

Parish Name
Outsourced Investment Request for Proposal
Sample Questions

I. General Information

1. Please provide a brief history of your firm. What are your competitive advantages? How are these distinct to your firm? How many years have you been in the consulting/investment business?
2. Please describe the ownership structure of your organization giving specific details with regard to any parent(s) or affiliate(s). Include an organization chart diagramming the relationships among the parent/subsidiary, affiliate or joint venture entities.
3. Please list any awards or client accolades you have received in the past 10 years.
4. Describe your firm’s experience with nonprofit organizations, particularly Catholic. How many nonprofit clients do you currently manage that are similar to us in terms of asset size and type?
5. Please describe potential conflicts of interest-detailing any relationship you may have with our parish or anyone on our Finance Committee or Parish Council. Specifically, how are the interests of your investors aligned with those of your firm?
6. Please provide the following information about your firm’s managed assets:

Asset Class	Firm Assets(\$bn)
OCIO (Outsourced Chief Investment Manager)	
Alternatives (not included in OCIO)	
Other (Specify)	
Total:	

7. Contractual Fiduciary; what is your fiduciary responsibility to us as your client?

II. Service Team as of mm/dd/yyyy as follows:

Staff	#
Portfolio Management and Research	
Risk Management	
Total Investment Professionals	
Investment Administration	
Total Investment Team	
Client Management, Development and Service ²	
Legal and Compliance	
Information Technology and Operations	
Finance and Accounting	
Human Resources and Facilities	
Consulting Qualified team members	
Total Support Team	
TOTAL	

1. Please provide like-kind client references.

Parish Name
Outsourced Investment Request for Proposal
Sample Questions

2. Provide the names and background of the team, including roles and responsibilities that would be directly responsible for managing this account. Who would have day-to-day investment oversight and who would be the lead client service representative?
3. What is the specific back-office support that you provide? Provide examples of operational support that you provide to your clients.
4. What has your compliance record been in the past 10 years? Please list any issues with compliance and how they were resolved.

III. Service Offering

1. What kind of service offerings are available to us? Flexible Service, Philanthropic Group, Total Enterprise, Fully Customizable, in-person availability, or Business Focused and Fit?

IV. Asset Allocation: Investment Philosophy and Process

1. Describe your firm's investment philosophy and process. How does your process add value? How are investment decisions made?
2. How do you develop a strategic asset allocation? What inputs do you use and what analytical tools support your decision making.
3. Describe how you construct client portfolios, and include your views re: (1) proprietary funds; and, (2) active versus passive investing.
4. Describe your firm's view of the division of roles and responsibilities among the Board of Trustees, Investment Committee, staff and your firm.
5. How do you incorporate client-specific restrictions such as Catholic Values Investing into investment portfolios? Provide examples of how you have done this for your clients.
6. How do you source managers? Detail your due diligence and manager search capabilities, and specially highlight both the qualitative and quantitative analysis you undertake. What distinguishes your ability to access and diligence managers, particularly those that may be capacity constrained?
7. Describe in detail the firm's depth and experience in researching, selecting and monitoring managers in alternative asset classes, such as hedge funds, private equity, real estate, and distressed debt.
8. What level of transparency do you receive from underlying managers (i.e., security level positions, counterparty exposure, etc.) both in traditional and alternative asset classes? How is transparency used to monitor and evaluate managers and strategies?

Parish Name
Outsourced Investment Request for Proposal
Sample Questions

V. Manager Selection & Research Capabilities

1. Portfolio Design - The objective of the institution's portfolio is to generate sufficient return to maintain purchasing power after an X% annual payout. Please provide your firm's best initial advice for constructing a portfolio to meet this objective. Please assume the Institution's current portfolio is approximately \$XXX million. Please see the attached IPS for current allocation: Provide 5 and 20 year return and risk expectations for the portfolio designed.
2. Please describe your sources of revenue as of the most recent fiscal year-end. Indicate if you share revenue or receive revenue from any source other than asset management services.

Category	Revenue \$MM	Revenue %
Asset Management Fees		
Incentive Fees		
Trading and proprietary fund Fees		
Other		
Total Revenue		

3. Describe your firm's risk management process. Specifically, how is risk management integrated into strategic asset allocation, portfolio construction and manager selection and tactical asset allocation?
4. What are the types of risks that you assess and measure? How does this analysis inform your decision making process?
5. What risk management systems do you utilize?
6. How do you measure risk at your client's portfolios?

As of mm/dd/yyyy, provide actual client performance for institutions with similar [Size or Assets under Management to XYZ]. Provide size and type of institution of each client and their benchmark. Include one, three, five and ten-year annualized returns as available, against appropriate benchmarks and 5 and 10 – year standard deviation and sharp ratios for your OCIO mandates. Please present returns net of investment management/advisory fees.

VI. Fee Levels and Compensation

1. What is your consulting fee and how is that calculated?
2. What are your estimated manager fees?
3. Are there custody fees?
4. What trading costs will we be billed for?
5. Do you have an all-inclusive consulting fee?

Parish Name
Outsourced Investment Request for Proposal
Sample Questions

What would the advisory fee be for the portfolio designed above? What is included in the advisory fee?

What compensation does your firm receive from any of the investment programs that you may recommend for our portfolio?

How do you manage and negotiate the costs of underlying third party managers?

VII. Additional Services and Capabilities

1. What insights can you provide that will better inform us as a an Investment/Finance Committee?
Do you provide any educational services to your clients?