

REQUEST FOR QUALIFICATIONS
For
INVESTMENT ADVISORY SERVICES
City of Ingleside, Texas
(RFP 2017 – 005)

To provide advice and professional recommendations to the City of Ingleside Texas for investment management services including, but not limited to: development of strategies and policies to implement and document the City's investment program covering all of the City's investable funds; to evaluate banking practices and services.

Interested parties are asked to submit qualifications in response to the format of questions that follows. If you have any questions, please contact Paul Baen, Finance Director at (361) 776-2517.

A. ORGANIZATION and PERSONNEL

1. *Describe the history of your firm, date founded, ownership and any other business affiliations.*
2. *Describe your firm's commitment to servicing the public sector.*
3. *Describe your firm's revenue sources and comment on your firm's financial condition.*
4. *Describe any SEC censure or litigation involving your firm or its employees at any time.*
5. *Identify the types of accounts primarily sought after by your firm.*
6. *What distinguishes your firm from other firms?*
7. *Provide biographical information on investment professionals within your firm that will be involved in the decision making process for the City's portfolio.*
8. *What efforts does your firm make to keep portfolio managers informed of developments relevant to government investment managers?*
9. *Describe your firm's compensation policies for investment professionals.*
10. *Is your firm a certified HUB, minority or woman owned?*
11. *Provide a copy of your firm's Uniform Application for Investment Advisor Registration (ADV) Part II, as currently on file with the Securities and Exchange Commission (SEC).*
12. *Describe your firm's policy on soft dollar arrangements.*

B. INVESTMENT MANAGEMENT APPROACH AND PORTFOLIO SUGGESTIONS

1. *Describe your firm's risk management philosophy and investment style.*

2. *Describe how your firm organizes its investment process. Do you use teams or individual managers?*
3. *What are the primary strategies for adding value to portfolios (e.g. market timing, credit research, trading)?*
4. *Describe how you would ensure that your team understands the investment objectives and constraints for this account.*
5. *What would your firm require from the City in terms of cash flows and the cash forecasting process, and how would you assist the City in this process?*
6. *What is your firm's experience in developing investment policies and portfolio management guidelines for public sector funds?*
7. *How frequently would you suggest your firm meet with the City staff? Who will attend these briefings?*
8. *Describe your strategy for short term (one to two year) investments.*
9. *What type of training does your firm have planned for the assigned investment team over the next 3 year period?*
10. *Describe the trade process you anticipate*
11. *Describe the decision making process on portfolio construction.*
12. *What is your outlook for interest rates in the next year?*
13. *Describe your approach to evaluating banking services*

C. HISTORICAL RETURN and ASSETS UNDER MANAGEMENT

1. *Provide the number and types of accounts, total asset value, and composition of portfolios currently being managed by your firm.*
2. *Provide historical return data compared to an appropriate benchmark, and other performance statistic for comparable account(s), over the past three years*
3. *List your most representative governmental clients and the length of time they have been clients.*

D. REFERENCES

1. *Provide five (5) references (preferably public sector), including length of time your firm has managed their assets, client name, contact personnel, address and phone number.*

- 2. Provide references, if appropriate, from non-client organizations that can attest to the professional reputation of your firm and its personnel.*
- 3. Provide three (3) non-management public references regarding your firm's training and consulting services.*

E. REPORTING

- 1. Describe the frequency and format of reports that would be provided. Attach examples.*
- 2. Describe the quality control procedures your firm has in place. What types of reconciliation and editing do you perform? How do you resolve data discrepancies?*

E. FEES

- 1. Describe your firm's fee schedule. (a) Is there a minimum fee? (b) What expenses would be covered through the fee structure?*
- 2. Are fees charged when there is no activity in the account or if the portfolio is invested in a local government pool?*
- 3. What additional costs could be required in order to implement your investment services?*

F. OTHER CONSIDERATIONS

- 1. Describe the training and educational services that your firm would provide and your firm's experience in this area. Include credentials of the individual(s) providing this assistance.*

G. RECEIPT OF QUALIFICATIONS

If your firm is interested in being considered as a provider of Investment Advisory Services for the City of Ingleside, qualifications must be received no later than 3:00 p.m. on November 28th, 2017, at Bay Vista Center 2334 Hwy. 361, Suite 162, Ingleside, Texas 78362. Three (3) copies of the proposal and one (1) electronic copy must be sealed and clearly marked on the face of the shipping materials "INVESTMENT ADVISOR RFQ". No electronic submissions will be accepted. Submissions received after 3:00 p.m. on November 28th will not be opened or considered.

H. RANKING CRITERIA:

The following criteria will be used as a basis for the selection of the Investment Advisor:

EXPERIENCE OF PERSONNEL	30
To assess the background and experience of the personnel in working with Texas Public Finance Entities	
TEAM MEMBERS	20
To identify the personnel the firm proposes to commit on a day-today basis and evaluate the specific qualifications of the individuals	
REPORTING	25
To identify the reporting content and format of the periodic reports provided and the extent such address the requirements of the Texas Public Funds Investment act.	
REFERENCES	25
To demonstrate client satisfaction and the candidate's familiarity with municipal issues. Identify the reporting content and format of the periodic reports provided and the extent such address the requirements of the Texas Public Funds Investment act.	
TOTAL POINTS	100