Re: Request for Proposal for Investment Management Services

The Iowa City Community School District Foundation, as part of our fiduciary responsibility to our stakeholders, hereby solicits proposals from investment consultants to facilitate a strategic review of its investment assets. Investment Consulting Services sought include assisting the ICCSD Foundation Board and its Finance Committee in a review of their investment objectives, investment policies, investment strategies, portfolio design, and methodologies for ongoing evaluation of investments. The proposal should assume the total portfolio of the ICCSD Foundation is between $2-2.5 million, however, the ICCSD Foundation may choose to split the portfolio into different institutions for different reasons (purpose/future use of funds, institution relationship with ICCSD Foundation).

Proposals should address all of the following points:

1. **Description of Your Company or Firm**
   - A. Firm Name, Address and other local office locations.
   - B. Identify any affiliations that the firm has with brokerage or insurance companies.
   - C. Personnel/Professional Staff
     1. Identify who the primary contact person(s) will be, and which person(s) will be the primary fund manager.
     2. Please supply biographical information for the contact(s) and fund manager(s).
     3. Indicate any turnover of professional staff over the past three years. If turnover occurs, what processes are in place to maintain the relationship and service continuity?
   - D. Within the past three years, has your organization or any principal or officer been involved in any litigation or other legal proceeds relating to your investment activities? If so, provide an explanation and indicate the current status.

2. **Assets and Accounts Under Management**
   - A. Provide your firm’s total number of assets under management for which your firm has sole or shared investment authority.
   - B. Please provide your firm’s total number of accounts and assets under management for foundation/endowment/not-for-profit accounts. Include specific examples of accounts similar in size and nature to the ICCSD Foundation.

   *Note: The above information should only include accounts and assets directly related to your office and should exclude accounts and assets associated with any affiliations that are not under the direct management or consultancy of your office.*

3. **Investment Management Process**
   - A. Describe your firm’s overall investment management philosophy.
   - B. Asset Allocation Methodology
     1. Describe in detail how your capital market projections are derived.
     2. Describe your asset allocation software. Was it developed in-house? If the software was purchased, who is the vendor?
3. **Investment Management Process (cont)**

   C. Describe in detail the process you go through to prepare/review an investment policy statement.

   D. **Fund Manager Structure and Search Process**
      1. Describe your due diligence/search process used to select a fund manager.
      2. What are the minimum criteria for selecting a fund manager?
      3. Describe your firm’s process for monitoring fund managers for a client.
      4. What are your guidelines for possible termination of a fund manager?
      5. Does your firm visit with fund manager(s) of the funds being recommended?
      6. Do you have any bias towards active or passive management?
      7. Describe the structure and organization of your firm’s research department including the integration of any third party research services.
      8. Describe your firm’s securities trading capabilities and how they relate to the ICCSD Foundation’s portfolio.

4. **Investment Performance**

   A. Please provide your firm’s 1 year, 3 year, 5 year and 10 year performance data versus appropriate benchmarks for portfolios managed similarly to the one you are proposing.

5. **Reporting and Performance Measurement**

   A. How soon after quarter-end are your reports available?
   B. Are reports available electronically?
   C. Please provide sample reports of the following:
      1. Client statement
      2. Performance report
   D. Are you willing to provide in-person portfolio presentations to the Board of Directors and/or Finance Committee at least twice per year?

6. **Fees**

   A. Please outline your firm’s fee structure. The stated fee structure must include all charges associated with your services. In the event that your firm’s fee structure is dependent upon the level of assets, please provide a fee structure based on $500,000, $1,000,000 and $2,000,000 in assets managed.
   B. Please indicate all services you propose to provide for this fee.
   C. Indirect Fees - do you accept soft dollars as a method of payment for services provided? If so, how do you prevent conflict of interests? Please list the advantages and disadvantages you see in the use of soft dollars.
   D. If hired, will your firm receive any other form of compensation from working with this account that has not yet been revealed? If yes, what is the form of compensation?
   E. **Sample Portfolio for Fee Calculation.** In order to clarify your fee proposal and to compare fees among candidate financial consultants, please provide your anticipated all-in fees for our portfolio based upon our enclosed Investment Policy Statement (IPS), current holdings and investment changes you may recommend. All fees should be presented as an annual percentage based upon the assets under management.
7. **References**

   A. Please provide three references. Include client name, contact information. Please be advised the ICCSD Foundation intends to contact these references. (Please do not include any ICCSD Foundation staff or Board of Directors members as references.)

Descriptions of your firm’s background, staff, assets under management, and products should include only those capabilities and resources which are relevant to our portfolio. This consideration is particularly applicable to candidates from smaller investment firms clearing through or otherwise associated with larger institutions.

If your firm wishes to be considered as a candidate, please indicate your intent to submit a proposal by December 10th. All questions regarding the RFP will be due by December 15th. Please provide three hard copies and one electronic copy (via e-mail) of your proposal no later than 5:00 p.m. Central Time, Friday, January 14th. In person presentations to the ICCSD Foundation Finance Committee will be held the week of January 31st. Please direct your responses to Susan Brennan, Executive Director, ICCSD Foundation at 1725 North Dodge Street, Iowa City, IA 52245 and email to Brennan.susan@iowacityschools.org

We look forward to reviewing your proposal.