

Altrusa International Foundation  
Chicago, Illinois

RFP for Investment Advisor  
September 2021

Altrusa International Foundation, Chicago, Illinois is seeking an Investment Advisor to manage the Foundation Assets of \$4M. Detailed information on Altrusa International Foundation is available on the website.

<https://www.altrusa.org/foundation/>

The Foundation Bylaws and Policies are available at <https://www.altrusa.org/wp-content/uploads/2019/04/ACCEPTED-Bylaws-and-Policies-March-2018.pdf>

**DEADLINE OCTOBER 9, 2021**

**ADVISOR INTERVIEWS VIA ZOOM ARE ON OCTOBER 15, 2021 -Please indicate a time preference between 9am-3pm.**

**Submission Instructions:**

- 1. Indicate that you will be submitting a proposal by emailing Shawna Veldhuizen, Executive Director, Altrusa International Foundation at [Shawna@altrusa.org](mailto:Shawna@altrusa.org) and Finance Trustee, Susan Carpenter, [Scarpenter@midfp.com](mailto:Scarpenter@midfp.com)**
- 2. Send 1 complete electronic copy of the proposal to Susan Carpenter and Shawna Veldhuizen at the above emails.**
- 3. Send 10 copies of the complete proposal to:  
Susan Carpenter  
1508 Garden Valley Drive  
Wildwood, MO 63038**
- 4. Questions should be directed to Susan Carpenter, [scarpenter@midfp.com](mailto:scarpenter@midfp.com)  
314-369-3390**

# Request for Proposal (RFP) Questions

## History and Ownership

- List your firm's complete name, address, and number.
- Provide a brief history of your firm and your parent organization.
- Describe the ownership structure of your firm, including specific details with regard to your parent and any affiliates.

## Organization

- Describe your organization, its locations, and any affiliates or subsidiaries.
- Within the last five years has your organization or an officer or principal been involved in any business litigation or other legal proceedings related to your investment activities? If so, provide an explanation and indicate the current status or disposition.  
  
If your firm, its parent, or affiliate is a broker/dealer, do you trade for client accounts through this broker/dealer?
- Describe your underlying philosophy and mission statement as an investment management firm.
- Please describe in detail the investment services your organization provides.
- Describe your firm's experience in providing investment management and advisory services to nonprofit organizations.
- Describe your business continuity plan.

## Employees

- 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.
- How often are these individuals willing to meet with the investment committee?
- Describe your firm's compensation arrangement for professional staff.

## 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?
- Does your firm provide custody services? If not, who currently provides the custodian services and describe how custodians are selected?
- Describe your firm's experience in constructing and managing assets for nonprofit organizations.

- Do you receive any direct or indirect compensation for recommending investment managers or any investment product? If so, what is the compensation arrangement?

### **Performance Reporting**

- How often are client reports produced and delivered? Include a sample of your performance evaluation reports.
- Describe how the benchmarks are chosen or developed.

### **Additional Services**

- Describe your online access availability for clients.
- Can you provide services to engage our investment committee?
- How do you feel that you are specifically qualified to manage assets for nonprofit organizations?
- Elaborate on your organization's IPS development and board education services.
- Provide any additional information you believe may be relevant to your services.

### **References**

- Please provide three references who can attest to your firm's ability to provide investment management services to our organization. Please include contact, phone number, e-mail address and relationship to contact.

### **Fees**

- 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.