For the Intermediary and/or any of its affiliates, list registration as a lobbyist with any local, state or national government and the details of such registration.

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**1.18.G.1.b** The undersigned represents and warrants that the information submitted in this report and related attachments is true and correct. The undersigned must be the Contractor's Chief Executive Officer or head of the business unit that provides, or will be providing the goods or services to LAFPP.

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Signature

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Date

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Printed Name

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Title

Please send the completed form to:  
Department of Fire and Police Pensions  
Internal Audit Section  
360 East Second St., Suite 400  
Los Angeles CA 90012  
Fax: 213-978-4463

Email address: [audit@lafpp.com](mailto:audit@lafpp.com)