



ACF Investment Portfolio Management: Request For Proposal (RFP)

This RFP is open to institutional investment managers. Retail advisors are NOT eligible in this RFP round. Due date for submissions is Friday Sept 8th, 2023 11:59 pm (PDT).

Please provide your submissions electronically (to: info@abbotsfordcf.org) as well as 7 hard copies to be mailed/posted to:

Attn: Investment Committee
Abbotsford Community Foundation
#201 – 2890 Garden Street
Abbotsford, BC V2T 4W7

Your package should include the following:

1. History and Ownership:

- List your firm's complete name, address and phone number.
- Provide a brief history of your firm and your parent organization (if applicable).
- Describe the ownership structure of your firm, including specific details regarding parent(s) and any affiliates.
- Please provide the number and approximate value of similar accounts held corporately for non-profit organizations, in both pooled and segregated solutions.
- What are your custody arrangements?

2. Investment Philosophy

- Describe your underlying philosophy and mission statement as an institutional investment management firm.
- Please describe how you incorporate ESG considerations into your investment approach, what principles you follow for responsible investment, and reports available on relevant ESG issues impacting investments.
- Please describe in detail the investment services your organization offers.
- Describe your firm's experience in providing investment management and advisory services to nonprofit organizations.
- Comment on the attached copy of the Abbotsford Community Foundation's Investment Policy:
 - How would you approach managing within this policy?
 - Provide a brief critique of the policy in relation to the Foundation's goal of maintaining the value of the Capital in perpetuity while still making modest annual distributions.
- Describe your business continuity plan.



3. Account Servicing

- How would the Foundation's account be serviced?
- Identify the key staff who would be involved in serving our account, their relationship to the firm, and their experience in working with other nonprofit organizations. Provide biographical data on these individuals and whether these are sales managers or actual portfolio investment managers.
- Who makes tactical asset allocation decisions and how involved would they be in Foundation portfolio management decisions?
- How often are these individuals willing to meet with our Investment Committee?
- Does your firm provide custody services? If not, who currently provides the custodian services? Please detail how custodians are selected.
- Provide an example of your standard reporting format.
- Outline the quality and experience of the personnel to be involved in managing this account.
- How often are client reports produced and delivered?

4. Asset Allocation & Investment

- Describe your firm's asset allocation process.
- Does your firm develop its own capital market assumptions? If so, explain.
- What is your firm's philosophy with respect to employing active or passive strategies and the use of non-traditional alternative investments?
- Describe, in detail, your risk management process for both the portfolio and individual securities.

5. Performance Reporting

- Include a sample of your performance evaluation reports.
- Describe how the benchmarks are chosen or developed.
- Provide five years or more of the company's performance managing a similar fund of this nature and size, and versus the appropriate benchmark. This should be up to and including your performance as of June 30, 2023.

6. Compensation

- Provide a complete description of the costs to the Foundation for the custody, administration and investment management of the account.
- Describe your fee structure, including investment advisory or consulting fees, portfolio management fees, fees charged by third party managers or custodians and any underlying expenses associated with sub-advisors, mutual funds, exchange-traded funds, or other pooled investment vehicles.

7. References

- Please be prepared to provide three (3) references who can attest to your firm's ability to provide investment management services to our organization. These will be requested if your firm is shortlisted.
 - We will require contact name, phone number, email address and relationship to the contact.