



ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

REQUEST FOR PROPOSALS
FOR
INVESTMENT MANAGEMENT SERVICES
RFP 2024/2025 - 01

ISSUE DATE: November 4, 2024

St. Johns River State College Foundation, Inc.
5001 St. Johns Avenue | Palatka, FL 32177
www.sjrstate.edu/foundation

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SECTION 1: ADMINISTRATIVE INFORMATION

INTRODUCTION:

It is the purpose and intent of this Request for Proposals to secure responses for services as listed herein for the St. Johns River State College Foundation Inc., hereinafter called the FOUNDATION. The Foundation requests submission of proposals from registered investment advisory firms to provide investment management services for the Foundation's investment portfolio, currently valued at \$9 million. Additional assets may be added or removed from time to time during the contract period. The term of the agreement will be for a three-year period of investment services with an option to renew for an additional three-year period upon review and recommendation from the Foundation Board.

In the best interest of the Foundation, the Board reserves the right to reject any and all responses and to waive any informality in responses received. All awards made as a result of this RFP shall conform to applicable Florida Statutes, State Board of Education Regulations, District Board of Trustees rules, and Foundation Investment Policy.

OFFICIAL MEANS OF COMMUNICATION:

During the solicitation process for this RFP, all official communication between the Foundation and offering firms will be via postings on Demandstar.com and on the St. Johns River State College website at: <https://www.sjrst.edu/purchasingdept>.

Notices may include, but are not limited to, any modifications to administrative or performance requirements, addendums, or revisions to any part of the RFP, answers to inquiries received, clarifications to requirements, and the announcement of the winning proposal. **Proposing firms must carefully and regularly monitor the website for any such posts.**

SCOPE:

This RFP provides instructions governing the proposal to be submitted, mandatory requirements which must be met to be eligible for consideration, criteria by which a firm may be selected, and the contractual terms by which the Foundation proposes to govern the relationship with the selected firm.

TIMELINE OF RFP:

RFP Issue Date	November 4, 2024
Inquiries Due	November 18, 2024, by 2:00pm EST
Response to Inquiries	November 25, 2024
Proposal Submission Deadline	December 2, 2024, by 2:00pm EST
Committee Review and Selection of Responsive Proposals	January 13, 2025
Interviews of Selected Proposers (if applicable) and Final Evaluation Meeting	January 21, 2025, at 1:30pm EST January 21, 2025, at 3:00pm EST

Approval by Foundation Board	February 3, 2025
Contract Start Date	April 1, 2025

MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by the offering firm prior to the established submission due date and time.

PROPOSAL SUBMISSION: To be considered responsive, proposals must be received by mail on or before the due date and time indicated in the timeline. All proposals received will become part of the official files of the St. Johns River State College Foundation, Inc. without any obligation on the part of the Foundation. Proposals received after the deadline will not be considered. Firms mailing their proposals are advised to allow sufficient mail delivery time to ensure receipt of their proposals by the time specified. The proposal package of all materials can be sent by mail to:

St. Johns River State College Foundation, Inc.
Attention: Kate Adornetto
Director of Development & Foundation Operations
5001 St. Johns Avenue | Palatka, FL 32177

Questions regarding this RFP may be directed to the Foundation by emailing KateAdornetto@sjrstate.edu.

The Foundation reserves the right to reject any and all proposals in whole or in part, to withdraw the RFP, to waive informalities in the solicitation documents, and to obtain new proposals. The RFP does not obligate the Foundation to accept or contract for any expressed or implied services, nor does it obligate the Foundation to pay any costs incurred by respondents in the preparation and submission of a proposal. Each proposal shall be valid and binding for a period of ninety (90) days after the RFP submission due date.

INTERVIEWS: Firms deemed most qualified, after initial evaluation, may be asked to be interviewed by the evaluation committee. Such interviews will be at the firm's expense. The scheduled date for interviews is January 21, 2025.

AWARD OF CONTRACT: As described within the RFP, an Evaluation Committee will review and score proposals submitted and make a recommendation for the award. The selected bid will be that which is found most advantageous to the Foundation. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the Foundation may elect to cancel the award and enter into negotiations with the next ranking bidder.

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SECTION 2: BACKGROUND, OVERVIEW AND GOALS

ORGANIZATION:

The St. Johns River State College Foundation, Inc. (the Foundation) was founded in 1970. The Foundation is a not-for-profit 501(c)(3) corporation, incorporated under the provisions of Chapter 617, Florida Statutes, and approved by the Department of State. A direct-support organization as defined by Florida Statutes 1004.70, its purpose is to operate exclusively to receive, hold, invest and administer property and to make expenditures to, or for the benefit of, St. Johns River State College (the College).

In conjunction with this purpose, the Foundation supports and fosters the operations, programs and welfare of the College by furnishing financial, advisory and other support directed to aiding the College in serving its students, faculty and administration, and the best interests and welfare of the community of which it is a part. The Foundation is an organization which the District Board of Trustees of St. Johns River State College, after review, has certified to be operating in a manner consistent with the goals of the College and in the best interests of the state.

The Foundation has sole responsibility for the acts, debts, liabilities and obligations of the organization. The Foundation Board of Directors manages and conducts the property, business and affairs of the Foundation. The Directors are leaders from Clay, Putnam and St. Johns counties who represent the communities and volunteer their time to promote the vision, mission and goals of the Foundation.

The Foundation has adopted an Investment Policy Statement (attached) and is seeking investment advisory services consistent with such statement. More information about the Foundation can be found at <https://www.sjstate.edu/fdaboutus>.

ASSETS TO BE MANAGED:

The Foundation employs a total return policy for the permanently restricted endowments that are currently valued at approximately \$9 Million. The Board of Directors has adopted a spendable rate of up to 5% of the investments' fund balance averaged over five fiscal years ending March 31st. The investment pool represents funds intended to support the long-term goals of the Foundation. Investment Managers are requested to base their proposals on providing long-term investment returns more than the endowment spending rate.

A copy of the current Investment Policy statement is included as Attachment 1 to this RFP.

AUTHORITY AND RELATIONSHIP:

The expectation is to establish a long-term relationship with the investment management firm selected as part of this process, subject to renewal as stated in this RFP and per our best practices.

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SECTION 3: SCOPE OF SERVICES

1. Investment managers will invest funds in accordance with the Foundations investment policy statement.
2. Investment managers will provide custom benchmarks to assess investment performance.
3. Investment managers will provide monthly electronic statements by the 10th day of the following month.
4. Investment managers are required to attend and present either physically or virtually at each scheduled quarterly Foundation Board meeting. Investment managers are required to be present in person for the Foundation's Annual Board meeting.
5. Investment managers will provide education and training to Board members and staff on investment topics as requested.

All pertinent changes in personnel of the investment firm as they relate to portfolio accounts should be reported as they occur.

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SECTION 4: REQUIRED PROPOSAL INFORMATION

Proposals shall specifically address and include the following information:

- A. Company Information
 - 1. Year organized;
 - 2. Number of clients and type of clientele (defined by industry and size of portfolio);
 - 3. Number of investment related staff;
 - 4. Assets under management;
 - 5. Institution's current credit rating by rating agency (if applicable);
 - 6. Number of offices located in the State of Florida;
 - 7. Location of corporate headquarters;
 - 8. Related organizations; and
 - 9. List of any current litigation or regulatory actions against the firm.

- B. Qualifications
 - 1. Resumes of principals and professional staff responsible for the account;
 - 2. Number of years of experience in investment management;
 - 3. Describe investment philosophy;
 - 4. Describe customer service philosophy;
 - 5. Include a list of your non-profit clients, specifically college and university foundations and endowments; and
 - 6. Include three (3) specific references that we may contact (clients similar to St. Johns River State College Foundation in type and size and similar services requested.)

- C. Reporting, Portfolio Evaluation and Review of Accounts
 - 1. Frequency of reporting to clients;
 - 2. Format of reports (include sample reports in proposal submission); and
 - 3. Frequency of portfolio evaluation.

- D. Recommended Asset Allocation
 - 1. Recommended asset allocation and estimated annual rate of return for one, three, and five years based on past performance;
 - 2. Include an analysis of the efficient frontier;
 - The combinations of securities portfolios that maximize expected return for any level of expected risk, or that minimized expected risk for any level of expected return for the recommended asset allocation and a discussion of the risk/reward spectrum for the recommendation.
 - 3. For the investments included in the recommended portfolio, provide a current, one, three, five and ten year annual return.
 - 4. Provide investment performance of the colleges and endowments under your management for the last one, three, five years.

E. Insurance

1. Provide a list of applicable insurance coverage and include relevant coverage limits;
2. Provide the name of the primary insurance carrier and related AM Best Rating.

F. Research and Investment Decisions

1. Provide internal and external research methods and resources; and
2. Include processes for investment decision making process (committee, portfolio manager, external investment managers, etc.).

G. Fees

1. Indicate all fees for services; each service should be listed separately, and the total cost provided for all services.
2. Include a breakdown of the initial and ongoing consulting fees and the custodial and management fees as a percentage of the dollar value of the assets; and
3. Include the frequency in which fees will be evaluated and the amount of any expected increase(s).

H. Other Services

1. Additional or alternative services that you can provide that may be of benefit to the Foundation; and
2. Include your experience in providing such services.

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SECTION 5: EVALUATION CRITERIA

The Evaluation Committee will select a firm based on evaluation of proposals in accordance with the responses received to the criteria outlined below.

Qualified bidders must meet the following criteria:

1. Meet all specifications within the RFP or clearly indicate where your proposal deviates.
2. Show experience advising and reporting to similar sized non-profit organizations on the prudent management and oversight of endowment funds.
3. The firm and all engaged personnel shall have all authorizations, permits, licenses, and certifications as may be required under federal, state, or local law to perform the services specified in this RFP.

Following is the evaluation template that will be used to evaluate the respondents.

EVALUATION TEMPLATE

Category	Weight
Demonstrate successful past performance with similar-sized portfolios	17.5%
Competitiveness of fees	17.5%
Investment strategy	15%
Experience with similar non-profit institutions	15%
Quality of existing client relationships and industry references	15%
Ability to communicate effectively	10%
Reporting information	10%

The Foundation reserves the right to be the sole judge as to the overall acceptability of any proposal, or to judge the individual merits of specific provisions within competing offers; and its decision will be final.

The Foundation Board of Directors will have the final authority to approve the selection of an investment management firm. The contract will be awarded to the firm based on, but not limited to, the evaluation criteria listed in Section 5 and other factors that may be presented in the proposal and/or interviews.

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ATTACHMENTS:

1. Investment Policy