**Organization and History**

**1. Provide the name of the firm and its principal office’s address and telephone number. Provide the firm’s other office locations and describe the functions of and/or services provided by each office.**

**2. Please provide an overview of your organization and its history. Please describe your experience providing investment advisory services to similar clients. Please include a listing of representative clients.**

**3. Please detail your firm’s ownership structure and succession plan. Please include a description of any affiliated companies, strategic partnerships, or joint ventures.**

**4. Please provide an organizational chart of your firm.**

**5. Please discuss the overall business objectives of your firm with respect to future growth. Comment on any present or planned areas of emphasis in the near-future.**

**6. Does your firm have a written code of conduct or ethics? Does your firm have written policies or procedures to address conflicts of interest or to prevent payments or relationships from being considered when you provide advice to clients?**

**7. Is your firm, its parent or affiliate a registered investment advisor with the Securities Exchange Commission under the Investment Advisors Act of 1940 or a state securities regulator? If so, please provide your most recent Form ADV.**

**8. Over the last five years has the firm, proposed consultant(s), or any other principal or officer of the firm been involved in any business litigation, regulatory, or other legal proceedings or government investigation. If so, please describe.**

**9. Please describe your company’s financial stability and provide audited financial statements, if applicable.**

**10. Please detail your firm’s fidelity bond and fiduciary liability insurance policies, including coverage amounts.**

**11. Please describe your firm’s disaster recovery plan.**

**Personnel**

1. **Please provide a breakdown of your firm-wide staff, including the total number of professionals in the firm by division or function.**

**2. What has been the turnover of consulting staff over the past five years?**

**3. Briefly describe your firm’s compensation system for principal staff, and indicate what specific incentives are utilized to retain key professionals.**

**4. Please provide the name and a brief biography on each professional who would be specifically assigned to this account, including credentials, industry experience and role within the firm. Explain how the assigned consultant(s) would function, including the lead person, back-up, quality control procedures and support services.**

**5. Please describe your client service philosophy. What is a reasonable expectation for frequency of communication including face-to-face meetings?**

**Investment Philosophy and Process**

1. **Please describe your firm’s investment philosophy.**
2. **How are capital market projections derived?**
3. **Outline your approach to the development, implementation, and ongoing monitoring of client objectives and investment policies.**
4. **Describe your process for strategic and tactical asset allocation and how you manage risk in that process.**

**5. Describe your firm’s views of active versus passive investment management.**

**6. Describe your capabilities regarding alternative managers and investments.**

**7. How often does your firm provide market information and updates to clients?**

**Research Capabilities**

**1. Do you have personnel dedicated to manager research? If so, how many and where are they located? Describe their role.**

**2. Describe your investment manager database. How many investment managers do you actively track?**

**3. Does your firm charge investment managers any direct or indirect fees to be included in your firm’s database?**

**4. Provide a detailed description of your firm’s initial investment manager evaluation process.**

**5. Describe your process for conducting ongoing manager due diligence.**

**6. Describe the circumstances under which you would terminate an investment manager.**

**Performance Reporting**

**1. Provide a brief overview of your performance reporting capabilities. Describe the hardware and software systems used in the production of performance reports. What methods and sources of data do you use in calculating investment performance of a client’s portfolio?**

1. **Please provide a description of how appropriate benchmarks are chosen or developed and how performance is compared to similar portfolios. Can you provide custom benchmarking?**

**3. Please describe your ability to provide attribution analysis?**

**4. How frequently are reports produced and how quickly are they distributed? Can performance reports be accessed through a secure website?**

**5. What quality control processes and written policies do you have in place? How do you monitor the accuracy of your reports?**

**6. To what extent can your performance reports be customized to meet a particular client’s needs?**

**References**

**1. Please provide three references, including contact name, address, telephone number and email address.**

**Fees**

**1. Please describe your proposed fee structure. Please indicate all services you propose to provide.**

**2. Are you willing to guarantee your fees for a certain period of time?**

**3. Please describe your policy for charging additional expenses such as travel, meals and other out of pocket expenses.**

**Additional Information**

**1. State what you believe distinguishes your investment advisory services apart from your competitors.**

**2. What services does your firm provide for the education and enhancement of Investment Committee members?**

**3. Do you conduct educational client conferences, and if yes, how often? Please provide details.**