

## TYPICAL QUESTIONS IN AN RFP

### 1. Company History & Background

- a. Provide a brief history of your firm. What are its competitive advantages? How are these distinct to your firm?
- b. Describe the ownership structure of your organization noting details with regard to the parent organization and its affiliates. Provide an organizational chart.
- c. Describe any potential conflicts of interest.
- d. Describe your firm's experience with non-profit organizations. How many non-profit organizations do you currently manage? How many are similar in size to our organization?
- e. Please provide the total assets under management of your firm. What is the total AUM (assets under management) for foundation/endowment/not-for-profit accounts?
- f. Over the past three years, has your organization or any officer or principal been involved in any claim or litigation or other legal/regulatory proceeding, investigation or disciplinary action related to your investment or custody/administrative services? If so, please provide a brief explanation and indicate current status.
- g. Will you accept fiduciary responsibility for the services requested in this RFP?
- h. List the location(s) of your headquarters and branch offices. Where do the portfolio management and client services function reside?

### 2. People/Team Profile

- a. List the names, experience, and academic/professional credentials of your endowment management team. Who will have day-to-day investment oversight? Who will be the lead client service representative?
- b. Who is the person providing this RFP response? Please provide an email address and phone number.
- c. What is the level of back-office support you provide to clients? Who provides that support?

### 3. Investment Management Services

- a. Describe your firm's investment management philosophy.
- b. Describe the firm's process for analyzing a client's existing Investment Policy Statement, making modifications as needed, and monitoring the IPS over time.
- c. How do you develop a long-term strategic asset allocation? What analytical tools (software) do you use to support your decision?
- d. Describe how you construct a client portfolio.
- e. How will you make recommendations to our committee regarding changes to the portfolio?
- f. Describe how your capital market projections are derived.
- g. What is your view regarding the use of active vs. passive funds?

- h. What is your view regarding the use of alternative investments? What do you consider an alternative investment?
- i. What is your firm's experience in the use of alternative asset classes such as hedge funds, private equity, real estate, distressed debt?
- j. Do you offer socially responsible investment or ESG options? If so, please provide detail.
- k. How does your firm define, measure, monitor, and manage risk?
- l. What risk management systems do you use?
- m. How do you source, measure, and monitor fund managers? What are your criteria for termination of a fund manager?
- n. How many fund managers do you currently track?

#### **4. Investment Performance**

- a. How do you evaluate investment performance of the portfolio and how is that communicated to the client?
- b. Please provide your firm's one, three, five, and 10-year performance vs. appropriate benchmarks for a portfolio similar to a portfolio you would propose for our funds. Note if performance is gross or net of all fees.
- c. Please provide actual client performance for institutions similar to ours for one, three, five, and 10 years measured against appropriate benchmarks. Note if returns are gross or net of all fees.

#### **5. Custody**

- a. Will you serve as custodian of the funds? If not, who will? At what cost?
- b. Can you provide daily fund valuation?
- c. What information is available online?
- d. Please describe the process of moving assets from our current manager to you if we were to select your firm as our new manager.

#### **6. Client Services & Reports**

- a. Please provide a sample of a monthly statement and a quarterly performance report. When are the reports available? How are they distributed?
- b. Do you provide market analyses, asset class forecasts, or other types of general investment information? If so, please describe and attach samples.
- c. Can you provide sub-accounting for funds within the endowment? Please describe and attach a sample report.
- d. How will you handle additions to our account? Withdrawals?
- e. Can we schedule quarterly conference calls with our portfolio manager? Will you provide an annual in-person meeting with the portfolio manager and our investment committee?
- f. Will you provide educational services to members of our committee with regard to investment issues?

- g. Can you receive and process gifts of marketable securities including mutual funds?
- h. Do you provide additional services, such as support for planned giving activities including Life Income Gifts, Donor-advised Funds, endowment policies, or endowment management issues? Other services?

**7. Fees**

- a. Please show a complete list of all fees and expenses that would be charged to our account, including all direct and indirect fees (such as embedded management fees in the funds used).

**8. References**

- a. Please provide at least three current accounts that we can contact as reference for your services. Please describe the type of client, how long they have been with you, the size of the account, and provide a name, email address, and phone number for the contact person.