



REQUEST FOR PROPOSAL INVESTMENT CONSULTANT SERVICES

Background and Description

Valley Vision, Inc. invites proposals from financial investment consultants and firms to provide investment consultation and management services. This request for proposal contains background information on Valley Vision, Inc. and specific information that must be included in the proposals submitted.

Valley Vision, Inc. is a nonprofit 501c3 civic leadership organization dedicated to improving the livability of the Sacramento region. Founded in 1994, the organization has a board of thirty leaders from the Sacramento region's public, private and nonprofit entities, and a staff of fifteen.

Valley Vision maintains a Board-designated Operating Reserve and is interested in investing a portion of these funds, currently held as cash, to further support our civic leadership work in the region.

Required Services

The investment consultant will, at the direction of the Business Sustainability Committee of the Valley Vision Board of Directors:

- Assist the Committee in developing an Investment Strategy that will encompass the following goals and objectives
 - Target amount of investment
 - The level of risk tolerance, and preservation of capital
 - The time horizon for investments
 - Proposed asset allocation
 - Use of socially responsible investment strategies and any investment restrictions or prohibited activities
 - Acceptable performance of investments and determining factors for rebalancing
 - Factors or rules for liquidation, if needed
 - Acceptable uses for any liquidated assets
- Make recommendations to the Committee on the most appropriate investment objectives, guidelines, and asset allocation in light of long-term desired return assumptions and risk constraints.
- Invest funds in accordance with the above stated strategy and provide quarterly reports to the Sustainability Committee and yearly reports to the full Board.
- Provide timely responses to requests for information, reports, and investment orders.
- The investment consultant may propose to provide additional services to Valley Vision, Inc.



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Proposal Requirements

The following items should be addressed in the proposal submitted.

1. General Information
 - a. Year formed/organized
 - b. Number of clients
 - c. Type of clientele
 - d. Number of staff
 - e. Number of clients per investment consultant
 - f. Assets under management
 - g. Overall financial strength of organization and/or parent company
 - h. Discussion of any past or present litigation or regulatory actions against the firm
 - i. Services to be provided and associated costs
 - j. Full list of consulting services offered by the organization
 - k. Primary contact for this relationship
2. Qualification of the firm and ability to provide investment management services
 - a. Qualifications of principals and professional staff, including those that would be directly responsible for this account
 - b. Number of years of experience in investment management
 - c. Discussion of investment philosophy
 - d. Discussion of customer service philosophy
 - e. Discussion of consulting philosophy and your role as investment consultant
3. Relevant experience with other similar nonprofit organizations
 - a. Include a list of nonprofit clients
 - b. Include three specific references that we may contact (those similar to Valley Vision in type and size of business are recommended).
4. Reporting, portfolio evaluation and review of accounts
 - a. Frequency of reporting to clients (monthly, quarterly)
 - b. Sample of reports
 - c. Frequency of portfolio evaluation
 - d. Compliance with reporting standards
 - e. Frequency of account review and willingness to meet with the Committee and staff to make recommendations and discuss performance
5. Insurance
 - a. Provide a listing of applicable insurance coverage maintained with relevant coverage limits
 - b. Provide a name of your primary insurance carrier and their rating from an independent rating agency
6. Research, investment decisions, and performance
 - a. Provide research methods and resources (external and internal)
 - b. Discussion of investment decision-making processes (committee, portfolio manager, external investment managers, etc.)
 - c. Describe how investment performance will be measured as well as the performance attribution analysis services you would provide



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7. Fees
 - a. Indicate all fees involved for each of the services you are proposing to provide
 - b. Include a breakout of the initial and ongoing consulting fees and the custodial and management fees as a percentage of the dollar value of the assets
 - c. Discuss the frequency in which fees will be evaluated
8. Other services
 - a. Please address any additional services that you are capable of providing that may be of benefit to Valley Vision
 - b. Discuss your experience in rendering such services

Selection Criteria and Submission Instructions

We will review all proposals based on the criteria outlined above. The firms whose proposals are selected for further consideration will be asked to make a personal presentation to the Committee and/or answer questions in advance of our final selection.

Firms with significant experience, a verifiable investment record, and excellent references will be strongly considered.

Responses to this proposal may be directed to the following:

Via email:

Kari MacDonald

Valley Vision

Kari.macdonald@valleyvision.org

Or via mail:

Kari MacDonald

Valley Vision

3400 3rd Avenue

Sacramento, CA 95817

Responses are requested to be received no later than 5 p.m. on June 30, 2022. If responding via mail, we ask that you provide six copies of the proposal to the address above.

We expect to evaluate proposals and interview firms throughout July and August, with a goal of engagement by September 1, 2022.