

**The Protestant Episcopal Church Council of the
Diocese of Texas**



**Request for Proposal
Investment Consulting/Advisory Services**

Fall 2009

Part I - General

1. Briefly describe your organization, date founded, history, ownership, and other business affiliations.
2. Please describe the entire range of consulting services the firm provides to clients. Which services does your firm consider to be their specialties or areas of greater expertise?
3. Please state what you believe distinguishes your consulting services from your competitors'.
4. Within the last five years, has your firm, in any capacity, been a party to any litigation directly or indirectly related to you or your business?
5. Is your firm a registered advisor with the SEC under the Investment Advisor Act of 1940?
6. Describe your plans for managing the future growth of your business. Do you have a limitation on the number of clients that you intend to accept?
7. What is the total market value of assets you are advising in your firm and in your practice? What is the average market value of your client relationships?
8. What is the account type percentage breakdown of the accounts you advise (non-profit, ERISA, Taft-Hartley, individuals, etc.)

Part 2 - Staffing

1. Please provide an organizational chart that includes the individuals employed in the consulting group.
2. Specifically identify your firm's consultants/advisors and their credentials.

Part 3 - Investment Policy & Asset Allocation

1. Please describe the processes your firm uses to assist clients in developing investment policies and objectives.
2. Describe your asset allocation approach and modeling.
3. How often does your firm recommend reviewing asset allocation?
4. When do you consider rebalancing and what method do you use?
5. What is your philosophy in utilizing indexed funds, managed mutual funds, exchange traded funds, and alternative investments?
6. Does your firm assist clients in making short-term tactical asset allocation decisions? If yes, please describe the process you use.

Part 4 - Manager Search

1. How long has your firm been providing manager searches?
2. Describe your due diligence process. Is it ongoing?
3. What criteria do you look for when evaluating managers?
4. How do you classify managers by style?
5. What is the philosophy of your manager research group?
6. What characteristics of a manager do you view as being important?
7. How many investment managers do you track? What are the limiting factors in the number of managers you track?
8. What is the basis for terminating an investment manager?
9. How often do you perform on-site reviews of investment managers?
10. Please describe the procedures your firm employs in recommending new or additional investment managers.
11. What is your firm's view on balanced fund managers versus specialized managers (i.e., separate bond and equity managers)?

Part 5 - Performance

1. Please describe the firm's experience and capability in calculating performance. Are specific benchmarks used?
2. Describe how benchmarks are chosen or developed. Can your firm provide customized benchmarks?
3. How do you measure risk?
4. How do you measure return?
5. How timely after a reporting period is a performance report available from your firm? Describe the content and format of performance reports.
6. Is your performance report produced in-house or by a third party?
7. Please provide a sample quarterly client report. If available, please provide a copy of the detailed staff report and the executive summary for the Board.

Part 6 - Miscellaneous

1. Describe your "consulting philosophy" (i.e. your role as a consultant).
2. Do you have the ability to transmit report information to the Board electronically? If so, explain.

3. Do your clients have the ability to access their accounts online and download holdings and transactions into Excel spreadsheets?
4. Describe how your firm would interface with any service providers that are not a part of your program. (e.g., actuaries, auditors, attorneys, and insurance companies).
5. Does your firm have a written code of conduct? How is that code of conduct enforced?

Part 7 - Custody of Assets

1. Does your firm provide custodial services? If so, please describe the scope of the services. How is the firm compensated for these services? If not, who are the third party custodians currently being used by the firm?
2. Who has the responsibility to reconcile the accuracy of monthly statements, the consultant and/or the custodian?
3. Is there a regularly scheduled financial audit of your firm? If so how often is the audit conducted and who is conducting the audit?
4. What insurance policies are in place protecting the safety of client assets?

Part 8 - Fees

1. Please provide a fee schedule and indicate how out of pocket expenses are handled.
2. Do you consider this fee arrangement competitive and, if so, why?
3. What types of compensation can you receive for providing consulting services?
4. Describe any circumstances under which your firm receives fees or other compensation from investment managers.

Part 9 - Disclosure Brochure

- o Please provide a copy of your firm's ADV- Part II or the document your firm is using as a disclosure brochure.

Part 10 - References

- o Please provide three references from among your current clients. This should include a contact name, address and telephone number as well as the services provided to the client and how long they have been with your firm.