



REQUEST FOR PROPOSAL FOR INVESTMENT MANAGER

INQUIRIES AND PROPOSAL SHOULD BE DIRECTED TO:

Lori Sywensky
Executive Director

Turning Point of Lehigh Valley, Inc.
444 E. Susquehanna Street
Allentown, PA 18103
Phone: 610-797-0530
FAX: 610-797-0585
Email: loris@turningpointlv.org

PROPOSAL DEADLINE
3:00 PM EASTERN TIME
September 16, 2022

Copies of this solicitation and any issued Addenda may be obtained at the above address. Proposals must be delivered electronically to the agency by the exact date and time indicated above. Late proposals will not be accepted.

SECTION I – ABOUT TURNING POINT

- TPLV was incorporated as a 501(c)3 non-profit entity in 1978.
- The mission of Turning Point of Lehigh Valley (TPLV) is to eliminate domestic and intimate partner abuse in the Lehigh Valley through empowerment, education, and engagement.
- TPLV assisted 85,000 victims of domestic violence during its 43 years of operation.
- Serving Lehigh and Northampton Counties, PA, TPLV offers a 24-hour helpline, safe house shelter, empowerment counseling, legal advocacy, outreach education and resources. Services are provided at several Lehigh Valley sites.
- The annual budget is \$2.7 million with assets of \$3.4 million.
- For additional information about our life saving work see our website (<https://www.turningpointlv.org>).
- For more in depth organizational and financial information view our 990-tax filing at Guidestar (<https://www.guidestar.org>).

SECTION II – OVERVIEW

- TPLV is requesting proposals from qualified investment management firms. The objective of the firm will be to assist the TPLV Board of Directors and staff in carrying out TPLV's investment policy that is designed to ensure that sufficient assets are available to meet current and future obligations.
- TPLV's investment fund totals about \$1.0 million including endowments, restricted funds, and other net assets.
- Immediate needs and cash flow are facilitated through approximately \$600,000 in bank accounts and certificate of deposits.
- About half of the invested funds are now invested in equities and equity mutual funds, with the remainder invested in fixed income mutual funds.
- The goal of TPLV's investment strategy is a slow and steady growth model. Conservative investments, a carefully crafted plan to minimize risk and a forward-thinking financial team that emphasizes security of our current funds over higher yields that carry higher risks.
- **Services will begin following selection of a qualified firm, which is expected to occur on or before December 6, 2022.**

SECTION III – PROPOSAL SUBMISSIONS

- All questions concerning this RFP must be received in writing via email to **Lori Sywensky at LoriS@Turningpointlv.org**. Responses will be made to all questions via email within three (3) business days.

- To be considered, completed responses must be received at TPLV on or before September 16, 2022 by 3:00 p.m. EDT. Any response received after the response deadline will not be considered.
- Other than questions related to this RFP as provided for above, the firm's staff should not contact any member of the TPLV staff or of the Board of Directors.
- Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- TPLV will not be liable for any cost incurred in the preparation of a response and will not reimburse any respondents for their submission. Expenses related to the production of a response are the sole responsibility of the respondent. TPLV reserves the right to retain all responses submitted, and to use any information contained in a response except as otherwise prohibited by law. All proprietary information, "trade secret", if clearly marked as such, will not be disclosed except as required by law.
- The reading of a proposal does not constitute the acceptance of the proposer as a responsive and/or responsible Proposer
- TPLV makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation. The RFP does not purport to contain all the information that may be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of TPLV and the data contained or referenced herein.
- TPLV is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. TPLV is not and will not be under any obligation to the RFP except as expressly stated in any binding agreement ultimately entered into with one or more parties, either as part of this RFP process, or otherwise.
- This RFP is not an offer but a tender to receive submissions. TPLV will consider a response as an offer to develop an agreement based upon the contents of the offer.
- **Timetable**
 - RFP response submission: September 16, 2022
 - Finance Committee review of responses: September 27, 2022
 - Meetings with respondents: TBD in October/November 2022
 - Selection of firm: On or before December 6, 2022

SECTION IV – SCOPE OF SERVICES

- TPLV is soliciting proposals from investment consultant firms who provide broad investment expertise, and:
 1. Can provide TPLV access to publicly traded asset classes and mutual funds.
 2. Can provide TPLV with a full range of administrative and investment services.

- TPLV is seeking a firm to:
 - Provide a range of administrative and investment services.
 - Manage our pool of investment funds.
 - TPLV wishes to employ an Outsourced Chief Investment Officer model where the chosen investment advisor, along with the input of the TPLV Board of Directors Finance Committee, will manage the investment portfolio according to the attached **Investment Policy (IP)**.
- As part of this model, TPLV seeks services which will include but are not limited to the following:
 - Make investment decisions based on a portfolio analysis within the parameters of the IP.
 - Provide monthly account statements that include an account summary of the total invested in each asset class, gains or losses compared to the prior month, investment names and the dollar amount each investment held.
 - Provide quarterly performance reports, including but not limited to performance data and analysis for the total fund, individual asset classes; detailed analysis, including return attribution analysis, portfolio characteristics, style and risk analysis, peer universe comparisons with funds that have similar objectives.

Minimum Qualifications to be considered are:

- Be a registered investment advisor.
- Agree to act as a “fiduciary” with respect to TPLV business.
- Have provided similar investment management services to other non-profit institutions of similar or larger asset size to TPLV.
- Employ a professional team or department dedicated to investment research and analysis.
- Disclose all conflicts of interest, all sources of revenue and all affiliations especially, but not limited to, investment managers employed by the firm.

SECTION V – CONTENT OF PROPOSALS

A. Cover Letter

- The response must be accompanied by a cover letter that should be signed by at least one individual who is authorized to bind the firm contractually.
- The cover letter should include:
 - The company name and address;
 - Email address and phone numbers of our contact;
 - The position title of the signatory;
 - A statement to the effect that the response is a firm and irrevocable offer of the firm; and
 - Inclusion of the representations and warranties contained in Section VIII of the RFP, signed by an authorized officer of the firm, as an attachment to the cover letter.

B. Proposal:

- Detail your firm's experience in providing investment management services to non-profit organizations and agencies, of a comparable size to TPLV.
- Describe the history of your firm, including founding values and core principles.
- Is your firm a registered investment advisor under the Investment Advisors Act of 1940? If so, please provide a copy of parts I and II of your Form ADV.
- What is the average number of portfolios that each manager currently manages?
- What is your client retention ratio (gains and losses) for the last three years?
- In the past 10 years, has there been any litigation or regulatory action taken against your firm or against your team's principals/owners/advisors? Has your firm or any member of your investment staff ever lost or settled a civil suit related to their activities as an advisor or investment manager? If yes to any of these questions, please describe the situation.
- Describe your client base and your firm's total investment management business as of June 30, 2022

Client Type	Assets Under Management (\$ million)
Corporate Pension	
Corporation	
Endowment	
Foundation	
Individual(s)	
Insurance	
Limited Partnership	
Mutual Fund	
Multi-Employer (Taft-Hartley)	
Other (Private Client)	
Public	
Sub-advised	
Trust	
Grand Total	

Information About Your Investment Approach

- Do you hold individual equities and bonds or mutual funds, or both?
- Describe your firm's investment philosophy and what differentiates your investing approach from your peer group. Please comment on the role active, passive and index strategies play in your investment approach.
- Describe your role and philosophy with respect to rebalancing portfolios.

- How do you construct portfolios? Describe your investment process.
- Please describe in detail your portfolio monitoring process, and how decisions would be reached to sell a security in the portfolio.

Equities Approach

- Will you hold cash if there are no buying opportunities? If so, what is the most cash you will hold?
- What capitalization range do you favor?
- Do you prefer any individual sectors?
- What has been the average annual turnover in securities for a portfolio of our size?

Fixed Income Approach

- What sectors do you favor? (Government, Corporate, high yield)
- How do you construct portfolios? Describe your investment process.
- Describe your philosophy and experience in using alternative investments and which asset classes within the alternatives group you utilize.
- Describe the firm's risk control (to mitigate down periods), diversification control, and liquidity control efforts.
- What differentiates your risk management approach from your peer group?

Performance Measurement and Monitoring

- Provide the returns on investment (GIPS® compliant) for the past three years (12-month periods ending June 30, 2022) for an existing portfolio most similar to ours (as described in the TPLV IP). The returns should be detailed in table format.
- Describe your customer service philosophy. What is your service offering as it relates to working with a Finance Committee and Board of Directors? What access and frequency would our organization have to account balances and holdings?
- Please provide a sample Monthly Report.
- How soon after month end are monthly and quarterly reports available?

Fees and Other Matters

- What is your management fee schedule for organizations such as ours? What are the implementation costs (underlying manager expense ratios, etc.) of your proposed portfolio allocation?
- What other costs are associated with maintaining an investment management relationship. (commissions, travel, and other services)?

Representations and Warranties

- All respondents are required to submit an executed copy of the following representations and warranties as an attachment to the cover letter described in Section II of this RFP.

- Respondent warrants:
 - The firm will not delegate its fiduciary responsibilities.
 - The firm has completed, obtained, and performed all registrations, filings, approvals, authorizations, consents, or examinations required by government authorities.
 - Be a registered investment advisor.
 - Agree to act as a “fiduciary” with respect to TPLV.
 - Have provided similar investment management services to other non-profit institutions of similar or larger asset size as TPLV.
 - Employ a professional team or department dedicated to investment research and analysis.
 - Disclose all conflicts of interest, all sources of revenue and all affiliations especially, but not limited to, investment managers contracted by the firm.
 - That it has established ethics and conflicts of interest policies and procedures and proper internal compliance controls are in place.

SECTION VI – SELECTION CRITERIA

- TPLV will evaluate each response to determine if they are submitted in accordance with the requirements set forth in this RFP, including whether the proposing firm meets the minimum criteria. Firms submitting non-qualifying responses will be notified immediately.
- TPLV’s Finance Committee of the Board of Directors will evaluate all responses meeting the established criteria.
- Based upon this review, at least two candidate firms will be invited to make a presentation to the Finance Committee at a mutually agreeable date in October or November 2022.
- The TPLV Board of Directors will approve the selection of the Investment Manager at its meeting on December 6, 2022.

Selection Criteria:

- Stability and experience of investment consulting firm.
- Stability and experience of the personnel assigned to TPLV.
- Depth of knowledge, experience, and resources to provide required services.
- Independence of judgment and avoidance of conflicts of interest in providing services.
- Proposed fee structure and full transparency of total fee structure.
- Quality of client fund performance reports examples or pro-forma submitted.
- The investment results of the firm compared to appropriate benchmarks.
- The capability to contract with a wide and diverse selection of fund managers to obtain the best possible investment returns given the risk profile of TPLV.

SECTION VII – NOTICE OF SELECTION

Upon conclusion of final presentation and Board of Director review, all proposers submitting proposals to this RFP will be informed, via email of the name of the successful firm.