



Request for Proposals Bartlesville Community Foundation Asset Investment Management

The Bartlesville Community Foundation is seeking proposals to manage its invested assets of approximately \$12million.

The Bartlesville Community Foundation strengthens nonprofits through The Power of Together. The Foundation builds permanent endowments, manages grant and scholarship programs, supports new charitable endeavors, and offers educational opportunities to enhance nonprofits and donors' philanthropic goals.

The BCF has undergone tremendous growth, growing six-fold over the last five years. We are seeking an investment partner sensitive to our mission of supporting the nonprofit community and our donors, respectful of the fact that returns on the portfolio help to fund critical services and programs in the communities we serve. Companies submitting a proposal should feel confident in their ability to deliver the services outlined in the RFP.

Companies desiring consideration should fill out the attached proposal and answer all questions completely.

Deadline for the RFP is Friday, March 30th by 5pm. The RFP can be requested and/or submitted electronically at:

shawn.crawford@bartlesvillecf.org

By Mail:
Bartlesville Community Foundation
Attn: Shawn Crawford
208 E. 4th Street
Bartlesville, Oklahoma 74003

Organization Overview

Company's Name and Address:

Primary Contact for RFP:

Primary Contact Phone:

Primary Contact email:

Brief History of the Firm:

Describe Your Ownership Structure:

Total number of clients by type (corporate, foundation, etc.):

What is average length of relationship with current clients:

What has been your net gain/loss of clients over the last five years:

What has been your net gain/loss of assets over the last five years:

Over the past five years, has your company or parent, or any principal been involved in any business litigation or other legal proceedings related to your investment activities:

Describe any potential conflicts of your firm may have in management of this account and your method of dealing with conflicts of interest:

Please provide information regarding your internal policies concerning compliance with regulatory and legal requirements, code of ethics, and best execution:

Please provide a list of your major nonprofit and foundation clients:

People

Provide the names, titles, and biographies of the individuals directly responsible for handling this account. Include the year each person joined the firm. Describe the roles of each person with the account:

The Foundation prefers one primary point of contact for the account, with authority to handle most processes and issues. Can the firm provide this:

What is the succession plan should any of your key personnel leave the firm:

How many investment staff have joined or left the firm in the last five years:

Describe the firm's compensation and incentive program for professionals:

Philosophy

Describe your investment philosophy in 500 words or less:

Describe how your firm and personnel will bring value to the portfolio and its management:

Describe how your philosophy is a good fit for a charitable foundation:

Process

Describe your portfolio construction process:

What changes have you made to your construction process in the last five years:

Describe how you handle the portfolio during periods of high volatility:

How does the Foundation's investment goals, risk preferences, and spending policy factor into the process:

Portfolio

Describe how benchmarks are chosen or developed and how performance is compared with similar portfolios:

Describe how you report on the portfolio and evaluate its performance for the Foundation:

Provide a sample monthly and quarterly report:

Can all reports and documents be delivered electronically and online:

Describe process for bringing donations and stock into the portfolio and moving cash out to pay grants and operations:

Should we decide to split our portfolio, are you comfortable initially managing \$5-6million in assets:

Fees

Provide your fee schedule:

Have your fees changes over the last five years:

What services are included with your fees:

Explain all fees associated with managing the portfolio, including processing gifts of appreciated assets other than cash and transfers in and out of the portfolio:

Do personnel receive incentives or commissions for using certain financial instruments in the portfolio:

Performance

Create a sample \$12million portfolio and show its performance for the latest calendar quarter. Also show 1, 3, 5, and 10 year annualized performance and calendar year-by-year performance:

Show performance against an appropriate benchmark:

Partnership

Viewing the relationship of your firm with the Foundation as a collaboration to increase philanthropy, discuss how you will help support our efforts in areas such as planned giving, new fund creation, donor identification, and financial planning: