Request for Proposals for Investment Management Services
February 1, 2019

The Community Foundation of Greater Rochester (CFGR) is a 501(c)(3) not-for-profit organization incorporated in the State of Michigan. It is dedicated to enhancing the quality of life for all. More information about the CFGR is available online at www.cfound.org.

The Foundation was established in 1983. It currently manages endowed-pools valued at approximately $6,400,000, a non-endowed pool valued at approximately $800,000 and cash assets in Certificates of Deposit. The Board of Trustees is seeking asset allocation advice, investment management, consulting and custody services for its assets, specifically proposals from qualified and licensed investment/consulting firms that meet the following minimum criteria:

Minimum Criteria:

> ➢ Firm must have been in business for at least 10 years and have a five-year investment performance record.

> ➢ Firm must have demonstrated expertise and experience serving the needs of nonprofit organizations, have a record of foundation/nonprofit endowment management and provide a list of these clients.

Further, the Board is seeking a manger(s) and firm(s) that can provide a broad range of investment services. It reserves the right to choose multiple investment managers or none.

Compliance with the Foundation's Investment Policy, a copy of which is attached, will be critical for any successful candidate(s).

Deadline for submission in 4:00 p.m. on March 1, 2019

Proposal Guidelines and Instructions

1. Only organizations that meet the Minimum Criteria should apply. Respondents that do not meet the criteria will not be considered.

2. Respondents must respond to each item in Sections A through G. Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those necessary to provide a complete, accurate and reliable presentation. All responses should be brief and concise.

3. The Foundation reserves the right, in its sole discretion, to reject any and all responses and to waive any irregularity or informality in any response. The Foundation shall not be liable for any expenses and/or losses incurred by respondents.

4. No proposals or promotional materials will be returned.

To be considered, nine (9) hard copies of any proposal must be received in the Foundation office (303 East Street, Rochester, Michigan 48307, attention Jo Allen) by 4:00 p.m., March 1, 2019. Faxed, emailed, late or incomplete proposals will not be considered.

All questions should be directed to:

Jo Allen
President
Community Foundation of Greater Rochester
Phone: 248-608-2804
E-mail: jallen@cfound.org

Required Information for All Proposals

Section A: Profile of Manager and Firm

1. Name and address of respondent's firm and any affiliates.

2. History of firm including business type/structure, public or private, and how long it has been doing business under its present name.

3. Firm's principals, their education, their professional backgrounds and years in the investment management business including endowment management experience.

4. Respondent's education, professional background and years in the investment management business including endowment management experience.

5. The professional(s) who would be directly involved with the Foundation's accounts and their role(s).

6. Ten (10) year history of assets managed by the firm. Ten (10) year history of assets managed by respondent or maximum years if less than ten (10).

7. For asset histories provide a breakdown of the assets by category, for example, endowments, foundations, ERISA, companies and individuals.

8. For institutional assets managed, provide statistics on median/average institutional account size and range of assets managed (largest to smallest account).

9. Describe respondent's current top seven (7) accounts, including owner type, length of relationship, and assets managed for each account. Provide name and telephone number for three (3) to five (5) current clients who the Foundation may contact for a reference.

10. Is the firm bonded? Respondent? If yes, describe coverage.

11. Provide copies of all relevant national and state licenses held by firm and/or respondent and the respondent's CRD number, if applicable.

Section B: Investment Management Process:

1. Describe firm's overall investment philosophy and provide model portfolios for different style investors, including a nonprofit.

2. Describe the process, if respondent has helped draft or modify an investment policy for a non-profit.

3. Describe firm's/respondent's investment selection process.

4. Describe firm's process for manager monitoring and manager replacement.

5. Describe firm's process for monitoring performance of a client's account(s), including as related to client's goals, objectives and investment policy.

6. Considering the Foundation's endowed pool, what type of investment(s) would respondent suggest – mutual funds, individual equities, bonds, a combination of investment types, etc.

7. If available, provide a representative portfolio for a client with similar characteristics.

8. Describe the firm's sell discipline as it relates to equities.

9. Does the firm comply with the reporting standards of the Association of Investment Management and Research?

Section C: Administrative Services:

1. The Foundation's Investment Committee meets the 3rd week of January, April, July and October.

   a. Does respondent foresee any problem having reports available with returns including a blended benchmark relative to the Foundation's Investment Policy, for said meetings?

   b. Does firm/respondent have a conference room available in the Rochester area in which to conduct meetings?

2. Are monthly account statements available on-line? If so, how soon after the last day of the preceding month?

3. Does firm administer charitable remainder trusts, gift annuities and pooled income funds for clients?

4. With your proposal, include a sample monthly accounting statement/client report and in addition, a quarterly meeting report with demonstrated capabilities to monitor performance to investment policy benchmark.

Section D: Performance Results:

1. Using a December 31 end date, provide five (5) years of annual returns for firm's equity, fixed and balanced accounts. Indicate whether these results include fees. In addition, provide comparisons against the indices by investing strategy.

2. Provide the name of any outside firm managing mutual funds held in clients' accounts.

Section E: Client Services:

1. Does firm provide any planned giving services? If so, describe.

2. Does firm offer training of trustees relating to their fiduciary responsibilities? If so, describe.

3. Describe any fee based additional services offered by firm/respondent.

4. Describe any value-added services firm/respondent provide to clients.

Section F: Fees:

1. Outline fees that firm would charge to manage the Foundation's assets including fees for balanced, equity, fixed income and cash reserve management services. Be specific and disclose all fees and expense ratios including but not limited to, commissions, sales charges and 12b-1 fees associated with securities, mutual funds and ETFs. [Response should begin with a breakdown of all management fees, transfer fees, and any other costs associated with the management of an account.]

2. Describe the frequency and timing of firm's fees.

3. For any Client Services identified in Section E, describe the fees and costs associated with each service.

Section G: Miscellaneous:

1. Describe all insurance maintained as coverage for firm and/or respondent - fiduciary, errors and omissions, professional liability, etc.

2. Please identify current or pending litigation involving firm and/or respondent as well as litigation or censure by the SEC, Department of Labor, or any other regulatory authority during the past ten (10) years.

4. What sets firm's/respondent's services apart from the competition?

5. How would firm/respondent help the Foundation further its mission, develop and expand its donor base and assets?