



Request for Proposal for Investment Management Services

I. Introduction

The University of North Carolina Wilmington (UNCW) Alumni Association is soliciting proposals from investment firms to provide investment management services. This request for proposal contains background information on the alumni association and specific information that must be included in the proposals submitted. The proposals must be submitted by no later than 5:00 p.m. September 26, directly to our office at the following address:

UNCW Alumni Association
1713 Market Street
Wilmington, NC 28403

II. Background

The UNCW Alumni Association is a nonprofit organization, tax-exempt under Internal Revenue Code Section 501(c)(3) which works to promote the best interests and traditions of the University of North Carolina Wilmington. The association is funded primarily through private gifts from the institution's alumni. The association currently has approximately \$350,000 to be invested.

III. Proposal Requirements

The following items should be specifically addressed in the proposal submitted and must reference the item number:



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1. Company information
 - 1.1 Year organized
 - 1.2 Number of clients
 - 1.3 Type of clientele (defined by industry and size of portfolio)
 - 1.4 Number of staff (i.e., investment-related staff only)
 - 1.5 Assets under management
 - 1.6 Number of offices
 - 1.7 Location of corporate headquarters
 - 1.8 Related organizations
 - 1.9 Discussion of any past or present litigation or regulatory actions against your firm

2. The qualifications of your firm and its ability to provide investment management services
 - 2.1 Qualifications of principals and professional staff (specify those individuals who will be directly responsible for account)
 - 2.2 Number of year(s) of experience in investment management
 - 2.3 Discussion of investment philosophy
 - 2.4 Discussion of your customer service philosophy

3. Relevant experience with other similar not-for-profit organizations
 - 3.1 Include a list of your not-for-profit clients, specifically (private foundations)
 - 3.2 Include three specific references that we may contact (clients most similar to the UNCW Alumni Association in type and size of business and similar services requested are recommended)

4. Reporting, portfolio evaluation and review of accounts
 - 4.1 Frequency of reporting to clients
 - 4.2 Form of your reports (please provide sample)
 - 4.3 Frequency of portfolio evaluation
 - 4.4 Compliance with AIMR reporting standards
 - 4.5 Frequency of account review by your firm and willingness to meet with management to make recommendations and discuss performance



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5. Insurance
 - 5.1 Provide a listing of applicable insurance coverage maintained with relevant coverage limits
 - 5.2 Provide the name of your primary insurance carrier and their related AM Best rating

6. Research and investment decisions
 - 6.1 Provide research methods and resources (external and internal)
 - 6.2 Discussion of investment decision making process (committee, portfolio manager, external investment managers, etc.)

7. Fees
 - 7.1 Indicate all fees involved for each of the proposed services
 - 7.2 Include a breakdown of the initial and ongoing consulting fees and the custodial and management fees as a percentage of the dollar value of the assets
 - 7.3 Discuss the frequency in which such fees will be evaluated and the maximum amount of any increase to be expected

8. Investment Policy Statement
 - 8.1 Description of your process for designing a new investment policy statement
 - 8.2 Sample copy of an applicable investment policy statement

9. Asset Allocation models
 - 9.1 Recommended asset allocation models used and estimated annual rate of return for one, three, five and ten years
 - 9.2 Include an analysis of the efficient frontier for your models and a discussion of the risk/reward spectrum for your recommendation(s).
 - 9.3 For the investments included in your recommended portfolio, please provide a current, one, three, five and ten year annual returns compared to relevant indices.

10. Other Services
 - 10.1 Please address any alternative or additional services that you are



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capable of providing that may be of benefit to the UNCW Alumni Association

10.2 Discuss your experience in rendering such services

IV. Selection process and timing

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

Please let us know at your earliest convenience, but no later than (September 23) if you are going to respond to this request for proposal. (See below for contact information.)

Responses to this proposal are requested to be received at this office by no later than 5:00 p.m. September 26. We ask that you forward four (4) copies of the proposal to the address shown below directed to the attention of Rob McInturf. We may, at our discretion, meet with a few final candidates during the week of September 29. We plan to make our selection no later than October 10 and would expect work to begin at our earliest convenience thereafter.

V. Contact information

All inquiries should be directed to:

Rob McInturf

910-962-2682

mcinturfr@uncw.edu

UNCW Alumni Association
1713 Market Street
Wilmington, NC 28403

Attn: Rob McInturf