

## Sample RFP Questions For Investment Advisory Services<sup>1</sup>

### **A. Organization and Professional Staff**

- 1. Provide the name, address, telephone number and email address of the contact person for this RFP.**
  
- 2. Provide the address and telephone number for your main office and indicate which office(s) will service the client.**
  
- 3. Provide a brief description of your firm's background, history and ownership structure.**
  
- 4. Provide brief biographies of key personnel.**
  
- 5. How many full time personnel do you employ? How many of these are full-time professionals? What is the average turnover for your investment professionals?**
  
- 6. Do you have personnel that specialize in specific consulting sectors (e.g. foundations, private wealth managers, pensions, etc.)?**
  
- 7. Do you have personnel that specialize in specific investment vehicles/sectors (e.g. hedge funds, private equity, commodities, etc.)?**
  
- 8. How do you determine the key contact person for each client? If already known, identify the consultant(s) who will be assigned to our account and provide professional biography (ies) and industry.**
  
- 9. Highlight any industry awards and/or recognition for investment advisory services achieved by your firm and/or staff.**

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<sup>1</sup> Provided by the [CapGroup](#) of Richmond, Virginia as a courtesy to members of ASAE. Please contact Bob Patterson on 434-220-9300 with any questions.

**10. Indicate if, within the past five years, our organization, an officer or principal has been involved in actual or threatened litigation, administrative or regulatory, or similar investigation proceedings relating to your investment advisory assignments. If so, provide an explanation and indicate the status or disposition. Under disposition, include any censures or reprimands received from the regulatory bodies.**

**11. Indicate if, within the past three years, there have been any significant developments in your firm such as changes in ownership, restructuring, personnel reorganizations, terminations or investigations. Do you anticipate future significant changes in your firm?**

**12. Provide a copy of your most recently filed Form ADV Part 1 and II, Uniform Application for Investment Advisor Registration.**

See Appendix A.

**13. Provide evidence of errors and omissions liability insurance.**

See Appendix B.

## **B. Business Mission and Clientele**

**1. What is the primary mission of your firm?**

**2. How many years has your firm been providing consulting services?**

**3. Is the firm affiliated with any organization(s), specifically a brokerage firm? If yes, please provide a detailed description of the relationship.**

**4. Provide your total assets under consultancy and the number of accounts (institutional and high net worth).**

**5. What is the average account size of your institutional clientele? What is the average turnover of client accounts?**

**6. How many institutional consulting accounts have been lost/gained in the past two years? If applicable, provide a listing of all institutional accounts lost over the last two years and a brief explanation.**

**7. Describe what distinguishes your firm in the investment advisory business.**

**8. Summarize your firm's experience in providing investment advisory services to not-for-profit and/or foundations and endowments, as well as other clients similar in size to Client.**

**9. Describe your firm's ideal client profile and target account size.**

### **C. Consulting Services**

**1. Describe, in detail the investment consulting services you provide.**

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**2. Briefly describe your approach to advising the client on both existing processes and how you might recommend proposed changes to these processes.**

**3. Do provide manager/mutual fund searches and performance measurement services. If yes, please answer the following:**

**a. Do you use a national database? If so, what database you use?**

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**b. How many managers are in the database?**

**c. Describe the performance measurement standards including the different types of peer groups.**

**d. Describe your manager selection and termination procedures/criteria.**

**e. Describe your manager due diligence screening.**

**f. Can clients maintain managers not included in your manager pool?**

**g. Do you have reduced fees for managers within your investment database? If so, what is the average fee by asset class?**

**4. Can a client retain its own custodian? If so, will this impact your reporting abilities? How will this affect your pricing?**

**5. Please describe your asset allocation process and information on how you develop your capital markets' risk and return expectations.**

**6. Will you provide assistance with rebalancing the Endowment when necessary, i.e. monitoring the transfer between managers?**

**7. Do you make short-term "tactical" asset allocation recommendations during volatile periods and/or market events?**

**8. Client Meetings: What is your availability to attend quarterly Investment Committee meetings? Describe some of the topics you discuss.**

**9. Performance Reports: What type of performance reports do you provide? Describe your ability to customize client reports. Do you provide on-line/web reporting for clients?**

**10. Samples: Provide samples of your work, such as Investment Performance Evaluation Reports, Asset Allocation Modeling, Spending Policy Analyses, and regular client communications (newsletters, etc.), but do not send marketing materials or promotional material.**

**11. References: Provide the names and contact information for a minimum of three similarly-sized client accounts.**

**12. Fees: Provide your proposed fee schedule and payment terms for the Scope of Required Services for the three year period. Provide a sample contract.**

**13. Conflicts: Do you have existing relationships with brokers/dealers? Do you receive fees or commissions from money managers? Describe any other compensation not otherwise provided in your fee proposal your firm is eligible to receive as a result of our business relationship, including but not limited to incentives, trailers or contingent payments. Disclose all conflicts of interest, if any.**

**14. Have any of your clients participated in the NACUBO Endowment Study, and if so, what were their average rankings?**

**15. Are you listed in the Paladin Registry of consultants? If so, what is your rating?**