**Educare DC**

**Request For Proposal (RFP)**

**for Investment Management Services**

**1.0 OVERVEW**

1.1 Organization Mission, Background and Service Delivery

Educare DC’s mission is to eliminate the opportunity gap for young children experiencing poverty and help them develop the skills necessary for success in kindergarten and beyond. We work at the intersection of practice, policy, and research to create a future where all children, in particular children who are historically underserved as a result of systemic racism and underinvestment, can have access to high-quality early childhood education that unlocks their full potential.

[Educare DC](https://www.educaredc.org/) is a not-for-profit organization established in 2012 that serves 424 children (prenatal to age 5) and their families across two campuses and five partners sites in DC’s Wards 7 and 8. As a Head Start grantee, we provide high-quality early childhood education, comprehensive health services and family engagement. Educare DC also works to improve the early learning field more broadly through citywide teacher training, workforce development and advocacy. The organization, which is funded by public (federal, state, local) and private dollars, has experienced significant growth over the past 3 years and currently has a reserve of $3.4 million, which is projected to continue to see modest growth over the next 3-5 years.

Educare DC is a member of the national [Educare Learning Network](https://www.educareschools.org/), which now consists of 25 independently operated, high-quality, research-based early childhood schools. The first Educare school was created in 2000, and the Educare model has been piloted, refined, and strengthened in communities across the country, and it has consistently demonstrated its effectiveness in improving outcomes for young children ages birth to five.

**2.0 PROCUREMENT DETAILS AND QUALIFICATIONS**

2.1 General

Educare DC reserves the right to accept or reject any of the proposals unilaterally and

unconditionally. Educare DC also reserves the right to negotiate with any or all of the

respondents, to solicit best or final offers from some or all of the respondents and to accept all written

proposals as an effective offer of services. Educare DC may modify the proposal

requirements at any time to remedy errors, add addendums, or otherwise change the proposal

requirements as required. All providers will be treated as fairly and consistently as possible.

Finalists may be expected to meet with management or members of the Finance and Audit Committee to further discuss their proposal. All expenses associated with preparation and delivery of the proposals will be the responsibility of the proposing organization.

All questions or correspondence regarding the RFP should be directed in writing to Barbara Ledyard, V.P. of Finance and Administration at [Bledyard@Educaredc.org](mailto:Bledyard@Educaredc.org).

All vendor contracts shall comply with all the laws governing entities doing business in the District of Columbia and must be in good standing.

**3.0 SCOPE**

*3.1 Scope of Services*

Educare DC is soliciting proposals from investment management firms who provide broad investment expertise, to manage reserve funds totaling at least $3.4 million and focus on the preservation of capital. Educare DC is seeking an investment firm with significant expertise in obtaining the best investment return with the least amount of risk. Specifically, Educare DC is seeking services which will include but are not limited to the following:

**a. Policy -** assisting and advising the Finance and Audit Committee of the Board in setting of investment policies and guidelines

**b.** **Portfolio analysis and management** – reviewing asset allocations and structures, making recommendations for appropriate changes, and managing funds as a fiduciary in accordance with approved investment policies and guidelines

**c.** **Monthly reporting** – providing monthly performance reports, including but not limited to,

performance data and analysis for the total fund, individual asset classes; detailed analysis,

including return attribution analysis, portfolio characteristics, style and risk analysis, peer

universe comparisons with funds that have similar objectives; and holdings analysis relative to benchmarks

**d.** **Fund management** – having access to a wide range of investment fund options and appropriate and well-trained staff to manage the selection, retention, and dismissal of fund options,

performing the necessary due diligence and providing summary reporting

**e. Research** – performing research on investment markets with the necessary due diligence to

ensure optimal performance, including monitoring, rebalancing and reporting

**f.** **Training, development, and reporting** – providing broad investment fund management training

for new Board and/or Committee members as needed, as well as monthly, quarterly and annual reporting to the Educare DC Finance and Audit Committee.

**4.0 VENDOR PROFILE**

*4.1 Qualifications*

Include a statement to confirm compliance to the minimum qualifications as listed below. All firms submitting responses must meet the following minimum criteria:

a. Be an investment advisor registered under securities legislation as an Advisor, Investment Fund

Manager and Exempt Market Dealer.

b. Agree to act as a fiduciary representative as related to Educare DC investments.

c. Have provided similar investment management services to other non-profit institutions of

similar asset size, including knowledge of planned giving and other private donor funding instruments.

d. Have an individual assigned to Educare DC with a minimum of five (5) years professional experience in the investment consulting and investment management fields; and

e. Disclose all conflicts of interest, all sources of revenue and all affiliations especially, but not

limited to, investment managers contracted by the firm.

*4.2 Selection Criteria*

The criteria for selection will include, but are not limited to the following:

a. Stability and experience of investment management firm and personnel assigned to Educare DC

b. Independence of judgment and avoidance of conflicts of interest in providing services

c. Proposed fee structure and full transparency of total fee structure.

d. Produce examples of client fund performance reporting including comparisons with other funds

that have similar investment objectives.

e. Demonstrated examples and/or testimonials from previous and current clients on firm

performance in the investment of that client’s funds compared to appropriate benchmarks.

f. The capability to contract with a wide and diverse selection of fund managers to obtain the best

possible investment returns given the risk profile of the client.

**5.0 QUESTIONNAIRE**

Please respond to the following questions in order. Limit responses to no more than one-half page, if possible. If you have preprinted material that answers the question, it may be submitted.

5.1 Firm

a. Provide a description of your firm’s investment management organization including history,

ownership, and percentage of revenues derived from investment consulting management to non-profit organizations.

b. Provide detailed fee structure including full transparency of total fee structure.

c. List the names, experience, academic credentials, and background of your investment management personnel who would be responsible for Educare DC’s investment account.

d. Please provide examples of your firm’s (i.e., your clients’) record of investment management

performance of similar institutions with respect to total asset size. *(Please indicate whether results are net or gross of investment management fees*.)

e. What are your firm’s key strengths and competitive advantages?

f. Indicate whether your firm is registered with the federal, state and/or local regulators and, if so,

please provide documentation to support this.

g. Has your firm, its principals, or affiliates ever (a) been the focus of an inquiry by a federal,

provincial or self-regulatory organization, or (b) been a party to any litigation concerning fiduciary

responsibility or other investment related matters? If yes to any of the above, please provide

details.

h. What is the client turnover (gains and losses) of your firm in the past three years, with reasons

for termination of relationships?

i. Provide three (3) current client contacts as references for which similar investment

management services are being performed, preferably with non-profit institutions similar in

investment asset size to Educare DC.

**5.2 Consultant Services**

a. List all of the firm’s standard services provided in a typical investment management relationship,

including the firm’s investment management philosophy and what approach would be utilized

with Educare DC in fulfilling this RFP.

b. Describe the firm’s asset/liability modeling capability, and portfolio structure analysis. Describe

the manner in which the firm would assist Educare DC in recommending changes

and monitoring asset mix.

c. Describe the firm’s process for evaluating a client’s investment performance and how this is

communicated to the client.

d. Describe the types of qualitative and quantitative factors you use in evaluating a portfolio

manager.

e. How many investment managers do you currently track and describe the steps in your due

diligence/search for manager selection.

**6.0 Rates for Services**

*6.1 Manner of Payment*

Section 5(1)b requests that a detailed fee structure including full transparency of total fee structure be included in the proposal. Payment for fees will be made on a monthly basis. If it should become necessary for Educare DC to request any additional services to either supplement the services requested in this RFP or to perform additional work as a result of specific recommendations included in any report issued on this work, then such additional services shall be performed only if set forth in an addendum to the agreement between Educare DC and the financial institution. Any such additional work agreed to between Educare DC and the financial institution shall be performed as the same rates set forth in the proposed amounts described above.

**7.0 PROPOSAL PROCESS, SCHEDULE, FORMAT, EVALUATION**

*7.1 RFP Process*

Proposals must be received by 5:00 PM on Thursday, July 28, 2022.

Proposals may be hand-delivered, mailed, or electronically delivered to:

Educare DC

Attn: Barbara Ledyard, V.P. Finance and Administration

640 Anacostia Ave, N.E.

Washington, DC 20019

[**bledyard@educaredc.org**](mailto:bledyard@educaredc.org)

INQUIRIES: Questions regarding the RFP must be sent via email to Barbara Ledyard, primary contact, at [**bledyard@educaredc.org**](mailto:bledyard@educaredc.org). Please insert *‘RFP for Investment Management’ in subject line.*

**7.2 Tentative Schedule**

July 7-27, 2022 RFP Release, Submission of Questions/Responses to questions

July 28, 2022 Proposals Due

Aug 31, 2022 Proposal Evaluation Reviewed and Finalized by Finance and Audit Committee

Sept 1, 2022 Notice of Award and Commencement

**7.3 Content**

Proposals shall be submitted addressing in writing each of the items below:

• Background

• Expected Outcomes

• Qualifications

o Experience (including 3 current references)

o Personnel

• Cost Proposal

**7.4 Organization**

The proposals shall be organized as follows:

• Cover Page including:

* Name of Respondent (organization)
* Federal Employee IE# (FEIN)
* Point of Contact (POC):
* POC name and title
* POC telephone number including extension
* POC email address
* POC physical address

• Proposal Narrative (maximum length is 8-10 pages)

• Cost Proposal

**7.5 Proposal Evaluation**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly

and impartially. The Finance and Audit Committee members shall review and evaluate proposals.

Proposals will be evaluated based on the following criteria:

• Prior experience with similar projects and successful completion of same

• Experience and credentials of the organization

• The experience and professional qualifications of the team assigned to this project

• Cost of performing the services

• Other supportive considerations as documented in proposal

No single factor, such as cost, will determine the final decision to award. During the review of the

proposals, the Finance and Audit Committee may, at its discretion, request a teleconference to

further discuss the proposal and provide applicants with an opportunity to answer any

questions the Committee may have on the proposal. Not all applicants may be contacted for further

discussion. Educare DC will not be liable for any cost incurred by the applicant in

connection with these discussions.