

YWCA IS ON A MISSION

REQUEST FOR PROPOSALS (RFP)

For Investment Management Services

RFP# 21-0101

RELEASE DATE: JANUARY 29, 2021

PROPOSALS DUE: FEBRUARY 22, 2021

CONTACT INFORMATION:

Rocio L. Castruita
r.castruita@ywcaelpaso.org
201 E. Main St., Suite 400
El Paso, Texas 79901-1383
www.ywcaelpaso.org

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) is accepting proposals from licensed financial investment/consulting firms for investment management services to provide YWCA with asset allocation advice, investment management, consulting and custody services for its assets. This Request for Proposals (RFP) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process.

Background Information

YWCA was formed as a women’s membership movement. YWCA is the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 400 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately \$35 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of thirty-one (31) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is the largest provider of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted childcare provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) early learning academies. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout their existing programs. The organization also offers various community events designed to empower women and eliminate racism.

Administrative offices are located at 201 E. Main St., Suite 400, El Paso, TX 79901. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed in our web site, www.ywcaelpaso.org and on Facebook, Twitter and Instagram.

GENERAL INFORMATION

Procurement Standards

Procurement of goods and services shall be in compliance with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

Eligibility To Respond

Organizations able to meet the technical specifications for quality and other terms of this proposal package and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting a proposal, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- Is able to comply with the required or proposed RFP;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

For purposes of this RFP, interested contractors are referred to as proposers, respondents, bidders, or applicants.

Authorized Agency Contact

All communications regarding this Request for Proposals (RFP) must be addressed solely to Rocio Castruita, Contracts and Compliance Administrator, email at r.castruita@ywcaelpaso.org.

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the request for proposals (RFP) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

Changes, Amendments, Withdrawal, Re-Issuance

YWCA reserves the right to amend or withdraw this RFP at any time; reject any and all applications; re-issue this RFP and/or waive technicalities and to accept the proposal which in its judgment is in the best interest of the agency and its employees.

SCHEDULE OF ITEMS

RFP Packets

Request for Proposals packet will be available beginning on and after 5:00 P.M. MST on Friday, January 29, 2021 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFP will also be available on the YWCA website at www.ywcaelpaso.org.

Due Date and Delivery Method

The Contracts and Compliance Administrator or authorized YWCA staff must physically receive responses to this RFP. Sealed proposals must be received by:

4:00 P.M. MST on Monday, February 22, 2021

Responses submitted after this time will not be accepted under this RFP.

Any reasonable delivery method may be used, except facsimile nor email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions post marked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

Proposal Timeline

The following schedule of events is subject to change at the discretion of YWCA. All requestors of this RFP will be notified of any and all changes. All times shown in the RFP are Mountain Standard Time Zone (MST).

Issuance of RFP	January 29, 2021 – 5:00 P.M. MST
Announcement Published in the El Paso Times	January 31 and February 7 & 14, 2021
Deadline to Submit Questions	February 8, 2021 – 2:00 P.M. MST
Questions and Answers Posted on Website	February 10, 2021
Deadline for Proposal Submissions	Monday, February 22, 2021 – 4:00 P.M. MST
Proposal Opening*	February 23, 2021 10:00 A.M. MST
Evaluation of Proposals	February 23 – March 12, 2021
Potential “Best and Final Interviews”	To Be Announced
Engagement of Most Qualified Firm	March 12 – 15, 2021
Contract Start Date	March 15 – 17, 2021

*The opening of proposals will be held on February 23, 2021 at 10:00 A.M. MST via online Zoom meeting. To join meeting please go to <https://zoom.us/j/96026691481>. The Meeting ID is: 960 2669 1481; One tap mobile is +13462487799, 96026691481# US (Houston); +16699009128, 96026691481#

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

US (San Jose). To dial by your location: +1 346 248 7799 US (Houston); +1 253 215 8782 US (Tacoma); +1 669 900 9128 US (San Jose); +1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC); +1 312 626 6799 US (Chicago). Find your local number: <https://zoom.us/j/9021111111>. Bidders are not required to attend this event. Please contact Rocio Castruita at r.castruita@ywcaelpaso.org if you would like to receive the Zoom meeting invite link via email if firm is interested in attending via online participation.

Question & Answer Period

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on February 8, 2021. Submit questions via email to Rocio Castruita at r.castruita@ywcaelpaso.org. Answers to questions will be posted to YWCA's website located at www.ywcaelpaso.org. All answers issued in response to Respondent questions become part of the RFP and the RFP process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA's website. Prospective Bidder(s) who notify YWCA (r.castruita@ywcaelpaso.org) that they may submit a sealed proposal will be notified of amendment(s) to the packet and will be provided with answers to questions submitted or any other applicable clarification(s).

Submission of Proposals

Official receipt of proposals will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a proposal will be sent (or faxed) a copy of this receipt from upon request. Sealed proposals must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region
Contracts Department
RFP# 21-0101
201 E. Main St., Suite 400
El Paso, TX 79901**

Timely delivery of proposals to the above address is the sole responsibility of the proposer. Proposals submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All proposals will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked "Proprietary". All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by YWCA.

Contract Term Period

Any contract(s) awarded will be effective upon determination of award. The contract(s) resulting from this procurement will be for a 7-year term. YWCA reserves the right to negotiate additional one-year

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

contract renewals, contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation may be required at the end of each year.

SPECIFICATIONS

Scope of Services

The YWCA is a 501(c)(3) not-for-profit organization providing various programs and related services to the community. Annual support and revenue during the most recently audited financial statements exceeded \$35,000,000 and the organization employs approximately 400 individuals. Furthermore, in December of 2020, YWCA received an unrestricted contribution in the amount of \$20M. YWCA has allocated an estimated \$10M funds for its investment portfolio; this is subject to change after discussion on financing needs for current and future needs. For purposes of your proposal, please assume all funds are liquid and can be transferred immediately.

YWCA is requesting proposals from investment advisors and consultants for the discretionary management of its investment portfolio. The investment manager will advise the YWCA's Investment Committee ("Committee") on appropriate investment philosophy; capital market trends; provide regular investment performance reports; assist with investment policy development, reviews and updates; guide on asset allocation strategies, compliance monitoring, custody services, education and by providing the Committee with other investment management and advisory services as needed. The intent of the contractual relationship will be to establish an ongoing relationship between YWCA and the selected firm/consultant for the purpose of providing YWCA with investment management services.

Qualifications

The YWCA's current cash position necessitates the services of a dynamic, informed fiduciary investment manager to account for current and future cash flows, business cycles, capital expenditure plans, and emerging liabilities. To be considered a qualified consultant or investment advisory firm, your firm must respond to all items in the RFP and meet the following qualifications:

Firm and investment manager/advisor must have been in business for at least 15 years and have a 10-year investment performance record with an active license in good standing as of January 1, 2021;

Firm must have demonstrated expertise and experience serving the needs of non-profit organizations, have a record of foundation/non-profit investment management where it currently manages investment responsibility for no less than five (5) non-profits of \$10M or greater in AUM; and,

A qualified firm is an investment management firm registered as an investment adviser under the federal Investment Advisers Act of 1940 or a bank as defined in the federal Investment Advisers Act of 1940. Firm will promptly advise YWCA if it at any time is not so registered or ceases to be a bank. Investment management firm also affirms that in its investment advisory capacity, it is a fiduciary with respect to YWCA.

Specifications for the Assignment

At the point of contract, a final detailed agreement concerning services and performance expectations will be agreed upon between YWCA and the successful firm. The terms of the final contract between YWCA and the successful firm will be binding and supersede this RFP. Additionally, firm is expected to:

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

- Assist the Committee with the development, reviews and updates of its Investment Policy Statement (IPS);
- Prudently diversify the accounts assets to meet an agreed upon risk/return profile and to prudently select investment options in compliance with the established IPS;
- To use the same care, skill, prudence, and due diligence, under the circumstances prevailing, that professional investment managers acting in a like capacity and fully familiar with such matters would use in like activities for like portfolios with like aims in accordance and compliance with applicable laws, rules, and regulations;
- Control and account for all investment, record keeping and administrative expenses associated with the accounts and to value the holdings; to collect all income and dividends owed to the Portfolio and to settle all transactions (buy-sell orders);
- To vote promptly all proxies and related actions in a manner consistent with the long-term interest and objectives of the accounts as set in the IPS. The Investment Manager shall keep detailed records of the voting of proxies and related actions and will comply with all applicable regulator obligations;
- To communicate with applicable person all significant changes pertaining to the firm. Changes in ownership, organizational structure, financial condition, and professional staff are examples of changes to the firm that will be reported;
- To effect all transactions for the Portfolio subject "to best execution" and to maintain separate accounts by legal registration;
- To provide monthly reports that detail transactions, cash flows, securities held, and their current value, and change in value of each security and the overall portfolio since the previous report; and,
- Meet with the Committee quarterly to review performance and asset allocations.

General Requirements

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

SUBMISSION GUIDELINES

General Guidelines

To be considered for funding, each respondent must submit an offer (proposal) and other supporting documentation in accordance with these instructions. When evaluating a proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

Contact by email to request any additional clarification that may be needed to comply with these instructions.

Format

Each respondent is required to submit one (1) signed original, three (3) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must clearly be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together with a binder clip. Please do not submit proposals in three-ring binders, other multiple ring binders, or spiral binders. Font size must be no smaller than 12 point, single space.

Please respond to the RFP questions in the order presented and limit your response to twenty-five (25) typed written pages for all questions. Requested items, if any, are limited to an additional twenty-five (25) pages, bringing the maximum size of the RFP response to fifty (50) pages.

Respondents must respond to each item in Section A through G. Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those necessary to provide a complete, accurate and reliable presentation. All responses should be brief and concise.

Each copy of a completed Request for Proposal must contain all of the following segments in the order indicated.

- a) **Section A:** Proposal Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Section B:** Organizational Capacity and Completed & Signed Statement of Work Narrative – Interested firms must submit their statement of work containing their organizational capacity, qualifications, and experience as well as their investment management methodology. Please refer to Section B for requested information.
- c) **Section C:** Current Client References (Reference letters are not required for the submission.)
- d) **Section D:** Cost Fees
- e) **Section E:** Franchise Tax Account and Proof of General Liability Insurance
- f) **Section F:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFP.
- g) **Section G:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent's organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

Evaluation Criteria

YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency. The best value shall not be based solely upon price but the bid that receives the highest cumulative score for each of the evaluation factors delineated herein.

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR INVESTMENT MANAGEMENT SERVICES**

YWCA may request a meeting/presentation with some qualified Proposers prior to final selection.

Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 120 points available. The review and evaluation of proposals shall be based on the following criteria:

- Experience (30 points) – Stability and capabilities of the organization; ownership structure and documented experience of key professionals; credentials, experience and reputation of the firm and/or team that will be working with YWCA; background and qualifications of the manager
- Processes (25 points) – Value-added services; Clearly defined, reasonable and repeatable investment strategy; Research and asset allocation methodology; compliance
- Performance (25 points) – Documented ability to meet investment performance benchmarks
- Cost (25 points) – Fee schedule and associated costs; Competitiveness of management and advisory fees for our non-profit organization
- References (15 points) – Existing client relationships and references

Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization’s State HUB Certification Number of the Cover Sheet (Attachment A) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders.

Governing Provisions

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFP, to contact others who have experience and/or knowledge of the Respondent’s relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFP may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

Respondent is expected to honor their quoted pricing for ninety (90) days after the RFP closes.

RESPONSE SECTIONS

The following sections are to be submitted with the proposal in the order indicated in this RFP.

SECTION A: PROPOSAL COVER SHEET
RFP# 21-0101 – Investment Management Services

Legal Business Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person & Title: _____

Telephone: _____

Fax: _____

Email: _____

Company Website: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name and Title: _____

Firm Classification:

- | | |
|---|--|
| _____ Bank | _____ SEC-Registered Investment Adviser |
| _____ Insurance Company | _____ Non-U.S. Registered Investment Manager |
| _____ Other: _____ If other, please explain _____ | |

Federal Employer Identification Number: _____

Texas State Comptroller ID Number: _____

Historically Underutilized Business (HUB) Certification Number: _____

**SECTION B: Organizational Capacity and Statement of Work
RFP# 21-0101 – Investment Management Services**

I. Profile of Firm and Firm Personnel

1. Brief history of firm, including ownership, with an emphasis on any material developments in the past three years. Please include prior names and the length of time your organization has been in business under its present name and ownership.
2. Organizational chart of firm.
3. Firm’s current succession plans.
4. Name of parent firm (if any) and the name of affiliations or subsidiaries (if any).
5. Date of firm inception.
6. Name of regulatory body overseeing the firm, this account, and the dates of registration, as appropriate.
7. Firm’s fidelity bond and fiduciary liability insurance policies, including coverage amounts.
8. Please fill out the following table, listing the number of individuals in each job function. If individuals hold multiple job functions or responsibilities, only count them once under their main responsibility and please detail this in the “Notes” section at the bottom of the table.

Job Function	Number of Employees	Avg. Yrs. Experience	Avg. Yrs. Tenure
Compliance personnel			
Portfolio managers			
Research analysts			
Traders			
Economists			
Client service			
Marketing			
Other staff			
Total firm employees			
<i>Notes:</i>			

9. Name the professional(s) who would be directly involved with the YWCA’s accounts and their role(s) and where they are located, include the lead portfolio manager, marketing personnel, and research analysts. For each individual listed, please answer in the format below and attach biographies that include the professional’s education, professional background and years in the investment management business including non-profit experience.

For the assigned investment manager, please include the size and quantity of portfolios he or she

**SECTION B: Organizational Capacity and Statement of Work
RFP# 21-0101 – Investment Management Services**

currently manages in their biography.

Name	Title	Education	Role at Firm	Total Inv. Exp. (years)	Tenure with Firm (years)

10. Firm’s principals, their education, their professional backgrounds and years in the investment management business including non-profit management experience.

11. Ten (10) year history of assets managed by the firm. Ten (10) year history of assets managed by assigned investment manager or maximum years if less than ten (10).

12. For asset histories provide a breakdown of the assets by category, for example, non-profits, foundations, ERISA, companies and individuals.

13. For institutional assets managed, provide statistics on median/average institutional account size and range of assets managed (large to smallest account).

14. Describe assigned investment manager’s current top seven (7) accounts, including owner type, length of relationship, and assets managed for each account.

15. Provide copies of all relevant national and state licenses held by firm and/or investment manager and the assigned investment manager’s CRD number, if applicable.

II. Investment Management Process

1. Describe firm’s overall investment philosophy and provide model portfolios for different style investors, including a non-profit.

2. Describe the process, if respondent has helped draft or modify an investment policy for a non-profit.

3. Describe firm’s/respondent’s investment selection process. Please discuss your firm’s investment strategy, screening processes, and portfolio construction methodology.

4. Please provide an overview of your research, including the use of fundamental, technical, and quantitative analyses. Please provide any additional comments that are unique to your firm.

5. Are portfolios managed by individual managers or teams? Do managers follow a “model” portfolio, and if so, to what extent is management permitted to deviate from such a model portfolio?

6. Describe firm’s process for monitoring performance of a client’s account(s), including as related to client’s goals, objectives and investment policy.

7. Describe firm’s process for manager monitoring and manager replacement.

SECTION B: Organizational Capacity and Statement of Work
RFP# 21-0101 – Investment Management Services

8. Please provide a summary of your firm's internal control structure.
9. Please describe any potential conflicts of interest your firm may have in the management of this account. If there are conflicts, please describe how they are addressed.
10. Considering the YWCA's investment opportunity, what type of investment(s) would respondent suggest – mutual funds, individual equities, bonds, a combination of investment types, etc.
11. If available, provide a representative portfolio for a client with similar characteristics.
12. Describe the firm's sell discipline as it relates to equities. How does the firm decide to buy or sell a security?
13. Please indicate the scope of services that will be provided for this account. Please include a description of how client servicing/communication responsibilities are divided between portfolio managers and client service/marketing personnel and how often portfolio managers meet with clients to review the portfolio.
14. Please describe any restrictions you may have on client-directed transactions.
15. Please describe your policies and procedures concerning trading and execution, including those relating to (i) how your firm seeks to achieve best execution; (ii) how your firm ensures equitable trading for all clients (i.e., the account of one client is not favored above the account of another) and exceptions to this policy, if any; (iii) allocation of trades (e.g., by portfolio manager or automated); and (iv) side-by-side management of hedge funds and other products, if applicable.
16. Does firm offer training of trustees relating to their fiduciary responsibilities? If so, describe.
17. Describe any fee-based additional services offered by firm/respondent.
18. Describe any value-added services firm/respondent provide to clients.
19. Please describe how your firm controls portfolio investment risk. Please provide a short biography or resume of the person(s) who is (are) responsible for the overall risk management of your firm.
20. How does your firm currently measure/track risk for their portfolios (e.g. standard deviation, beta, other)?
21. Does the firm comply with the reporting standards of the Association of Investment Management and Research?
22. Please provide the identity of any third-party proxy voting services used by your firm.
23. If your firm uses proxy voting services, how are these firms selected?
24. Please list the amount paid to any proxy voting services used by your firm over the last three (2) years.
25. If your firm uses proxy voting services, are these services paid for directly or through soft dollars?

SECTION B: Organizational Capacity and Statement of Work
RFP# 21-0101 – Investment Management Services

26. Please describe the compliance assessment process, including the time period covered, testing methods, and frequency. When was the last compliance assessment? Please attach a summary of the report, if possible.
27. Please provide a copy of the registration forms you have provided to your local regulator. (If you are an SEC-registered adviser, please provide your firm's Form ADV, Part 1 and 2.)
28. When was your firm's last regulatory inspection (e.g., by the SEC in the USA or the Financial Services Authority in the UK)? Please provide a summary of the inspection results.
29. Has any regulatory body or market authority issued any orders or other sanctions against your firm in the last 7 years? If yes, please describe.
30. Please identify current or pending litigation involving firm, any and all principals, and/or respondent as well as litigation or censure by the SEC, Department of Labor, or any other regulatory authority during the past ten (10) years.
31. Please describe what sets firm's/respondent's services apart from the competition.

III. Performance Results

1. Are monthly account statements available online? If so, how soon after the last day of the preceding month?
2. Does firm administer charitable remainder trusts, gift annuities and pooled income funds as well as other planned giving platforms for clients?
3. With your proposal, include a sample monthly accounting statement/client report and in addition, a quarterly meeting report with demonstrated capabilities to monitor performance to investment policy benchmark.
4. Using a December 31 end date, provide five (5) years of annual returns for firm's equity, fixed and balanced accounts. Indicate whether these results include fees. In addition, provide comparisons against indices by investing strategy.
5. Provide the name of any outside firm managing mutual funds held in clients' accounts.

SECTION C: CURRENT CLIENT REFERENCES
RFP# 21-0101 – Investment Management Services

REFERENCES Please provide the following information for three (3) current clients who YWCA may contact for a reference. These references will be indicative of your firm’s past performance and therefore full details of your firm services’ success will be used to determine the firm’s ability to provide YWCA with similar requested services described in scope of work. Please provide detail regarding your firm’s most closely related investment management experience during the past three (3) years. YWCA will be contacting these listed references so please ensure that contact information is correct and up-to-date. Inability to receive a rating response from each of your listed references will impact your proposal score.

1) Organization Name _____

Organization’s Contact Person _____

Contact Information (Address, Telephone & E-Mail) _____

Type of Service Description (Include Organization Budget) _____

Year(s) Service Provided _____

Investment Manager in Charge (Name) _____

2) Organization Name _____

Organization’s Contact Person _____

Contact Information (Address, Telephone & E-Mail) _____

Type of Service Description (Include Organization Budget) _____

Year(s) Service Provided _____

Investment Manager in Charge (Name) _____

3) Organization Name _____

Organization’s Contact Person _____

Contact Information (Address, Telephone & E-Mail) _____

Type of Service Description (Include Organization Budget) _____

Year(s) Service Provided _____

Investment Manager in Charge (Name) _____

SECTION D: COST FEES
RFP# 21-0101 – Investment Management Services

Fee Schedule and Associated Costs

1. Clearly outline fees that the firm would charge to manage the YWCA assets including fees for balanced, equity, fixed income and cash reserve management services. Be specific and disclose all fees and expense ratios including but not limited to, commissions, sales charges and 12b-1 fees associated with securities, mutual funds and ETFs. Response should begin with a breakdown of all management fees, transfer fees, and any other costs associated with the management of an account.
2. Describe the frequency and timing of firm's fees.
3. For any Client Services identified in Section B, Part II, describe the fees and costs associated with each service.
4. What is your firm's approach to the use of soft dollar arrangements?

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SECTION E: FRANCHISE TAX ACCOUNT & PROOF OF GENERAL LIABILITY INSURANCE
RFP# 21-0101 – Investment Management Services

Franchise Tax Account Status

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

Proof of General Liability Insurance

All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance.

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SECTION F: ASSURANCES AND CERTIFICATIONS
RFP# 21-0101 – Investment Management Services

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations.

The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business;
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest; and,
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

SECTION F: ASSURANCES AND CERTIFICATIONS
RFP# 21-0101 – Investment Management Services

gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

Respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Business Name

Date

SECTION G: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATE
RFP# 21-0101 – Investment Management Services

HUB Certificate

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

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