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# FIRM PROFILE

1. Please provide a summary of your firm. Include the location of your firm’s offices, the year formed, number of employees, core mission, assets under advisement, ownership structure, and succession plans.

1. Please describe your firm’s approach to OCIO. How long has your firm been providing OCIO services? Please describe the history of this service offering at your firm. What is the business model? How many dedicated employees are devoted to the OCIO model?
2. Please provide the contact information for OCIO advisors who will service the account, including the address of the office location from which our account will be serviced.

4. Is your firm a registered investment advisor under the Investment Advisors Act of 1940? (If so, please provide latest Form ADV). Can your firm provide fiduciary services to its clients?

5. Within the past five years, has your organization or an officer or principal been involved with any business litigation or other legal proceedings relating to your consulting activities? Please provide details with respect to the status or disposition.

**INVESTMENT ADVISORY SERVICES**

1. Please provide your firm’s investment philosophy.
2. Describe the process by which portfolio are designed and constructed. What level of discretion is provided? Who acts as portfolio manager?
3. What is your process for assessing risk in any portfolio?
4. Do you have a typical or “model” allocation? If so, what is it currently? Are clients required to adhere to the “model” allocation? Please explain.
5. What is the firm’s current outlook, and how is that outlook reflected in the construction of portfolio?
6. Do you utilize internally‐managed open or closed‐ end internally managed funds for some or all asset classes in constructing portfolios, or do you function more as a manager‐of‐managers (i.e., open architecture)? Please explain.
7. Describe the firm’s capabilities and approach regarding alternative investments, specifically hedge funds and non-marketable alternative investments.
8. Explain your philosophy toward utilizing index funds / ETFs. What vehicles are utilized to structure portfolios? Please explain.
9. What is your firm’s approach to managing and transitioning legacy investments?
10. Would a client own units in a common investment pool or would it have title to underlying investments? Who would negotiate and sign contracts with investment managers?

**MANAGER RESEARCH AND DUE DILIGENCE**

1. Provide a general description of your research department. If no separate department exists, describe how this function is performed.
2. Describe your investment manager database. Provide a detailed description of your firm’s investment manager evaluation process. How many investment managers do you actively track?
3. Describe the process you will use to select managers for inclusion in an OCIO portfolio.
4. Describe your monitoring process.
5. Describe the circumstances under which you would terminate an investment manager. How is this information communicated to clients?

**MEASUREMENT AND PERFORMANCE**

1. Describe your firm’s philosophy and approach regarding the use of benchmarks. How do you determine the appropriate benchmark? How is a manager’s performance measured against the benchmark?
2. Please provide the composite performance for your OCIO clients. How has the composite performance been constructed?
3. Describe the performance measurement software your firm uses, include highlights of any unique features / options that enhance client reporting. Is this software proprietary, or does your firm utilize the software of an outside vendor? If your firm uses non-proprietary software, do you have the ability to influence changes to the software to meet the demands of the marketplace?
4. How soon after the quarter-end are your reports typically available?
5. Please provide a sample of a comprehensive client quarterly report.
6. Please provide information regarding the back-office support available to your clients.

**MISCELLANEOUS**

1. Describe how a new client would transition to your services.
2. Describe the aspects of your firm that distinguish it from competitors.
3. Please describe your capabilities with respect to Socially Responsible Investing (SRI).
4. Provide a representative client list.
5. What services does your firm provide for the education of the committee members?

**FEE STRUCTURE**

1. Please outline your fee structure.
2. If hired, will your firm receive any other form of compensation, including soft dollars, from working with this account that has not yet been revealed? If so, what is the form of compensation?