



WILDWOOD

**REQUEST FOR PROPOSAL
INVESTMENT MANAGEMENT
SERVICES PROVIDED BY
REGISTERED INVESTMENT ADVISOR**

Submission Deadline: 12:00 p.m. on _____

16860 Main Street
Wildwood, MO 63040

REQUEST FOR PROPOSAL

The City of Wildwood is soliciting proposals for Investment Management Services provided by Registered Investment Advisors.

A copy of the City's December 31, 2021 Annual Comprehensive Financial Report may be accessed on the City's website at <https://www.cityofwildwood.com/DocumentCenter/View/7763/2021-ACFR-Financial-Report-PDF>.

The City's 2023 Municipal Budget may also be accessed on the City's website at <https://www.cityofwildwood.com/DocumentCenter/View/8701/2023-Municipal-Budget-PDF>.

Proposals which meet all the requirements of this request for proposal (RFP), must be received by **12:00 pm** on _____ . Please email the proposals to Dawn Kaiser, Finance Officer: dawn@cityofwildwood.com.

PROPOSAL REQUIREMENTS

- A. License to Practice
Each proposal shall contain a statement that the firm and all assigned key professional staff are properly licensed as registered investment advisors to practice in the State of Missouri.
- B. Independence
Each proposal shall list and describe any and all professional relationships of the proposing organization and all assigned key professional staff involving the City of Wildwood for the past five years.
- C. Adherence to the City of Wildwood Investment Policy
The City of Wildwood Investment policy was derived from the State of Missouri Model Investment Policy and is attached. All transactions must be permitted as outlined in the City of Wildwood Investment Policy.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the City of Wildwood Investment Policy.

REQUIRED INFORMATION

Company information

1.1. Year organized.

1.2. Number of clients.

1.3. Type of clientele (defined by industry and size of portfolio).

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1.4. Number of staff (i.e., investment-related staff only).

1.5. Assets under management.

1.6. Location of office/corporate headquarters.

1.7. Related organizations.

1.8. Discussion of any past or present litigation or regulatory actions against your firm.

1.9. Provide applicable insurance coverage maintained.

Qualifications of your firm and philosophy

2.1. Qualifications of principals and professional staff who will be directly responsible for this account.

2.2. Number of years of experience in investment management consulting.

2.3. Discussion of investment philosophy.

2.4. Discussion of your customer service philosophy.

Relevant experience with other similar organizations

3.1. Include three specific references that we may contact.

3.2. Discuss your firm's approach to working with organizations similar to ours and identify what you believe to be the greatest value-added service you could provide.

Reporting, portfolio evaluation and review of accounts

4.1. Frequency of reporting to clients (e.g.: monthly, quarterly).

4.2. Form of your reports (please provide sample).

4.3. Frequency of portfolio evaluation.

4.4. Frequency of account review by your firm and willingness to meet with management to make recommendations and discuss performance.

Recommended asset allocation

5.1. Asset allocation recommendation process.

5.2. Include a relevant discussion or overview of your recommendations regarding asset allocation.

Recommended changes to the investment policy

6.1. Effects on efficient frontiers and specific returns.

6.2. Effect on your fees, if any.

6.3. Rationale for recommendations.

6.4. Pros and Cons of recommended changes.

Research and investment decisions

7.1. Provide research methods and resources (external and internal).

7.2. Discussion of investment decision making process (investment committee, internal consultants, external consultants, etc.).

Fees

8.1. Indicate all fees involved for each of the services you are proposing to provide.

8.2. Include a breakout of the initial and ongoing consulting fees and the custodial and management fees as a percentage of the dollar value of the assets. Be sure to differentiate between consulting fees and all other forms of direct and indirect methods of your compensation.

8.3. Discuss the frequency in which such fees will be evaluated and the maximum amount of any increase to be expected.

Other services

9.1. Please address any innovative, alternative, or additional services that you are capable of providing that may be of benefit to our organization and/or the Board.

EVALUATION AND SELECTION

The award of a contract will be made to the provider which the City believes best meets its needs. Each respondent will be evaluated on the basis of the requirements.

The City Administrator, Finance Officer, and City Treasurer will make a recommendation to the Administration/Public Works Committee, which will make a recommendation to the Mayor and City Council. An oral presentation may be requested of one or more firms at any point in the evaluation and selection process.

The City of Wildwood reserves the right to accept or reject any and all responses as appropriate to serve the best interests of the City. Neither the distribution of this RFP nor acceptance of any response should be construed as creating a contractual obligation between Wildwood and any firm. Wildwood does not authorize and will not be responsible for any expense or charges associated with providing a response to this Request for Proposal.

Notification of selection will be made by the City Administrator. The selected firm will be required to sign Wildwood's standard service contract (Attachment A).

