



BATTLEFORDS AND DISTRICT COMMUNITY FOUNDATION

Request for Proposals

**Battlefords and District Community Foundation
Investment Management**

- 1. Deadline for Proposals: April 30, 2024**
Battlefords and District Community Foundation
P.O. Box 1302
North Battleford, Sask. S9A 3L8

bfordscf@gmail.com

- 2. Introduction**

The Battlefords and District Community Foundation is soliciting proposals for the management and administration of the Foundation's investment portfolio.

- 3. Background and Setting**

The Battlefords and District Community Foundation was established in 2006 and focuses on endowed funds, whether it is cash donated or securities transferred. Annual income from the donation will support the donor's specific cause. These endowed funds can address any need important to the donor.

The Foundation exists to provide support and development of emerging community projects through the building, management and distribution of endowed funds that meet and respond to the community's needs. The Foundation is looking to invest **\$2,000,000 to \$3,000,000**.

The objective of the Battlefords and District Community Foundation is to serve the community as a repository for endowment funds that will provide support for ongoing needs by:

- Preserving capital.
- Generating income sufficient to meet the needs of the community; meeting the realistic expectations of donors and complying with regulatory and statute requirements.
- Providing an income flow targeted at 6.5% per year for funding requests, administrative expenses and budgetary items.
- Providing flow-through capabilities of publicly traded securities and a fee structure for this service.

- 4. Scope of Requirements**

The expectation is that the Investment Manager will be a highly skilled and experienced leader in the investment management of financial assets and have experience working with non-profit

organizations. The Investment Manager will offer comprehensive investment advice in the administration of the endowed funds.

The Foundation shall preserve and enhance the value of the assets through the prudent diversification of high-quality investments and asset classes. The following asset mix guidelines are based on the total portfolio at market value:

Cash and Equivalents: Min: 0% Max: 20%
Bonds: Min: 10% Max: 50%
Canadian Equities: Min: 20% Max: 50%
U.S. Equities: Min: 0% Max: 40%
International: Min: 0% Max: 40%
Real Estate: Min: 0% Max: 20%

Respondents to the RFP are requested to submit proposals to provide the services described below. The Investment Manager will:

- a. Provide a written report and statements quarterly which includes a portfolio evaluation and performance summary.
- b. Be authorized to adjust the portfolio to meet objectives consistent with this policy document.
- c. Provide proactive information and advice with respect to developments that might affect the Investment Manager's performance, risk characteristics and service capabilities.
- d. Provide an annual report which will include commentary on markets, economic outlook and ongoing investment plans.
- e. Be an independent and objective resource for all questions or issues concerning administration, managers, specialty mandates, and related topics pertinent to the plans and be available to attend any meetings requested by the Foundation.
- f. Exercise the care, skill, and diligence that can reasonably be expected of a prudent expert and adhere to industry Standards of Professional Conduct.

5. Timelines

Request for Proposals must be received by **April 30, 2024** with a decision by the Investment Committee made as soon as possible after this date.

6. Responsibilities

All respondents are to offer a work plan that will provide the proposed completion of specific deliverables identified by the proposed scope of work.

Respondents will provide documentation in PDF format (if responding by email) or hard copy (if responding by mail).

7. Evaluation and Award

Respondents will provide a statement of qualifications, including:

- a. year founded as a corporate entity;
- b. permanent address;
- c. experience in working with non-profit organizations;
- d. experience in developing investment policies and portfolio management;
- e. a brief description of the process their firm would undertake to determine the best asset mix;
- f. describe research capabilities and resources; and

g. include references, if applicable, in which comparable services were provided.

8. Financial Fees

Provide a flat dollar fee or a percentage of assets of the plan for the items listed under the scope of requirements and background. Prices offered shall be for a 5 year period.

9. Submission Requirements

The deadline for submitting proposals is **April 30, 2024 at 1:00pm**. Proposals arriving after the deadline will not be accepted.

Proposals can be sent to:

By mail: Kathy McNinch, Executive Director
BDCF
P.O. Box 1302
North Battleford, SK S9A 3L8

By email: bfordscf@gmail.com

Phone/text: 306-441-2961

Questions regarding this proposal may be directed to:

Mark Richardson, Board President (past Treasurer)
Battlefords and District Community Foundation

306-937-5042