



## Request for Proposals Investment Management Services

### **I. Background Information**

The Corporation of the Catholic Bishop of Juneau Priests' Pension Trust, (hereafter "Trust"), is requesting proposals to assure that the Trust is receiving the optimum level of investment services at a competitive price. The expectation upon completion of the Request for Proposal (RFP) process is to enter into a three-year contract, with the option for the Trust to renew for another one year period thereafter.

### **II. Scope of Services and Selection Criteria**

The purpose of this Request for Proposal (RFP) is to collect information to allow the Trust to select an Investment Manager that will manage approximately \$1.7 million in priest retirement funds. Services will include analyzing and advising the Trust regarding investment strategy, allocation of assets, investment performance, customizing benchmarks to assess fund performance, developing investment policies, and adherence to the requirements of all applicable local, state, and federal statutes.

The Trust's Investment Committee will independently interview, and recommend to the Trust, an Investment Manager or Managers based on consideration of the following factors:

- a) Experience of the firm in providing similar Investment Management services;
- b) Experience and expertise of Investment Management professionals;
- c) Client service and client management philosophy;
- d) Investment and risk philosophy and investment process; and
- e) Fees.

The Investment Manager selected to perform these services will be required to provide, on at least a quarterly basis, investment portfolio performance and positioning reports to each Trust member and will be required to attend meetings as requested by the client.

Additional preference may be given to an Investment Manager that also provides actuarial services.

### **III. Minimum Qualifications**

The Investment Manager must meet all of the minimum qualifications, and must certify that the minimum qualifications identified on the last page of the questionnaire are satisfied.

The Investment Committee may determine whether any Investment Manager is qualified to bid, including determining whether any Investment Manager's qualifications are sufficiently comparable to satisfy the minimum qualifications.

The Investment Manager must abide by the Trust's investment policy, which is attached to this document.

#### **IV. Items Requested from Responding Firms**

- a) Letter of Transmittal: A letter of transmittal must be submitted on the Investment Manager's official letterhead. The letter must identify all documents provided collectively as a response to the RFP, and must be signed by an individual authorized to bind the Investment Manager contractually. An unsigned response shall be rejected. The letter must also contain the following:
  - I. A statement that the response is being made without fraud or collusion; and
  - II. A statement that the Investment Manager has not offered or received any finder's fees, inducements, or any other form of remuneration, monetary or non-monetary, from any individual or entity relating to the RFP, the response, or the Trust's evaluation, consideration, or selection of the Investment Manager.
- b) Minimum Qualification Certification: The Investment Manager must complete the certification contained in the last page of the questionnaire and provide all supporting documentation.
- c) Questionnaire: The Investment Manager must address the questionnaire items in the RFP in the order in which they appear, repeating each question in its entirety prior to the response. Certain questions require supporting documentation, which should be submitted as attachments to the questionnaire.
- d) Fee Proposal: Respondent firms must submit their fee proposal in the format prescribed. The fee proposal shall describe the fee structure, including full disclosure of direct and indirect fees, commissions, penalties, and other compensation, including reimbursement for expenses in connection with providing the services as described in this RFP. Fees shall be guaranteed for the term of the contract.

#### **V. Public Records**

The documents submitted in response to this RFP become a public record upon submission to the Trust, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of the law. The Trust assumes no contractual obligation to enforce any exemption.

#### **VI. RFP Coordinator**

Upon release of this RFP, all communications concerning this RFP should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Trust. The vendor should rely only on written statements issued by the RFP Coordinator.

Michael P. Monagle  
Business Manager  
Diocese of Juneau  
415 6<sup>th</sup> St., Ste. 300  
Juneau, AK 99801-1074  
(907) 586-2227 x27  
[businessmanager@dioceseofjuneau.org](mailto:businessmanager@dioceseofjuneau.org)

#### **VII. Submission Deadline**

The completed RFP must be delivered on or before 5:00 p.m. on July 31, 2018. Earlier responses are welcome. Any RFP delivered after the deadline will not be considered. All proposals and accompanying documentation will become the property of the Trust and will not be returned. Email or hard copy will be accepted.

## **VIII. Terms and Conditions**

1. The Trust reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Trust also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. This RFP does not obligate the Trust to accept or contract for any expressed or implied services.
2. In the event that the proposer to whom the services are awarded does not execute a contract within thirty (30) calendar days after formal approval, the Trust may give notice to such proposer of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly.
3. The Trust will not reimburse any proposers for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
4. Proposers shall thoroughly examine and be familiar with the specifications described herein. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer of obligations with respect to this proposal or the subsequent contract.
5. The contract may be terminated by either party by giving written notice to the other party at least ninety (90) calendar days before the proposed termination date. Under no circumstances will any damages be paid as a result of the termination of this contract. If the vendor exercises the right to terminate the contract early, they may be prohibited from submitting future proposals to Trust for a period of ten (10) years.
6. Failure to comply with any of the terms and conditions of this RFP by the awarded proposer will be cause for termination of the "Services Agreement."
7. After the execution of the contract, any alterations to existing fees or additional fees imposed by the awarded proposer must be approved by the Trust in the form of an addendum to the original contract. All addenda are subject to review by the Trust's legal counsel.

## Investment Manager Services Questionnaire

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

### **1. General Information**

- a. Identify the location of the main office, and, if different, the office from which services would be provided to the participating agency.
- b. Provide a brief history of your firm and its operations. Include the year formed, number of employees, ownership structure, and any ownership changes that occurred during the past five years.
- c. Are you willing to assume a fiduciary role in your services as Investment Manager? Do you consider yourself a fiduciary with respect to the recommendations you provide to clients?
- d. Is your firm registered as an Investment Adviser under the Federal Investment Advisers Act of 1940 or exempt from registration? If so, when was the firm first so registered? Please provide a copy of your most recent Form ADV, Part II.
- e. Identify and provide professional biographies of the key personnel who would be assigned to this engagement.
- f. Provide a listing of all Pension, Endowment and Not-for-profit clients. Include the size of the funds under management and the length of service to them.
- g. Please provide a list of at least three references.
- h. Has there been any litigation against the firm or its principals/owners/officers within the past five (5) years? If so, please describe the claim, whether or not a lawsuit was filed, the amount of the claim, the type of project and services involved and the resolution of the claim and/or lawsuit.
- i. Has there been any SEC or other regulatory action against the firm or its principals/owners/officers within the past five (5) years? If so, please describe the claim, whether or not a lawsuit or other enforcement action was filed, the amount of the claim, the type of project and services involved and the resolution of the claim, lawsuit, and/or enforcement action.
- j. Please provide a sample contract for Investment Management Services.
- k. Discuss your firm's insurance coverage.

### **2. Investment Philosophy and Strategy**

- a. Describe your investment philosophy.
- b. What are your overriding investment priorities?
- c. What is unique about your investment strategy? Your organization?
- d. Describe how this philosophy and strategy impact asset allocation of client portfolios?
- e. Name the qualities that sets all successful Investment Managers apart from the others?
- f. What is your definition of "added value through investment management services"?
- g. How do you accommodate our need, as a client, to follow the USCCB investment guidelines which basically says our investments must stay consistent with Catholic teachings?
- h. How does your style and process differ from that of others in the industry?
- i. Do you intend to use the services of an affiliate broker/dealer or custodian institution? If so, describe the financial arrangements with them.

### **3. Investment Strategy/Performance Information**

- a. Describe the content and format of your firm's quarterly performance reports. Provide a sample report for one of your firm's clients that is structured similarly to the PPT.
- b. Can these reports be customized to accommodate the Investment Committee's or Board's information needs? Are there charges for these additional information requests? Within what time frames can these requested changes be implemented?
- c. Describe your firm's investment strategy for funds similar to the PPT.
- d. Can your firm manage to and report custom benchmarks?
- e. Describe your approach to risk management.
- f. How do you measure risk?
- g. How often does your firm recommend reviewing asset allocation?
- h. When do you consider rebalancing and what method is used?
- i. What is your philosophy regarding passive investing (ie. Index funds, ETFs)
- j. Please provide investment performance data over the past one (1), three (3) and five (5) years. Benchmark this performance against the appropriate indices. Are the results compliant with AIMR/GIPS (Association for Investment Managers and Research/Global Investment Performance) standards? Show performance based upon calendar year(s) ending December 31st.
- k. Can your firm provide/recommend actuary services?
- l. Discuss recommendations for custody. Are you affiliated with this custodian? Do you receive any compensation for this custodian in regard to this client? Are any custodian services delegated to other firms? Itemize all cost to client should they choose to take your recommendations in regard to custody.
- m. Disclose any potential or actual conflicts of interest. If there are none, please state, "There are no conflicts of interest to report."

### **4. Fees**

- a. Please provide a fee schedule and indicate how out of pocket expenses are handled.
- b. Do you consider this fee arrangement competitive and, if so, why?
- c. What types of compensation can you receive for providing consulting services?
- d. Describe any circumstances under which your firm receives fees or other compensation from investment managers.

**MINIMUM QUALIFICATION REQUIREMENTS AND CERTIFICATION**

Investment Managers must satisfy each of the following minimum qualifications for this RFP, in order to be given further consideration by the PPT. Failure to satisfy each of the requirements will result in the immediate rejection of the Investment Manager. Failure to provide complete information will result in the rejection of the Investment Manager. Please write "YES" or "NO" where indicated. If evidence is requested, please provide complete documentation.

1. Investment Advisor/Manager is an investment adviser registered with the Securities and Exchange Commission under the Federal Investment Advisers Act of 1940.

(YES/NO):

If yes, please provide Form ADV II. If no, explain.

2. Investment Manager and its proposed team have all authorizations, permits, licenses, and certifications required by Federal and State laws and regulations to perform the services specified in this RFP at the time Investment Manager submits a response to the RFP. (YES/NO):

3. If retained for investment management services, the Investment Manager agrees to serve as a fiduciary: (YES/NO):

4. The Investment Manager agrees to provide the services as detailed in the Scope of Services and Selection Criteria section of this RFP and any other requirements as stated in this RFP. (YES/NO):

PLEASE CERTIFY THE INVESTMENT MANAGER'S SATISFACTION OF THE MINIMUM QUALIFICATION REQUIREMENTS BY PROVIDING THE INVESTMENT MANAGER'S AUTHORIZED SIGNATURE BELOW.

Authorized Signer Name:

Title:

Respondent Firm:

Signature:

Date: