REQUEST FOR PROPOSAL

Investment Management & Advisory Services

COASTAL BEND COLLEGE Foundation

Coastal Bend College Foundation
ISSUED: February 17, 2023
Background of Coastal Bend College & the Coastal Bend College Foundation

COASTAL BEND COLLEGE
Coastal Bend College (CBC) is a public, co-educational community college that is based in Beeville, Texas. The college operates four campuses with the main campus in Beeville and branch campuses in Alice, Kingsville, and Pleasanton. The college serves more than 4,000 students in academic, workforce education and continuing education classes. The official service area of Coastal Bend College, as defined by the Texas Legislature, includes all of Bee, Brooks, Duval, Jim Wells, Karnes, Live Oak and McMullen Counties, the Pleasanton Independent School District in Atascosa County, and the Kingsville, Ricardo and Santa Gertrudis school districts in Kleberg County.

Coastal Bend College is a defined as a Hispanic-Serving Institution by the Hispanic Association of Colleges and Universities with more than 75% of its enrollment comprised of Hispanic students.

Coastal Bend College offers seven intercollegiate athletics programs – baseball, men’s basketball, women’s basketball, e-sports, men’s soccer, softball, and volleyball – that compete in Region XIV of the National Junior College Athletic Association.

COASTAL BEND COLLEGE FOUNDATION
The Coastal Bend College Foundation (CBCF) is a non-profit IRS 501(c)(3) organization that was established in 2003 and whose primary mission is to support the mission and values of Coastal Bend College by fostering community relationships and raising funds to enhance exceptional learning environments. The foundation manages more than $2.5 million in assets and more than 30 endowments and scholarships.

The business of the foundation is managed by a board of directors, comprised of area leaders who serve in a volunteer capacity, in accordance with the bylaws of the corporation. As the college’s partner, the foundation helps assure that quality higher education is affordable and accessible for the residents of its service area.

As the recipient of private individual, corporate and foundation donations, the foundation board of directors has a fiduciary responsibility to manage these funds prudently and efficiently. An investment philosophy, objectives and guidelines to manage the foundation’s assets were adopted by the board to articulate the investment goals of the foundation and assist in developing an investment strategy.
General Information
The CBC Foundation is seeking proposals for investment advisory and management services for a portfolio currently valued at $2.5 million.

This Request for Proposal (RFP) is part of a competitive procurement process that helps to serve the CBC Foundation’s best interests. It also provides firms with a fair opportunity for their services to be considered. This RFP provides instructions for submitting proposals, procedures, and criteria by which a firm may be selected.

Firms that propose comprehensive strategies that minimize risks and maximize returns will be considered. All investment strategies will be considered.

Firms must be able to provide a representative that will be present for annual meetings with the CBC Foundation’s Finance Committee and board to report on investments and the performance of the portfolio.

Statement of Work
This statement of work is intended to outline the services, materials and special items required to perform the investment advisory and management services to the CBC Foundation.

- Assist in reviewing, developing, and enhancing investment policies at least annually and when market conditions warrant adjustments.
- Advise and manage the CBC Foundation endowment pool for perpetual funding.
- Provide advice and client reports on a proactive monthly basis.
- Provide monthly report with detailed transaction activity, including market values, based on contributions, withdrawals, transfers, and adjustments.

Minimum Qualifications
To be eligible for consideration, a firm must respond to all items in the RFP and meet the following minimum qualifications:

- Established investment advisory services firm engaged in the business of investment advisory services.
- Registered Investment Advisor (RIA)
- Willing to conduct a minimum one-hour presentation on the CBC main campus in Beeville, Texas at the firm’s expense. Said presentation will include sample portfolios utilizing current investment data from the CBC Foundation.

Term of Service
Services to commence on or about 9/1/23 and continue for a period of three (3) years. The CBC Foundation will have a unilateral option to renew service on the same terms for two (2) additional one (1) year periods.

Submission Requirements
All proposals must be received on or before the submittal deadline, March 31st, and should be delivered to or, if sending by common carrier (Federal Express, UPS, etc.), mailed to:
Coastal Bend College Foundation  
C/o Paul Cantrell, Executive Director  
3800 Charco Road  
Beeville, TX 78102

- Firms must submit one (1) complete, entire proposal on letter-size (8-1/2” X 11”) paper. An original signature by an authorized officer of the firm must appear on the submitted proposal. The submission of the firm’s proposal bearing an original signature should contain the mark “original” on the front cover of the proposal.
- Firms must also submit a digital version of the entire proposal.

Please respond to the RFP questions in the order presented and limit your response to thirty (30) typed written pages for all questions. Appendix items, if any, are not limited. An appendix is to be presented as backup information and not directly in response to the questions unless so noted in the question.

The CBC Foundation is not responsible for any costs incurred by any firm responding to the RFP. All responses will be kept confidential.

Each proposal must remain valid for the CBC Foundation’s acceptance for a minimum of ninety (90) days after the submittal deadline to allow time for evaluation, selection, and any unforeseen delays.

All data/material developed or acquired by the firm because of work under the RFP shall be the property of the CBC Foundation. No material or reports prepared by the firm shall be released to the public by the firm without the prior written consent of the CBC Foundation’s Executive Director or designee.

Firms will direct all questions regarding this RFP by email to the Executive Director of the CBC Foundation. Questions or concerns must be received by email no later than March 10th.

Coastal Bend College Foundation  
Paul Cantrell, Executive Director  
pcantrell@coastalbend.edu

CBC Foundation may, in its sole discretion, respond in writing to written inquiries concerning this RFP.

At no time during the RFP process shall any representative of the CBC Foundation be contacted, unless pre-approved by the CBC Foundation Executive Director. This includes members of the CBC Foundation Board of Directors.

CBC Foundation’s current investment manager, Wells Fargo Advisors, San Antonio, will be invited to participate in the RFP process.
**Timeline**

February 17, 2023  Issuance of RFP
March 10, 2023  Deadline for questions
March 31, 2023  Submittal Deadline

*The following portion of the timeline is subject to change without notice.*

April 12, 2023  Notify finalist and schedule on-site presentations
April 24, 2023  On-site presentations
May 15, 2023  Notify selected Firm and initiate contract/agreement process.

To be determined  Signed contract/agreement in place. Begin transition of advisory and management services and set-up of all subaccounts. Anticipated completion date of August 2023.

**Reserved Rights of the CBC Foundation**

The CBC Foundation has the right to:

- Reject any or all the proposals
- Cancel the entire RFP process
- Remedy any technical errors in the RFP
- Negotiate with any, all, or none of the respondents to the RFP
- Solicit the best and final offers from all or some of the prospective firms
- Contract with any respondent based solely on the qualifications and capabilities of the firm and its consultants
- Choose not to have formal presentations
- Solicit follow-up information as deemed necessary

**Proposal Evaluation Criteria**

The CBC Foundation is not bound to accept the lowest fee proposal or the highest projected performance. The following list of criteria will be used to evaluate all submitted proposals. The order in which the selection criteria are listed is not necessarily indicative of their relative importance:

- Composition of the firm including the key personnel committed to this project, their experience and track record of performance, and the firm’s capacity to provide high quality services
- Firm’s availability to work with the CBC Foundation's Finance Committee and board on an ongoing basis
- Firm’s reporting and communications practices
- Firm’s fee proposal including terms
- Firm’s relevant experience, qualifications, and success in providing services of the type described to organizations/institutions like the CBC Foundation
• Quality of the proposal. Specifically, proposals should be straightforward, concise and should describe the firm’s offerings and capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose
• Firm’s references from organizations / institutions comparable to the CBC Foundation.

Contents of Proposal
The proposal submitted by a firm will consist of narratives and, if necessary, graphs, tables and any other information needed to illustrate the proposal and experience of the firm. The following items should be addressed in the proposal in the specified order and must reference the item number:

1. Organization
   a. Describe the organization, including date founded, ownership and any subsidiaries and affiliates. If a significant change in organizational structure, ownership or management has occurred during the past three years, please describe.
   b. Location of corporate headquarters.
   c. Describe the firm’s customer service philosophy.
   d. Disclose any and all conflicts of interest the firm may have in serving as the CBC Foundation’s investment consultant.
   e. Is the firm a registered investment advisor under the Investment Advisor's Act of 1940? If not, please indicate why the firm is exempt from registration. Please include any applicable forms, ADV Parts I and II.
   f. Describe any SEC, NASD or any other regulatory, federal, or state censure or litigation involving the firm or its employees during the past five years.
   g. Provide a listing of all applicable insurance coverage the firm carries with relevant coverage limits including but not limited to fidelity bond coverage, error and omissions, employee dishonesty, fiduciary liability insurance or other fiduciary coverage. Indicate the name of the firm’s primary insurance carrier and their related AM Best rating.
   h. Describe the firm's primary revenue sources and comment on the firm's financial condition.
   i. Provide, as an appendix, a copy of the firm's most recent audited financial statement.

2. Experience and Historical Performance
   a. Number of years of experience in investment management.
   b. Describe the firm’s experience in managing portfolios for institutions of similar type, including the number of years the firm has managed these portfolios.
   c. Describe the firm’s experience in developing investment policies and portfolio management guidelines for institutions of similar type.
   d. Document the performance of one or more accounts similar in size and scope to the CBC Foundation over the last three years.
3. Institutional Clients
   a. Type of clientele (defined by industry and size of portfolio)
   b. Client to consultant ratio
   c. Number of endowment clients and size of portfolio
   d. Total endowment assets under management
   e. Provide a minimum of three references that we may contact. Recommended are institutional clients most like the CBC Foundation in type, size of investment endowment, and intended purpose of the funds. Include name, an individual contact, his/her telephone number and email and a brief description of the services provided for each reference.

4. Personnel
   a. Identify the key personnel who will be assigned to this account.
      i. Describe the roles of each person and indicate who will be the primary contact (portfolio manager) for this account.
      ii. Provide brief resumes for all identified key personnel (to include the supervisor of the portfolio manager). Include the following information: title, number of years at the firm, total number of years’ investment management experience, professional designations, or licenses.
      iii. Provide the physical location of the primary contact (portfolio manager) for this account as well as the physical location of his/her supervisor.
      iv. Identify who will be present for annual meetings with the CBC Foundation’s Investment Committee and board.
   b. For the primary contact (portfolio manager) for this account, provide the names and phone numbers of three references for whom the individual has or is serving as the lead investment management consultant.
   c. Describe the firm's activities to keep portfolio managers informed of developments relevant to the management of a portfolio.

5. Investment Management Approach and Discipline
   a. Briefly describe the firm’s investment management philosophy.
   b. Describe the firm’s investment management philosophy regarding institutional clients.
   c. What are the primary strategies employed by the firm for adding value to institutional clients’ portfolios?
   d. Describe the in-house technical and research support services the firm has available. What other sources are used by the firm on a regular basis?
   e. Describe how investment managers are researched and how the ultimate investment recommendations are made. Explain how approved recommendations are then implemented, monitored, and evaluated.
   f. Briefly describe any additional features, attributes or conditions that should be considered.
6. Accounting and Reporting
   a. Describe how the firm plans to interface with the Finance Committee to provide regular communications on investment decisions and strategy in a discretionary and a non-discretionary environment.
   b. Describe the format and method of delivery of monthly, quarterly, and annual reports that the firm would provide the Finance Committee (including the methods and formulas used to calculate yield and performance). List reports available on-line or through other electronic means and explain how the committee and staff would access this information. Provide, as an appendix, sample copies of portfolio reports.

7. Other Services
   a. Describe any support that the firm can provide with stock gift donations to the CBC Foundation.
   b. Please address any alternative or additional services that the firm can provide that may be of benefit to the CBC Foundation.
   c. Describe the firm’s ability to make recommendations to the CBC Foundation’s Finance Committee on its Investment Policy considering current conditions.
   d. Describe the firm’s experience and capability for providing education on the investment process to CBC Foundation staff.

8. Fees
   a. Provide the fee schedule that would apply to this account for each of the services the firm is proposing to provide for the initial 3-year period of the contract. 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.
      i. Is there a minimum fee?
      ii. Is the fee tiered?
      iii. Are research fees for new managers included or extra?
      iv. Are travel expenses included or extra?
      v. Are there any additional expenses, not covered by the fee schedule?
   b. Provide a description and/or example of the billing method that will be used.
   c. State if the firm or affiliates of the firm would receive any other benefits from this investment management consultant relationship such as commissions, soft dollars, fees, or any other benefits.