

REQUEST FOR PROPOSAL

Investment Firm Selection

Organization Name

Street Address
City, ST ZIP Code

Phone
Email



Logo
Name

Introduction & Background

PURPOSE & SCOPE OF SERVICES

Your organizations name is requesting proposals from qualified firms interested in providing comprehensive, discretionary investment consultant services. The selected firm will report to our Board of Directors and will also work closely with our President, CFO and other key staff members.

It is expected that the selected investment firm will provide the following services:

1. Work with Board and staff to develop coherent investment, spending, and asset allocation policies including performance objectives and risk tolerance. Policies must be in line with current state and federal laws.
2. Monitor and evaluate compliance with our investment policy guidelines.
3. Provide timely, proactive recommendations for asset allocation and investment policy statement guidelines.
4. Provide timely performance reports for each investment
5. Perform periodic (at least annually) evaluations of asset allocation plan, giving consideration to market conditions, manager performance, the financial condition of the individual investments under management, risk tolerance, and other relevant considerations, such as cash flow requirements.
6. Examine the appropriateness of the investment benchmarks that are being used to assess investment performance for each asset class and review investment performance against those benchmarks.
7. Perform specialized studies and produce reports on specific investment matters, as may be requested by the Board and/or staff.

Performance of the required services will, at a minimum, require the investment representative to attend and make presentations at four (4) meetings each year. In addition, the representative's attendance may be requested at various meetings when specific investment management issues are discussed.

ABOUT OUR ORGANIZATION

Brief background of your organization. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur leo enim, egestas porttitor luctus a, luctus nec libero. Proin ipsum urna, sodales id fermentum eu, tristique maximus urna. Morbi sed elit nec enim pharetra facilisis vel id elit. Suspendisse vitae lectus imperdiet nibh porttitor varius ac id tellus. Pellentesque non ligula turpis. Duis pharetra mi nec quam pretium, et faucibus quam condimentum. Vestibulum nec placerat libero. Nam porta ornare sem, a tincidunt odio ultricies et. Donec vulputate cursus tincidunt. Morbi ornare erat nec libero laoreet feugiat. Maecenas nisl erat, suscipit eget consectetur id, molestie quis leo.

PROPOSAL TIMELINE

- RFP Issuance XX/XX/XXXX
- Deadline for questions XX/XX/XXXX
- Submittal deadline XX/XX/XXXX
- Finalist notification XX/XX/XXXX
- On-site presentations XX/XX/XXXX
- Investment advisor selection XX/XX/XXXX
- Negotiation and execution XX/XX/XXXX
- Effective date of portfolio management XX/XX/XXXX

CONTACT INFORMATION

First Name Last Name

Title

XXX-XXX-XXXX

email@yourorganization.org

CONFIDENTIALITY

Our organization values confidentiality and expects that all information shared be regarded as highly confidential and not disclosed to any person outside of your firm without express written consent.

RFP Questions

ORGANIZATION AND BACKGROUND

1. Provide a brief description of your firm's background, history, and ownership structure.
2. Indicate if, within the past three years, there have been any significant developments in your firm such as changes in ownership, restructuring, personnel reorganizations, terminations, or investigations. Do you anticipate future significant changes in your firm?
3. Describe the firm's sources of revenue (e.g., investment advisory fees, asset management fees, sales commissions, etc.).
4. Is your firm registered with the SEC as an investment advisor?
5. Please provide a copy of your most recent Form ADV, Part 2A.
6. Please describe what fiduciary responsibility your organization will assume. Do you act as a fiduciary when providing investment advice?
7. Within the last 5 years, has your firm been involved in any business litigation or other legal proceedings related to investment activities?
8. Describe any conflicts of interest, affiliations and any financial relationships with any investment managers, products, or custodians.
9. Describe all payments of soft dollars paid to or received from securities brokers within the last two years.
10. Describe any receipt of fees from 12b-1 shareholder servicing, recordkeeping, or any other arrangements with mutual fund companies.
11. What are your total assets under management (AUM)? Please discuss the make-up of your client relationships: not-for-profit, corporate, individuals, etc.
12. Does your firm comply with the Unified Prudent Management of Institutional Funds Act or UPMIFA?
13. Does your firm maintain a disaster recovery plan? If so, please describe.
14. Please describe the amounts and insurance carriers for your firm's fidelity bonding and errors and omissions coverage.

CLIENT SERVICE

15. Who will have responsibility for servicing our account?
16. What is the availability of your service team to meet with our investment committee and/or board members in person and/or virtually?
17. What characteristics distinguish your firm's services from other investment advisory and consulting firms?
18. What experience does the firm have working with institutions like ours?
19. Describe performance and other monitoring reports provided to clients and provide sample reports if possible.
20. How often are reports issued and how soon after the end of each month/quarter are reports available?

INVESTMENT MANAGEMENT

21. Describe the overall investment approach and philosophy. Has this approach changed over time?
22. Describe your asset allocation and portfolio construction processes. Please address how you would maintain liquidity in the portfolio to manage our cash flow needs.
23. Describe your approach to investment policy construction. How do you help clients develop and maintain an investment policy?
24. Under what circumstances would you consider recommending a change to a client's investment policy or asset allocation?
25. Who is responsible for the management of this strategy?
26. How are investment professionals compensated?
27. Please describe your risk monitoring and controls.

PERFORMANCE CHARACTERISTICS

28. Is your firm compliant with the Global Investment Performance Standards (GIPS®)?
29. Please provide representative performance for the strategy or strategies you are recommending.
30. In which markets do you believe your strategy performs best/worst?
31. What is the most appropriate benchmark for the strategy? Why?

FEE STRUCTURE/ACCOUNT AGREEMENT

32. Please provide a proposed fee schedule. Please include a breakout of services provided. This should include any sub-management fees relating to mutual funds, ETFs and/or other indirect management fees.
33. Please indicate any other fees or commissions that will be received by your firm should you be selected for this assignment, even if those fees will be paid by entities other than us.
34. Please provide a standard contract, account agreement, and any other relevant contract documents or forms.

OTHER SERVICES

35. What resources, if any, do you offer regarding: Committee/Board member education? Non-profit fundraising? Governance and oversight tools? Financial literacy education for agency employees?
36. Please give examples of how you believe your firm adds value for not-for-profit clients.