

Franklin County Treasurer Broker/Dealer Request for Information

Section I: Statement of Position and General Requirements

The Treasurer of Franklin County, Ohio (hereinafter referred to as the "Treasurer") manages a portfolio that averages Six Hundred Forty Five Million Dollars (\$550,000,000.00 to \$1,100,000,000.00) which is comprised mainly of U.S. Treasury obligations, Agency obligations and money market instruments. The Treasurer has adopted written Investment Policies that regulate the standards and procedures used in his cash management activities. A copy of the Investment Policy is available at <http://www.franklincountyohio.gov/treasurer/investments/invstpolicy.html> for your review and your requisite signature.

The Treasurer maintains pre-approved relationships with qualified members of the broker/dealer community who understand the needs, constraints and goals of the Treasurer.

Brokers/dealers will be notified of the approval or their current inactive status by the Treasurer in writing. No transactions will be conducted with an approved broker/dealer until all paperwork required by both parties has been executed. The Treasurer solicits multiple competitive bids and offers on the transactions. All securities will be paid for upon delivery to the third-party custodian named by the Treasurer. Treasury personnel will review and substantiate all information and references requested in the document; therefore, please answer all questions as thoroughly as possible.

Section II – Part I: Request for General Information from Broker/Dealer Candidate

- 1. Name of Firm: _____
- 2. Address/Local: _____

Headquarters: _____

Provide both street address and/or P.O. Box No., if applicable.

- 3. Telephone Local: _____

(800) _____

Headquarters: _____

- 4. Contact Personnel: (Provide as an attachment if more space is required.)

Name: _____

Title: _____

Telephone No.: _____

Name: _____

Title: _____

Telephone No.: _____

Name: _____

Title: _____

Telephone No.: _____

- 4a. Provide background information concerning the account representatives listed in No. 4 above. Please include information on the individual's employment history as it relates to the securities industry, official licenses and certificates, the history and details of any disciplinary actions or complaints and the disposition of each, as well as the history of any arbitration or litigation, a brief description of any "settled" claims from the SEC, the nature of the case and the status or the disposition.
5. Please provide the following information regarding at least four comparable clients with whom any of the representatives listed in No. 4 has an established relationship. We would **prefer public sector clients** in our geographical area, if possible. **Please notify your client that we will call.**

Client Name: _____
Address: _____

Person to Contact: _____
Telephone Number: _____
Length of Relationship: _____

Client Name: _____
Address: _____

Person to Contact: _____
Telephone Number: _____
Length of Relationship: _____

Client Name: _____
Address: _____

Person to Contact: _____
Telephone Number: _____
Length of Relationship: _____

Client Name: _____
Address: _____

Person to Contact: _____
Telephone Number: _____
Length of Relationship: _____

6. Has/have the representative(s) listed in No. 4 above been authorized by the firm to be its account representative(s)?

Yes _____ No _____

If yes, by which Principal? _____

7. Please list the name of the immediate supervisor of the account representative(s) named in your response to No. 4 above.

Briefly describe any formal program of supervision of the account representative(s) named in No. 4, if your firm has established such a program.

8. Is your firm a member of NASD?

Yes _____ No _____

If not, why?

9. Place an "X" by each regulatory agency that your firm is examined by and/or subject to its rules and regulations.

FDIC _____ SEC _____ NYSE _____

Comptroller of Currency _____ Federal Reserve System _____

Ohio Division of Securities: (Dept. of Commerce) _____

Multi-state firms please note: It is not necessary to include regulatory agencies that do not have jurisdiction over your firm's activities.

10. Have you obtained all required licenses to operate as a broker/dealer in Franklin County, Ohio? IE: Ohio Division of Commerce, Securities Licensure?

Yes _____ No _____ (NASD CRD will show this)

11. If you are not a bank, please provide the following information regarding your principal banking relationship.

Bank Name: _____

Address: _____

Person to Contact: _____

Telephone No.: _____

Length of Relationship: _____

12. Place an "X" on the line next to each of the instruments set forth below in which you make an active market (both buy and sell).

T-Bills _____ T Notes/Bonds _____

BAs _____ Commercial Paper _____

Bank CDs _____ S & L CDs _____

GSEs _____

Other _____

13. Does your firm specialize in any of the instruments listed above? If so, please specify which ones.

Section II – Part II: Request for Broker/Dealer Candidate Disclosure

14. To the best of your knowledge, has there been any "**material**" litigation, arbitration or regulatory proceedings, either pending, adjudicated or settled, that your firm has been subject to, or named as a party to, or named as possible party to within the last five years that involved issues concerning the suitability of the sale or purchase of securities to institutional clients or fraudulent or unfair practices related to the sale or audit of securities to a client? If so, please briefly describe each such matter. **For purposes of this section, proceedings are "material" if an independent accountant applying generally accepted accounting principles determines that such proceedings requires disclosure on your financial statements. Franklin County additionally considers it to be "material" if the SEC or NASD issued a formal or informal opinion, settlement notice, or correspondence detailing it as such and we are not notified in writing that such exists, or is pending.**

Please sign YES: _____ or, NO: _____
there are / are not (circle one) material issues pending or settled.

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POC: Lynette Justice; Chief Investment Officer 614-462-3643

15. Please provide certified audited financial statements for the last five (5) years if this is a **NEW** application. Please provide certified audited financial statements for the last year if this is an update of information. In addition, for those dealers preparing and submitting financial statements to the following organizations, please provide publicly available annual financial documents filed with these agencies for the previous five (5) years (or last year if this is an update):

National Association of Securities Dealers
Securities and Exchange Commission
New York Stock Exchange
Federal Deposit Insurance Corporation

16. Name & original signatures of the / all representative(s) assigned to the Franklin County Treasurer's account; signifying that they have read, signed and will follow our Investment Policy.

Name: _____ signature: _____ CRD# _____

Name: _____ signature: _____ CRD# _____

Name: _____ signature: _____ CRD# _____

NOTE: To the Legal/Compliance departments of your firms, this is non negotiable since it is a requirement of Ohio Revised Code § 135 that your firm sign, or not do business with us.

Section III: Firm Certification

I have read and agree to comply with the Investment Policies of the Treasurer for the Interim Funds of Franklin County, Ohio.

I hereby certify that the above is true and correct to the best of my knowledge and that I am authorized to execute this request for information on behalf of:

Name of Firm _____

By* _____

Signature * _____

Title* _____

Date _____

Note 1: the foregoing form must be signed by a principal of your firm.

Note 2: To the Legal/Compliance departments of your firms, this is non negotiable since it is a requirement of Ohio Revised Code § 135 that your firm sign, or not do business with us.