**A. Firm Information**

**1. Please provide the year your firm was organized.**

**2. Please provide a brief history of your firm.**

**3. Please detail the ownership structure of your firm.**

**4. Please provide your firm’s registration status (SEC).**

**5. Is your firm or any affiliate the focus of any pending or ongoing litigation, formal investigation, or administrative proceedings related to money management activities? If yes, please describe.**

**6. Please provide the firm's conflict of interest policy. Are there any anticipated conflicts?**

**7. Please provide a listing of applicable insurance coverage maintained with relevant coverage limits.**

**8. Please provide the number and type clients, by industry and average portfolio size – include total Assets under Advisement (AUA) and Assets under Management (AUM).**

**B. Firm Qualifications**

**1. Please provide the total number of professionals in the firm by division or function.**

**2. Please provide the name and a brief biography of each professional who would be specifically assigned to the client's account, including credentials, industry experience and role within the firm.**

**3. Please provide your client service philosophy.**

**4. Please detail key strengths or competitive advantages that would give the firm a competitive edge over other investment firms.**

**C. OCIO**

1. **Please provide a description of how client servicing and communication responsibilities are divided between portfolio managers and client service or marketing personnel. How often do portfolio managers meet with clients to review the portfolio?**
2. **Please briefly describe your firm’s investment philosophy. How has it changed over the last five years? Indicate the attributes of your investment philosophy that distinguish your firm from your competitors. Your response should include, but not be limited to, your research efforts (external vs. internal), portfolio construction guidelines, risk control techniques, and any specific views of the Client’s Investment Advisory Team.**
3. **Please discuss your firm’s investment strategy, investment decision process, and portfolio construction methodology.**
4. **Please describe how portfolios are monitored. What risk parameters are critical in evaluating the investment portfolios?**
5. **Please explain how investment manager termination decisions are made and implemented?**
6. **Please describe any material changes or enhancements that have been made to the investment process in the last five years.**
7. **Detail the policies and procedures you have established to ensure compliance with your clients’ investment policy statements and guidelines and to assure quality control of the portfolio management process.**
8. **Please describe your philosophy for allocating to alternatives for a client similar to our organization.**
9. **Please provide a sample portfolio for a client similar to our organization.**

**D. Reporting and Client Deliverables**

**1. Please detail the frequency of typical reporting to clients and Investment Committees.**

**2. Please outline the timing of quarter-end reports, i.e. how soon are reports available to clients? Are reports accessible via a client portal?**

**3. Please describe the form of client reports and exhibits (provide sample report).**

**4. Please provide an overview of your research, including the use of fundamental, technical, and quantitative analyses. Sample reports are welcome, as are any white papers that you think are applicable.**

**E. Fees**

**1. Please outline your annual investment advisory fee schedule.**