

STANDARD ELEMENTS OF AN RFP

Here are the key elements of a standard RFP.

1. Signed cover letter and introduction
 - a. Invitation to bid
 - b. Background of the institution requesting the proposal
 - c. Description of the funds to be managed including size, use, spending rate, etc.
 - d. Reference to the Investment Policy Statement (Attach a copy)
 - e. Scope of services requested
 - f. Minimum requirements of responding companies
 - g. Evaluation criteria
 - h. Time-line for submitting response
 - i. Desired format and means of submitting response
 - j. Process for review
 - k. Contact information for questions and/or submissions
2. Questionnaire (see below)
3. Sample Documents requested (can vary)
 - a. Monthly statements
 - b. Quarterly performance reports
 - c. Market analyses
 - d. Research samples
 - e. Tools used to establish strategic targets, asset allocation, assess risk
 - f. Means of measuring performance
 - g. Other