

March 9, 2016

**SUBJECT:** Request for Proposal for Investment Advisory and Management Services

The North Carolina Institute of Medicine (NCIOM) is an independent, quasi-state agency chartered by the North Carolina General Assembly in 1983 to provide balanced, nonpartisan information on issues of relevance to the health of North Carolina's population. The NCIOM convenes task forces, or working groups, of knowledgeable and interested individuals to study complex health issues facing the state in order to develop workable solutions to address these issues. Through an arrangement with the North Carolina Medical Society, the NCIOM co-publishes (with The Duke Endowment) the North Carolina Medical Journal.

My purpose in writing to you today is to invite you to submit a proposal (reference the enclosed Request for Proposal) to provide investment advisory and investment management services for the NCIOM. We have a modest portfolio of \$500,000 - \$600,000 as of December 31, 2015, mostly invested in low yield Money Market Accounts. The NCIOM is looking for a better way to manage these funds and we are seeking a professional investment advisor to lead us in this effort. The NCIOM has no formal, approved investment policy at this time and, as part of this requirement, would want the selected firm to assist in developing objectives, asset allotment, and a written investment policy that we can present to our Board of Directors for approval.

I hope you will be interested in this opportunity and will elect to submit a proposal by the end of business on Friday, March 25, 2016. Please submit five (5) hard copies of your proposal, which should be limited to five (5) typewritten pages. The 5 page limit does not include samples of reports or other attachments. Should you have any questions about the NCIOM or this RFP, please contact Mr. Don Gula, Director of Operations at (919) 445-6152 ([donald\\_gula@nciom.org](mailto:donald_gula@nciom.org)). Proposals should be addressed to: North Carolina Institute of Medicine, 630 Davis Drive, Suite 100, Morrisville, NC 27560.

Thank you for your consideration. I shall look forward to hearing from you.

Sincerely,



Adam J. Zelotor, MD, DrPH  
President and CEO

Enclosure

Keystone Office Park 630 Davis Drive, Suite 100 Morrisville, NC 27560



[www.nciom.org](http://www.nciom.org) • [www.ncmedicaljournal.com](http://www.ncmedicaljournal.com)



(919) 445-6500

## **North Carolina Institute of Medicine**

### **Request for Proposal for Investment Advisory and Management Services**

#### **FIRM PROFILE**

1. Please provide your firm's name and address and the year the firm was founded, as well as the name, title, and email address for our primary contact with regard to the Request for Proposal. Indicate the number of years your firm has been performing investment services similar to those that you seek to provide to NCIOM.
2. Please provide a summary of the investment advisory services you provide to your clients as well as the contact information of the investment advisors who will service our account. Additionally, please provide a brief description, by client type, of the assets and number of clients that are under your advisement.
3. Describe your firm's core mission, vision and values.
4. Please provide biographies of key individuals in your firm that will be providing services to our account. Include information on education, employment history, and number of years with the firm.
5. Discuss whether your firm acts as a fiduciary to some/all its clients.
6. Within the past five years, has your organization or an officer or principal been involved with any business litigation or other legal proceedings relating to your consulting activities? If so, please provide details with respect to the current status or disposition.

#### **INVESTMENT POLICY DEVELOPMENT**

1. Describe your capabilities and recent experiences in reviewing and/or working with your clients to prepare investment policy statements and investment guidelines.

## **INVESTMENT ADVISORY SERVICES**

1. Please provide your firm's investment philosophy.
2. Describe the process you will use to help NCIOM to achieve the following:
  - a. Asset allocation
  - b. Disciplined rebalancing
  - c. Tactical asset allocation changes
3. Explain your philosophy toward utilizing index funds / ETFs.
4. What is your process for assessing risk in any portfolio?

## **RESEARCH / DATABASE / MANAGER SEARCH**

1. Provide a general description of your research department. If no separate department exists, describe how this function is performed.
2. Describe your investment manager database. Provide a detailed description of your firm's investment manager evaluation process. How many investment managers do you actively track?
3. Describe your monitoring process.

## **MEASUREMENT AND PERFORMANCE**

1. With regard to your reporting of information and communication with the NCIOM, our Board of Directors, and our finance Committee:
  - a. Provide a brief description of the reporting and communication process.
  - b. Provide samples of all the reports you propose.
  - c. Confirm that the cost for such reporting and communication is included in your fee quote.
2. Describe your firm's philosophy and approach regarding the use of benchmarks. How is a manager's performance measured against the benchmark?
3. How soon after the quarter-end are your reports typically available?

## **MISCELLANEOUS**

1. Describe the aspects of your firm that distinguish it from competitors.
2. What services does your firm provide for the education of the clients and committee members?

## **FEES AND FEE STRUCTURE**

1. Please outline your fee structure including Investment Advisory fees for oversight, manager selection, etc. and Investment Portfolio/Manager fees.
2. If hired, will your firm receive any other form of compensation, including soft dollars, from working with this account that has not yet been revealed? If so, what is the form of compensation?