**A. Organization**

**1. Provide a summary and history of your firm and your parent organization (if applicable), including the year founded, location of headquarters, number and location of offices (including which office would service our organization), and significant developments affecting the firm over the last three (3) years, such as changes in ownership, restructuring, personnel reorganization, or philosophy.**

**2. Is your firm, its parent or affiliate, a registered investment advisor with the SEC under the Investment Advisor’s Act of 1940? Provide copies of your ADV Parts I and II, as on file with the SEC.**

**3. Describe your firm’s current ownership and please note any change in ownership or management planned or anticipated during the next two years.**

**B. Client Base**

**1. What is the total dollar amount of client assets advised by your firm? What is the total dollar amount of institutional assets advised by your firm? How many of those clients are nonprofit organizations?**

**2. What is the average portfolio size of your institutional clients?**

**3. Please describe your experience in providing services similar in scope to those requested in this RFP.**

**C. Conflict Of Interest**

**1. What policies and procedures are in place to avoid conflicts of interest?**

**2. Are there any circumstances related to your investment consulting activities under which your firm receives direct or indirect compensation from asset managers or other investment-related firms?**

**3. Does your firm, parent, or any affiliate sell information, software, or any other services to securities managers or other investment-related firms? If so, describe.**

**4. Is your firm or its parent a broker/dealer? And if so, does your firm receive compensation, direct accounts, or trade through the brokerage or accept soft dollar compensation from the brokerage? Does your firm manage or sell any investment products (mutual funds, separate accounts, etc.)?**

**5. Describe any potential conflicts of interest your firm may have in this assignment. Describe any soft dollar arrangements for compensation, services, or systems that may be provided between your firm and other investment management firms.**

**D. Litigation History**

**1. Within the last five years has your organization, officer, or principal been involved in any business litigation, or other legal proceedings relating to your consulting activities, or have they been involved in a SEC investigation or litigation? If yes, provide an explanation and indicate the current status.**

**2. Have any of your employees had a criminal or regulatory action that has been reported as a FINRA disclosure event? If so, describe the event in detail.**

**3. Are there any legal matters we should be aware of? If so, describe.**

**E. Investment Services**

**1. Describe your approach and philosophy to institutional investment consulting.**

**2. What investment policy statement support does your firm offer?**

**3. Describe the quantitative techniques and models your firm uses in developing investment policies and objectives.**

**4. Describe your experience with providing investment advisory services to institutional clients.**

**5. Please describe how you would approach portfolio composition for a client of our size.**

**6. How do you manage risk in your portfolio construction process?**

**7. Describe your ongoing portfolio monitoring processes.**

**F. Research**

**1. Describe your investment research resources and capabilities. Is your research conducted in-house or outsourced? How are investment benchmarks determined?**

**2. Describe your manager selection process including the analytic basis for your recommendations of an investment manager. Describe your firm’s philosophy of core vs specialty portfolios, active vs passive management, and a mix of investment styles.**

**3. How many managers do you track in your database?**

**4. Describe your firm’s process for meeting and collecting on-site visits with investment managers. How often does your firm meet with the investment managers?**

**5. Describe your experience with alternative investments. Describe the elements of a due diligence process for assessing the merits of alternative investments.**

**G. Performance Evaluation**

**1. Describe your firm’s performance reporting and evaluation services. How often are performance reports produced and delivered? Please provide a sample performance report.**

**2. Describe your approach (methods and sources of data) to monitoring and evaluating the performance of a portfolio, including the monitoring and calculating of performance, risk, investment style, manager guideline compliance, etc.**

**3. Please provide a sample of a written recommendation to hire and to terminate a fund manager.**

**H. Fiduciary Acknowledgement**

**1. If hired, will you acknowledge in writing that you have a fiduciary obligation as an investment advisor while providing the consulting services we are seeking? If yes, where will this language be presented?**

**I. Support Services**

**1. Can you assist our organization with SRI or ESG investing? If yes, please briefly describe.**

**2. Will you collaborate with our custodian and prepare a quarterly summary of the Foundation’s investments?**

**3. What educational services and publications does your firm provide to your clients?**

**J. Proposed Service Team**

**1. Provide an organizational chart.**

**2. Provide the name, title, home office location, contact information, and a brief biography of each key individual who will be directly responsible for providing consulting services to our organization.**

**3. How long will the assigned team members stay as the lead contact with our relationship?**

**K. Security and Business Continuity**

**1. Describe the succession plan for the primary contact who will be working with our Foundation.**

**2. Describe the succession plan of your firm.**

**3. Describe your firm’s data security measures.**

**4. Describe your firm’s disaster recovery plans.**

**L. Fees**

**1. Please provide a fee proposal for the scope of services outlined in this RFP and describe the proposed fee structure.**

**2. Do you negotiate fees with managers or receive payments from management to be on your platform?**

**3. How will travel and miscellaneous expenses be handled within the proposed fees?**

**M. Differentiating Factors**

**1. What are your firm’s distinguishing factors, and what unique value-added services can your firm provide?**