



## **Request for Proposal**

### **Investment Management Services July 16, 2018**

#### **Request for Proposal Objective**

The Moraine Valley Community College Foundation is seeking Request for Proposals (RFP) for Investment Management Services. The Foundation does not manage its investment portfolio in house and therefore is looking for full investment management and advisory services. The services required include but are not limited to: protection of assets that have been contributed by donors, management of the portfolio in accordance with the Foundation's Investment Policy, monthly and quarterly reporting, annual meetings with the Foundation's Finance Committee and Board of Directors, policy advice, and donor development services such as meeting with potential donors, if needed.

#### **Foundation Introduction**

The mission of the Moraine Valley Community College Foundation is to promote and financially support college programs and provide scholarships and financial assistance to students while exercising prudent management and investment of donor funds.

The Moraine Valley Community College Foundation is a separate and distinct entity under the control of a separate Board of Directors from the College. The Moraine Valley Community College Foundation was established as a tax exempt organization Sec. 501(C)(3) for the purpose of soliciting tax deductible contributions for the promotion of educational activities and services that will benefit and support Moraine Valley Community College students and educational programs.

The Foundation is responsible for fundraising activities including researching, soliciting, receipting and acknowledging private gifts from donors (individuals, corporations, and other organizations) and for stewardship activities including investing, administering and disbursing of gift funds. The Foundation currently has three employees who are Moraine Valley Community College employees housed in offices within the college campus. In addition, the Foundation contracts an independent accountant on a part-time basis for the management of all accounting and tax filing functions within the Foundation.

The Foundation's total assets were \$4,796,872 as of June 30, 2017 with total revenues and public support of \$957,907 for the year ended June 30, 2017.

#### **Services to be Performed**

Your proposal is expected to cover the following services:

- Protection of assets that have been contributed by Foundation donors

- Management of the portfolio in accordance with the Foundation's Investment Policy with quarterly reports made available to the Finance committee, Foundation Office and independent accountant
- Annual in-person meeting with the Foundation's Finance Committee and Board of Directors
- Advice on Foundation investment policy
- Donor development services such as meeting with potential donors

## Request for Proposal Environment

Receipt and evaluation of proposals does not obligate the Moraine Valley Community College Foundation to award a contract. If the Foundation elects to award a contract, the contract will be awarded to who Moraine Valley Community College Foundation believes to be the most qualified Respondent whose proposal has the best combination of qualifications and is in the best interests of the Foundation.

All proposals should be complete, organized and concise in their response. All proposals received by the deadline will be evaluated on experience and the completeness and quality of content. Only those proposals providing complete information as required will be considered.

The Moraine Valley Community College Foundation may designate an evaluation committee to review, compare and analyze all proposals. A shortlist of the most qualified investment management firms may be selected by the Foundation and may require site visits.

The Respondent is responsible for any and all costs associated with the preparation of a response to the RFP. The Respondent may withdraw a proposal at any time prior to the due date.

## Key Contact

Requests for additional information, review of prior investment reports, or other requests should be coordinated through our Executive Director, Kristy McGreal, CAE. You may reach Kristy by phone at (708) 974-5335 or via email [mcgrealc2@morainevalley.edu](mailto:mcgrealc2@morainevalley.edu). The address for the Foundation is 9000 W. College Parkway, Palos Hills, IL 60465. Please note that our response to any questions may take up to 48 hours for a response.

## Response Requirements

Moraine Valley Community College Foundation will evaluate the overall quality and responsiveness of the proposal using, but not limited to, the following criteria, which are listed in no particular order:

1. Detail your firm's experience in providing investment management services to tax exempt organizations in the not-for-profit sector as well as associations of a comparable size to the Foundation.
2. Describe total assets under management and firm's ownership structure.
3. Identify the partner or manager who will be assigned to our job if you are successful in your bid and provide biographies. Describe their tenure with the firm, current responsibilities, experience, and education.
4. Describe the firm's investment philosophy and methodology and how the firm adds value to the client.
5. Discuss the firm's use of technology in delivery of investment services. Explain if reports are accessible online and if training is provided by the firm to access reports.

6. Discuss the communication process used by the firm to discuss issues with the management and the Finance Committee of the Foundation Board of Directors.
7. Describe the portfolio construction process.
8. Please describe your firm's fixed income and equity investment strategies including asset allocation and any alternative investment strategies that you might utilize.
9. Please identify what benchmarks or indices you feel are most appropriate for use in measuring your performance.
10. Please discuss the methodology you use to calculate performance and how performance information is presented to your clients.
11. When and how does the firm determine a portfolio needs to be rebalanced?
12. Describe the trigger or reason that would cause the firm to make a significant or fundamental change to a portfolio.
13. Does the firm use any proprietary strategies in the portfolio?
14. Are there any limitations on the investment products you will recommend? (If so, what are they? For example, do you sell only your firm's products ("proprietary products") or do you sell products from other companies?)
15. Provide a sample quarterly report that your firm would provide on an ongoing basis including a blended benchmark analysis.
16. Provide a proposed portfolio and custom benchmark comparing the portfolio to the custom benchmark over the past ten years.
17. Describe how your firm will effect a smooth transition of investment management firms. Comment on the impact of the transition to a new firm indicating the approach to be taken, time involved, handling of "startup" costs, and unanticipated events, etc. Indicate your requirements for access to working papers and cooperation with predecessors.
18. Set forth your fee proposal for the firm's fee structure or schedule of all fees. Describe how the fee is calculated and assessed. How is the fee assessment handled for new investments or withdrawals? Does your firm pass back to the client any funded fees? The proposed fee should be in place for three years.
19. For reference purpose, provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization.
20. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our investment manager is the best decision we could make.

### Due Dates and Submission Information

Tasks	Date
Release of RFP	7/16/18
RFP response due	8/17/18
Request for Additional Information and Inquiry Response	8/17/18 – 8/30/18
Evaluation and Firm Interviews	9/1/18 – 10/31/18
Firm Selection and Notification	November 2018

Each complete submitted proposal response shall consist of one (1) electronic copy using one of the following format(s): Microsoft Word, Microsoft Excel, and/or Adobe PDF. The electronic copy of the proposal can be submitted via e-mail to Kristy McGreal, Executive Director at mcgrealc2@morainevalley.edu.

Respondents have the option of providing printed copies of proposals. If submitting printed copies, three (3) copies of your written proposal must be received in the Foundation office by the due date to the following address:

Moraine Valley Community College Foundation  
Kristy McGreal  
Executive Director  
9000 West College Parkway, Room M220  
Palos Hills, Illinois 60465

**Confidentiality:**

All information in the RFP, including information disclosed by the Foundation during the selection process, is to be considered strictly confidential. Information must not be released to external parties without the express written consent of the Foundation. Firms are required to keep all information in their response confidential as well.

The Foundation will maintain confidentiality of all information and items submitted as part of the proposals.