

MEDALLION INVESTMENT ADVISORS REQUEST FOR QUALIFICATIONS

Thank you for your interest in serving as a Medallion Investment Advisor of the Chester County Community Foundation.

The Community Foundation's overall invested portfolio is managed by a **primary chief Investment Officer Firm**, Hirtle Callaghan LLC. Reporting to the Investment Committee, Hirtle Callaghan handles the majority of the day-to-day invested portfolio management and also consolidates reporting for the Foundation.

The Community Foundation also invites investment relationships with Medallion-Approved Investment Advisor Firms.

- Medallions are awarded to those firms which pass the Foundation's Medallion due diligence process.
- A key component of the non-aggregated Medallion funds is that they are separately managed funds, entrusted to the Community Foundation by clients who request a specific investment advisor or firm.
- Medallion firms become pre-approved to manage separate non-aggregated funds that, once donated by the client, become the legal property of the Community Foundation.
- The minimum amount to start a donor advised fund in the Medallion program is \$250,000 with the intent to grow to at least \$1 million. (The minimum for non-medallion investment partner program funds is \$25,000.)
- The Foundation has 3 levels of Medallion Investment Partners for Separately Managed Accounts:



Gold=Foundation Funds Invested Silver=Planned Gift Pledge Investment Partner Bronze=Pre-approved as medallion partner, no funds yet

MEDALLION INVESTMENT ADVISORS REQUEST FOR PROPOSAL QUESTIONNAIRE

1. Please answer these questions to be considered for Medallion Investment Advisor status with the Chester County Community Foundation
2. For performance-related questions, use June 30 as the end date
3. Attach a copy of your most current ADV
4. Return via e-mail as a word.doc or .pdf
5. Return to bob@chescocf.org and beth@chescocf.org
6. Receipt will be confirmed by return e-mail
7. Information will be reviewed by the Foundation's Investment Medallion Sub-Committee, and a follow up due diligence site visit will be scheduled

Contact Information:

Organization name:

Address:

Primary Contact:

Phone:

E-mail:

Internet http://

Is your firm registered as an investment or management adviser with the SEC?

A. Organization

1. What is your key distinctiveness as a firm? What sets your services apart from the competition?
2. Describe your organization including: date founded, corporate structure, office locations, location from which this account would be serviced, key affiliation with other companies. If your organization is a subsidiary, parent or affiliate of another firm, please describe the relationship.
3. What is your firm's ownership structure and succession plan? If your firm has had changes in ownership and/or management within the past 2 years, and/or anticipates such within the next 2 years, please describe.
4. What is your business continuity plan? How you manage operational risks organizationally?
5. What are the total number of investment clients your organization serves and the total assets of those clients? Provide a sample list of your current clients, including assets under management.
6. What are your custodial arrangement(s)?
7. To what degree does your organization function as a fiduciary?

8. Disclose any conflicts of interest you have in serving as an investment advisor (i.e. relationships with custodians, investment managers, brokerage firms, etc.
9. Has your organization or any employee ever been involved in litigation relating to investment activities, or have they otherwise been involved with the SEC or any other federal, state, or local regulatory agency for any violation of applicable law? If yes, provide a brief summary and indicate the status of the proceedings.

B. Team

1. Provide an organizational chart that includes all relevant key individuals employed in your firm. Include the number of full-time employees with a breakdown by classification.
2. List the personnel you propose to assign to this relationship and their responsibilities at your firm. Provide brief biographical information on each individual including their positions in the organization, number of years in each position, education, training, and type of experience in investment advising to nonprofit organizations, foundations and individuals. How are these personnel compensated?

C. Investment Policy Development/Asset Allocation/Investment Advisory

1. Provide a brief summary of your firm's investment philosophy.
2. How do you define investment risk? How do you manage investment risk in client portfolios?
3. Describe any unique strategies or approaches your firm has used for portfolios similar to that you would propose for a fund of the Chester County Community Foundation.

D. Manager Search/Selection

1. Specify the universe of managers you have available, how often it is updated, and your sources. Describe the size, composition and source of your investment manager database. Is it proprietary or third party? Please attach a sample surveillance report.
2. Describe thoroughly your firm's process for identifying, evaluating and selecting potential investment managers for a specific client.
3. Please describe how your firm handles manager due diligence process.
4. Please describe the firm's experience in researching, selecting and monitoring managers in alternative asset classes, such as hedge funds, private equity and real estate.

E. Performance Measurement and Evaluation

1. Does your firm calculate performance measurement internally or use an outside vendor? Describe the process. Is all manager performance data reconciled with the custodian?
2. List and provide Manager/Model performance statistics for the last 5 years from a broad range of clients with different objectives and risk preferences.

3. Describe the methods and sources of data for analyzing the performance of the clients' investment managers. Specifically, include the monitoring of performance, risk, style, integrity, contract compliance, account restrictions, etc.
4. Describe your methodology and sources of data for analyzing and evaluating your clients' overall portfolio performance. Describe your organization's risk assessment/monitoring capabilities and processes at both the manager and total portfolio levels.
5. How many business days after the end of a reporting period are the performance reports available?
6. Describe the criteria you use to determine when a manager should be terminated or on watch list. How and when is this communicated to clients?
7. Provide a sample of 1) a Quarterly Performance Report and 2) a custodial statement.

F. Fees

1. How are your fees determined?
2. What other costs or expense might the Community Foundation incur with your firm?

G. Community Involvement

1. Are there specific ways your firm formally supports community charitable involvement (ie: corporate giving program, sponsorships, employee volunteer days, etc.). Please describe.
2. What unique value-added services could you provide for the Chester County Community Foundation?

THANK YOU!

Preferred format is either a .pdf or word.doc to beth@chescocf.org and bob@chescocf.org
Receipt will be confirmed by return e-mail.

