



I. INTRODUCTION

The College of the Siskiyou Foundation is soliciting proposals from investment firms to provide investment consultant and management services. This request for proposal contains background information on the Foundation and specific information that must be included in the proposals submitted. The proposals must be submitted no later than **5:00 p.m. on Monday, June 3, 2019** and should be sent by email only to: foundation@siskiyous.edu.

(Cover letter, if included, may be addressed as follows):

Investment Committee
c/o Dawnie Slabaugh, COS Foundation
800 College Avenue
Weed, CA 96094

II. BACKGROUND

The College of the Siskiyou Foundation is a nonprofit IRS 501 (c) (3) organization, established in 1991, whose mission is to support the mission and values of the College of the Siskiyou by fostering community relationships and raising funds to enhance exceptional learning environments.

The Foundation needs to achieve a rate of return that allows for growth and provides funding, as stated in the attached Investment Policy, for support of the College and Foundation’s programs (projects supported include but are not limited to scholarships, long-term support of campus initiatives, and endowment support for technology and facilities). Additionally, the Foundation actively works with donors to establish new endowment funds. It is anticipated that the Foundation will experience considerable growth over the next ten years.

Investment Objectives: It is the Investment Committee’s objective to create a broad range of diversified investments. This range should provide the cash flow necessary to generate funds to:

- Support the College and the Foundation’s programs;
- Sufficient growth opportunity to offset inflation and over time to enlarge the assets.

The combination of investment asset classes should produce a “Balanced Portfolio” of approximately 25% –50% fixed income securities and 50% - 75% equities.

Current Investment Structure: Currently, the Foundation’s \$3.3 million in funds are invested as follows:

Restricted	\$1,260,864.27
Temporarily Restricted (expendable and scholarships)	\$1,806,296.34
Unrestricted	\$ 251,524.95

The current investments are being managed by Edward Jones in Mt. Shasta, CA and they have been invited to participate in this proposal process.

III. MINIMUM QUALIFICATIONS

Firms must meet all the following minimum qualifications to move to the next phase of the selection process. Please include an affirmative statement confirming the firm's compliance.

- a) Firm must be registered as an investment adviser under the Investment Adviser Act of 1940, agree to serve as a fiduciary including adhering to relevant UPMIFA standards, and carry an appropriate level of insurance coverage for errors and omissions, fiduciary/professional liability, and/or fidelity bond(s).
- b) Firm must have been in the institutional asset management industry for a minimum of 10 years.
- c) Client service team principals assigned must have a minimum of ten (10) years of experience in the institutional investment management industry and have demonstrated competency in utilizing passive strategies.

IV. PROPOSAL REQUIREMENTS

The following items should be specifically addressed in the proposal submitted and must reference the item number:

1. Company Information

- a) Year Organized
- b) Number of Clients
- c) Type of clientele (e.g. taxable individual, institutional, tax-exempt)
- d) Number of staff
- e) Number of clients per investment consultant
- f) Assets under management
- g) Number of offices
- h) Location of corporate headquarters
- i) Related organizations
- j) Discussion of any past or present litigation or regulatory actions against your firm, or you personally

2. The qualifications of your firm and its ability to provide investment management services

- a) Qualifications of principals and professional staff (please specify those individuals who will be directly responsible for this account)
- b) Number of years of experience in investment management
- c) Discussion of investment philosophy
- d) Discussion of your customer service philosophy
- e) Discussion of your consulting philosophy (i.e. your role as investment consultant)

3. Relevant experience with other similar not-for-profit organizations

- a) Include a list of your not-for-profit clients, specifically community foundations
- b) Include a list of your not-for-profit clients, specifically higher education
- c) Include three specific references that we may contact (Clients most similar to the College of the Siskiyous Foundation in type and size of business and similar services requested are recommended)

4. Reporting, portfolio evaluation and review of accounts

- a) Frequency of reporting to clients (e.g.: monthly, quarterly)
- b) Format of your reports (please provide sample)
- c) Frequency of portfolio evaluation
- d) Compliance with AIMR reporting standards
- e) Frequency of account review by your firm and willingness to meet with the College of the Siskiyous Foundation Investment Committee and staff to make recommendations and discuss performance

5. Recommended asset allocation

- a) Recommended asset allocation and expected annual rate of return
- b) Include an analysis of the efficient frontier for the recommended asset allocation and a discussion of the risk/reward spectrum for your recommendation(s)
- c) For the investments included in your recommended portfolio, please provide a current (as of 12/31/18), one, three, five and ten year annual returns compared to relevant indices (should be based on representative composite, hypothetical portfolios need to clearly state assumptions and methodologies of construction).
- d) Discussion of appropriate benchmarks

6. Recommended changes to the investment policy

- a) Rationale for recommendations
- b) Pros and Cons of recommended changes
- c) What degree of importance do you place on investment policy
- d) How would you assist in the review and updating of the COS Foundation investment policy statement

7. Insurance

- a) Provide a listing of applicable insurance coverage maintained with relevant coverage limits
- b) Provide the name of your primary insurance carrier and their related AM Best rating

8. Research and investment decisions

- a) Provide research methods and resources (external and internal)
- b) Discussion of investment decisions making process (committee, portfolio manager, external investment managers, etc.)

9. Fees

- a) Indicate all fees involved for each of the services you are proposing to provide
- b) Include a breakout of the initial and ongoing consulting fees and the custodial and management fees as a percentage of the dollar value of the assets, and the 12B-1 fees.
- c) Discuss the frequency in which such fees will be evaluated

10. Other services

- a) Please address any alternative or additional services that you are capable of providing that may be of benefit to the College of the Siskiyous Foundation
- b) Discuss your experience in rendering such services

V. SELECTION PROCESS AND TIMING

We will review all proposals based on the criteria outlined above. Those firms whose proposals are selected for further consideration will be asked to make a personal presentation to us and/or answer questions in advance of our final selection.

Proposal Timeline: Please let us know at your earliest convenience, but by no later than **May 24, 2019** if you are going to respond to this request for proposal. (See below for contact information)

Date	Deliverable
June 3, 2019	Responses to this proposal are requested to be received at this office by email no later than 5:00 p.m. on June 3, 2019. We ask that you forward five (5) copies of the proposal to the address shown below, directed to the attention of Dawnie Slabaugh, COS Foundation.
June 10, 2019	Proposals will be reviewed by committee the week of June 10, 2019.
June 17, 2019	A maximum of three vendors will be invited for interview the week of June 17, 2019.
June 24, 2019	Selected vendor will be notified no later than June 24, 2019.
July 1, 2019	Investment management will transition after July 1, 2019.

For a selection process, we will use a scoring matrix to describe scoring and ranking of submissions. Example:

Proposal Requirements	Weighting	Score (1-10)	Ranking
Minimum Requirements	Mandatory		
Proposal Requirements (Overall)	Mandatory		
Company Information	Mandatory		
Research and Investment Decisions	20%		
Reporting, portfolio evaluation and review of accounts	20%		
Relevant experience with other similar not-for-profit organizations	20%		
Fees	15%		

Recommended asset allocation	10%		
Insurance	10%		
Other Services	5%		

Rejection of Request for Proposal: The College of the Siskiyous Foundation may reject any or all Requests for Proposals and may waive any immaterial deviation in a Request for Proposal. The Foundation’s waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Respondent from full compliance with the specifications if they are awarded the contract. Requests for Proposal referring to terms and conditions other than the Foundation’s terms and conditions, may be rejected as being non-responsive.

Cancellation: While it is the intent of the Foundation to proceed with this appointment, this solicitation does not obligate the Foundation to enter into a contract. The Foundation reserves the right to cancel this Request for Proposal at any time, should the Foundation lose the required funding or it is in the best interest of the Foundation. No obligation either expressed or implied exists on the part of the Foundation to make an award or to pay any costs incurred in the preparation or submission of a Request for Proposal.

Contract: The selected firm will be required to sign a professional services agreement form.

Execution of the Contract: The contract shall be signed by the selected Respondent and returned, along with the required attachments, to the Foundation within ten (10) working days after being approved by the Foundation full board in July. The period for execution may be changed by the Foundation. Contracts are of no effect until approved by the appropriate Foundation officials. Any work performed prior to receipt of a fully executed contract shall be at the Respondent’s own risk.

Failure to Execute the Contract: Failure to execute the contract within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the contract. If the selected Respondent refuses or fails to execute the contract, the Foundation may award the contract to the next qualified highest ranked Respondent.

VI. CONTACT INFORMATION

All inquiries should be directed to:

Dawnie Slabaugh, Executive Director – (530) 938-5373
College of the Siskiyous Foundation
800 College Avenue, Weed, CA 96094
foundation@siskiyous.edu

If your firm is unable to submit a response at this time, please provide the information requested in the space provided below and email prior to the RFP Closing date and time to:

Dawnie Slabaugh, Executive Director – (530) 938-5373
College of the Siskiyous Foundation
800 College Avenue, Weed, CA 96094
foundation@siskiyous.edu

I/WE DID NOT SUBMIT A RESPONSE FOR THE FOLLOWING REASONS: (Please mark X by all the reasons that apply)

- _____ 1. Do not supply the requested service.
- _____ 2. Scope of job is TOO SMALL to be supplied by my company.
- _____ 3. Scope of job is TOO LARGE to be supplied by my company.
- _____ 4. Specifications are too constrictive.
- _____ 5. Time frame for responding was too short.
- _____ 6. Other reasons:

Please feel free to elaborate on your reasons noted above: