



Appendix C: Responsible Contractor Principles— Qualification Process

The Partnership will seek to qualify third-party service providers using transparent and objective criteria, to allow for consistent application across all projects

Sample Qualification Form:

DRAFT	
CERTIFICATION OF RESPONSIBLE CONTRACTOR STATUS FOR RREEF RETROFIT PARTNERS, L.P.	
GENERAL INFORMATION	
Company Name _____	
Address _____	City _____ State _____ Zip _____
Telephone Number () _____	Fax Number () _____
Ownership Structure (Please check one)	
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other _____	
Description of services provided _____	
Contractor's License # _____	
RESPONSIBLE CONTRACTOR STATUS	
Please check each of the following:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	1) Pays workers "fair wage."
<input type="checkbox"/> Yes <input type="checkbox"/> No	2) Provides workers "fair benefit" employee paid family health care coverage.
<input type="checkbox"/> Yes <input type="checkbox"/> No	3) Provides workers "fair benefit" pension or other employer sponsored retirement services.
<input type="checkbox"/> Yes <input type="checkbox"/> No	4) Provides workers "fair benefit" access to apprenticeship programs.
<small>Note: What constitutes a "fair wage" and "fair benefit" depends on the wages and benefits paid on comparable real estate projects, based upon local market factors but includes the nature of the project (e.g. residential vs. commercial, public vs. private), comparable job or trade classification, and the scope and complexity of the services provided.</small>	
Explanation for "no" responses: _____	

MINORITY VENDOR STATUS (Apply to distributions on coming)	
Does your firm meet the definition of a minority or woman owned enterprise?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you checked "Yes", a completed MBE/WBE Vendor Business Certification Form is required.	
OWNER'S CERTIFICATION OF RESPONSIBLE CONTRACTOR STATUS	
<small>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 hereby is aware that any intentional misrepresentation or falsified information may result in disqualification from future contracting opportunities.</small>	
Signature _____	Date _____
Name (please print) _____	Title _____
<small>This form was prepared for use in compliance with The Responsible Contractor Program Policy of RREEF. Any contractor or subcontractor with a maximum certified size of \$100,000 should complete this form.</small>	

Key Process Steps

- General Contractor will be asked to pre-screen and validate all subcontractors on contracts over \$100,000 value for eligibility to participate during pre-construction through use of the qualification form:
 - Contact and communication with all eligible bidders will be conducted by locally designated pre-construction managers with appropriate oversight from the National Pre-construction Manager
 - Approach ensures local relationships leveraged for subcontractor response and attention combined with central supervision
- General Contractor will be asked to appropriately diligence all qualifying contractors to ensure that criteria are met
- Non-qualifying vendors will be evaluated to confirm criteria were appropriately interpreted
- On a periodic basis, General Contractor will be asked to produce reports for RRP Team to document program application

Note: The Responsible Contractor Program principles are being applied to the Partnership based on the unique facts and circumstances associated with this vehicle. As such, the manner in which the Program is applied to the Partnership may be broader and different than the manner in which it is applied to other real estate vehicles and the application of Program principles to the Partnership is not indicative of how the DB Platform might apply this Program in other contexts.

Deutsche Asset
& Wealth Management

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