

# Model Request for Proposal

A Template for Institutional Investors

**Presented by:**

**Asia Pacific Association for Fiduciary Studies**

\_\_\_\_\_ ( "FUND" )  
**Proposal Specifications**  
**For Investment Management Consultant Services**  
RFP No. \_\_\_\_\_  
Date of Issue: \_\_\_\_\_

In order to be considered for this assignment, all respondees to the RFP must provide the following information when submitting proposals. Any proposal received that does not provide the information requested below will be rejected. Proposals rejected will not be returned to the owner, but the owner will be notified. To facilitate proposal review, please provide the information in the order requested below.

### **I. Transmittal Letter**

The transmittal letter must include the following information:

- A. Name of the firm, address, telephone and facsimile numbers, and email.
- B. Location of the firm's principal office and, if different, the location where this assignment will be performed.
- C. An affirmative statement expressing your firm's willingness and ability to perform the duties described in the RFP.
- D. An affirmative statement as to the availability of the necessary resources to perform all services described in the RFP.
- E. Name, title, and telephone number of the prospective account administrator.
- F. An affirmative statement that the firm is a registered Investment Advisor under the Investment Advisor Act of 1940.
- G. An affirmative statement indicating that the firm has been in the consulting business for more than 20 years.
- H. An affirmative statement that the individual, firm or corporation has at least \$50 billion in institutional assets to which they consult.

The transmittal letter must be signed by the individual who is authorized to contractually bind the person, firm, or corporation submitting the proposal.

## **II. Questions to be Answered**

### **I. Structure/Philosophy**

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- A. Please describe the history and ownership structure of your organization. Describe principal business and other services available.**
- B. Please provide a summary of your firm's consulting philosophy.**

### **II. Personnel**

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- A) Please identify the primary individuals and support personnel who would be assigned to provide services to the Fund.**
  - Describe specialized experience in consulting work with emphasis on public funds. Also describe educational background and any specialized training or abilities of the individual to be assigned to the Fund.
  - Please provide a list of clients serviced by the proposed primary consultant.
  - Does the primary consultant hold a Certified Investment Management Analyst designation?
  - Describe experience, if any, in the Western Pacific region. If there are particular instances that you feel demonstrate significant value added to particular clients as a result of the primary consultants recommendations, please describe them.
  - Is your firm a registered investment advisor by the Securities Exchange Commission? If so, please provide Form ADV. If part of a larger financial institution, provide Form ADV Exhibit applicable to your consulting organization only.
  - Does your firm maintain an institutional investment consulting office in the Western Pacific region? If so, where?
  - Do you anticipate any changes in the ownership or staffing of your firm?

### **III. Services**

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- A) Briefly describe any services or performance aspects that are unique to your firm and which set it apart from other firms.**
- B) Briefly describe your services with respect to the following:**
  - 1) Development of an Investment Policy Statement**
  - 2) Strategic planning and asset allocation**

- 3) **Investment manager search, screening and selection**
  - 4) **Investment manager performance evaluation process, and portfolio monitoring to ascertain compliance to IPS**
  - 5) **Other services such as custody and trade execution.**
- C) **Describe your firm's in-house informational and database resources. If not available in-house, describe external database to which you subscribe or utilize.**
- D) **If you do have in-house database, do you collect fees from managers who wish to be included in your database? If yes, describe benefit to money manager once included in your database.**
- E) **Describe your firm's communications and reporting capabilities and provide a list of reports routinely provided to a client.**
- 1) **Describe standard & customized reports and research services you provide to clients, if any.**
  - 2) **How soon after receiving all monthly and quarterly data can a client expect to receive a performance measurement and analysis report?**
  - 3) **Do you provide investment manager performance attribution reports on a quarterly basis? If so, please provide a sample.**
  - 4) **Do you provide original investment manager research reports. If so, with what frequency. Provide a sample.**
- F) **Describe the level of discretion given to individual consultants, and the measures taken to ensure uniformity of consulting services.**

#### **IV. Experience**

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- A) Please briefly describe your firm's experience with public funds and provide a partial list of your public fund clientele.**
- B) Please provide name, address, telephone number and services provided for at least three public fund clients. For each of these clients, also specify the total number of managers being monitored and portfolio size under management.**
- C) Have you gained any new public fund clients in the past three years? Have you lost any clients in the past three years?**
- D) Does your firm or a subsidiary have any affiliation or business relationship with any other business, broker or dealer that deals with the Fund? If so, please specify and explain if you perceive any current or potential conflicts of interest and what safeguards you employ to preserve professional integrity and judgment.**

#### **V. Fees**

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- A) Provide a fee proposal. Include an outline of all services you propose to provide and their associated fees. Specifically, provide detail in terms of retainer, manager searches, performance monitoring on a quarterly basis, and other functions. (Stated fee schedule must include all charges and must reflect your costs in their entirety).**
- B) Does your firm accept soft-dollars/commissions as a method of payment for services provided? If so, how do you prevent conflicts of interest. Please list the advantages and disadvantages you see in the use of soft-dollars. Please quantify the dollar value of your services in "hard-dollars".**
- B) Does your firm offer an all-inclusive fee arrangement? If so, specifically what services are included (ie: trade execution, custody, consulting). If execution services are included, do the investment managers retain the ability to step out trades in the interests of best execution?**
- C) If hired, will your firm receive any other form of compensation from working with this account that has not been revealed. If yes, what is the form of compensation?**