

# Sample RFP

## Organization Information

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1. Provide the history, background and ownership of your firm, including locations. List any mergers and acquisitions that have occurred in the past 5 years.
2. Please provide assets under management as well as the number and type of clients you serve.
3. Please attach your firm's annual review and financial statement and describe your financial strength.
4. What regulatory body oversees your organization? Will you accept fiduciary responsibility over our account?
5. Describe the levels of coverage for errors and omissions insurance or bonding and any other fiduciary or professional liability insurance the firm carries. List your insurance carriers.
6. Discuss any past or present litigation or regulatory actions against your firm.
7. Do you foresee any conflicts of interest in servicing our account? How does the firm prevent conflicts of interest?

## Competitive Advantage

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1. What is your organization's key distinctiveness as a firm? What sets your services apart from the competition?

## Experience and Relationship Management

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1. Describe your company's experience working specifically with tax-exempt organizations, including foundations and endowments. Do you have a team specifically dedicated to serving nonprofit organizations?
2. Describe the expertise and credentials of the team responsible for servicing our account.
3. How often does the firm conduct in person meetings with clients? What are the goals of those meetings and what is typically covered? Is the relationship team available for additional meetings or conference calls?
4. Please describe how you would communicate with our organization.

## Investment Capabilities and Processes

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1. Describe your investment philosophy and decision-making process.
2. Discuss in detail the theory and methodology of the asset allocation models the firm employs. How does the firm develop input data for the models employed?
3. What is your experience and approach in developing Investment Policy Statements for nonprofits? What is your experience monitoring such policies?
4. Describe the structure and organization of your firm's research capability and how it is incorporated into the process.
5. Please provide the firm's philosophy on the use of non-traditional investment assets.
6. Describe your approach to risk management.
7. Please provide a sample asset allocation.

## Manager Research and Selection

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1. Describe the firm's process for the evaluation and selection of public market investment managers for a client.
2. Describe how the firm quantitatively and qualitatively gathers data on managers.
3. How do you remain objective when formulating manager and strategy recommendations?
4. In what situations would you recommend passive management and why?
5. Describe any proprietary or third-party databases which your firm uses for screening.
6. Describe your firm's methodology and sources of data for analyzing and evaluating a potential manager's performance.
7. Describe the firm's criteria for recommending an investment manager to be placed on probation, removed from probation, or replaced.
8. Discuss the performance benchmarks recommended and the attribution analysis performed.

## Operations and Performance Measurement

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1. Describe the structure of your back office and the type of operational support available to manage clients' assets
2. Is performance calculated in-house or by a third party?
3. How is performance calculated and monitored?

## Philanthropic Services

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1. Please provide the firm's experience and capability for providing investment education to staff, investment committee members, donor constituents, and professional advisors (i.e. estate planning attorneys).
2. What educational services, material and training will you provide to the Investment Review Committee and staff?
3. What marketing and donor development/stewardship support will you provide to the organization? Does this include fundraising? If so, describe an example of your success in this area.
4. What planned giving services do you offer?
5. Describe additional support and services you provide to endowments and foundations?

## Client Service and Reporting

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1. Describe your reporting capabilities, including frequency, format, and delivery method. Are market updates and/or commentaries included as a part of the standard reporting package? Please provide sample reports.
2. What other value-added services could you provide for our organization?

## Fees

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1. Please outline your fee structure. Indicate all services you propose to provide and their associated fees.