

Request for Proposals

Investment Manager

Send written proposals to

Chairman, Asset Management Committee

Home Builders Association of Greater Cincinnati

11260 Chester Road, Suite 800

Cincinnati, Ohio 45246



Deadline for written proposals is Friday, December 4, 2020

(Include ten copies)

Contents

INTRODUCTION

A. FIRM INFORMATION

- Organizational Information
- Firm Personnel
- Client Service
- Compliance
- Proxy Voting
- Governance
- Trading
- Brokerage/Soft Dollars
- Firm Risk

B. PRODUCT INFORMATION

- Personnel
- Proposed Product
- Assets under Management
- Investment Philosophy and Process
- Product Risk
- Research
- Portfolio Characteristics and Sector Weightings
- Specific Questions for Equity
- Fees and Account Minimums

C. PERFORMANCE

- Performance
- GIPS® Compliance

A. FIRM INFORMATION

Organizational Information

Please provide the following information:

- 1 Firm name and headquarters mailing address:

- 2 Firm headquarters telephone number: _____

- 3 Name of individual(s)/positions completing questionnaire: _____

- 4 Individual(s) e-mail address(es): _____

- 5 Date questionnaire completed (Day/Month/Year): _____

Firm classification:

Bank

Insurance Company

SEC-Registered Investment Adviser

Other

If other, please explain _____.

State brief history of the firm, its inception, including ownership, with an emphasis on any material developments in the past

three years. Please include prior names and the length of time your organization has been in business under its present name and ownership. Attach organizational chart of the firm. Indicate the firm's succession plans. Include the name of parent firm (if

any) and the name of affiliations or subsidiaries (if any). Indicate the name of the regulatory body overseeing the firm, this product, and the dates of registration, as appropriate. Name the firm's fidelity bond and fiduciary liability insurance policies,

including coverage amounts.

Firm Personnel

1. Please fill out the following table, listing the number of individuals in each job function. If individuals hold multiple job functions or responsibilities, only count them once under their main responsibility, and please detail this in the "Notes" section at the bottom of the table.

Job Function	Number of Employees	Avg. Yrs. Experience	Avg. Yrs. Tenure
Compliance personnel			
Portfolio managers			
Research analysts			
Traders			
Economists			
Client service			
Marketing			
Other staff			
Total firm employees			
Notes:			

Client Service

1. Please indicate the scope of services that will be provided for this account. Please include a description of how client servicing/communication responsibilities are divided between portfolio managers and client service/marketing personnel and how often portfolio managers meet with clients to review the portfolio.
2. Please describe the client-reporting process. How frequently are reports made available?

Compliance

1. Please describe the compliance assessment process, including the time period covered, testing methods, and frequency.
2. When was the last compliance assessment? Please attach a summary of the report, if possible.
3. To whom does the chief compliance officer report?
4. Please provide a copy of the registration forms you have provided to your local regulator. (If you are an SEC-registered adviser, please provide your firm's Form ADV, Part 1 and 2.)
5. When was your firm's last regulatory inspection (e.g., by the SEC in the United States or the Financial Services Authority in the United Kingdom)? Please provide a summary of the inspection results.
6. Has any regulatory body or market authority issued any orders or other sanctions against your firm in the last five years? If yes, please describe.
7. 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.
8. Have the principals of your firm been under investigation related to money management activities in the last five years? If yes, please explain.

Proxy Voting

1. Please provide the identity of any third-party proxy voting services used by your firm.
2. If your firm uses proxy voting services, how are these firms selected?
3. Please list the amount paid to any proxy voting services used by your firm over the last three years.
4. If your firm uses proxy voting services, are these services paid for directly or through soft dollars?

Governance

1. Please provide a summary of your firm's internal control structure.
2. Please describe any potential conflicts of interest your firm may have in the management of this account. If there are conflicts, please describe how they are addressed. When answering this question, you may refer to Schedule F of Form ADV Part 2 or another disclosure document, if appropriate.

Trading

1. Please describe any restrictions you may have on client-directed transactions.
2. Please describe your policies and procedures concerning trading and execution, including those relating to (i) how your firm seeks to achieve the best execution; (ii) how your firm ensures equitable trading for all clients (i.e., the account of one client is not favored above the account of another) and exceptions to this policy, if any; (iii) allocation of trades (e.g., by portfolio manager or automated); and (iv) side-by-side management of hedge funds and other products, if applicable. When answering this question, you may refer to Schedule F of Form ADV Part 2, if appropriate.

Brokerage/Soft Dollars

1. What is your firm's approach to the use of soft dollar arrangements?

Firm Risk

1. Please provide a short biography or resume of the person(s) who is (are) responsible for the overall risk management of your firm.

B. PRODUCT INFORMATION

Personnel

1. Please provide a list of all key personnel involved in the management of this product (i.e., dedicated to the product), including the lead portfolio manager, marketing personnel, and research analysts. For the lead portfolio manager, please include the size and quantity of portfolios he or she currently manages within this product and any other strategies he or she works on. For each individual, please answer in the format below and attach biographies.

Name	Title	Education	Role at Firm	Total Inv. Exp. (years)	Tenure with Firm (years)

Proposed Product

1. Please provide the specific name and the inception date of the product under consideration.
2. What is the investment objective of this product?
3. What benchmark is most appropriate for this product, and why?

Assets under Management

1. Please fill out the following tables for the **product** in question:

Account Type	Asset Amounts	Number of Accounts
Corporate		
Public fund		
Union/multi-employer		
Foundation and endowment		
Insurance		
High-net-worth individuals		
Wrap accounts		
Sub-advised assets		
Other, please explain		
Total		

Vehicle Type	Asset by Vehicle	Accounts by Vehicle
Separate account		
Commingled fund		
Mutual fund: institutional class		
Mutual fund: retail class		

	Accounts Lost			Accounts Gained		
	Number	Dollars (US\$ millions)	% of Product Assets	Number	Dollars (US\$ millions)	% of Product Assets
2010						
2011						
2012						
2013						
2014						
2015						
2016						
2017						
2018						
2019						

2. Please discuss the reasons for the lost accounts indicated in the table above (not including plan terminations).

3. Please provide a representative client list for this product and at least three client references. For each reference, please include the client's name and the length of the relationship, as well as the client's e-mail address and phone number.

Investment Philosophy and Process

1. Please briefly describe your firm’s investment philosophy. How has it changed since the inception of this product?
2. Please discuss your firm’s investment strategy, screening processes, and portfolio construction methodology.
3. How do you decide to buy or sell a security?
4. Are portfolios managed by individual managers or teams?
5. To what extent does this product use leverage and derivatives? Please explain.
6. Do managers follow a “model” portfolio, and if so, to what extent is management permitted to deviate from such a model portfolio?
7. How frequently are investment policy or strategy meetings held?

Product Risk

1. Please describe how your firm controls portfolio investment risk.
2. How does your firm currently measure/track risk for this product (e.g., standard deviation, beta, other)?
3. Do you stress test your portfolios? If so, how do you stress test your portfolios?

Research

1. Please provide an overview of your research, including the use of fundamental, technical, and quantitative analyses. Please provide any additional comments that are unique to your firm.

Portfolio Characteristics and Sector Weightings

1. Please fill out the following table for this product, if applicable:

Country/Market	% Weight
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Specific Questions for Equity

1. Please fill out the following tables if the product in question has an equity mandate:

Strategy

Current average number of holdings for this product	
Historical range average number of holdings	
Average annual turnover (by weight) for this product	

Turnover range for this product	
Realized long-term and short-term capital gains mix over the last three years. (If applicable, please provide a note.)	
Current average cash position	
Historical range in cash for this product	

Representative Account Fundamental Characteristics

Current dividend yield	
P/E (trailing 12 months)	
P/E (forward 12 months)	
P/B	
P/Sales	
P/Cash Flows (trailing 12 months)	
Dividend yield	
5-Year ROE	
Earnings growth (past five years)	
Earnings growth (next five years)	
Avg. weighted mkt cap	
Weighted median mkt cap	

2. To what extent do you use hedging strategies for this product, including currency hedging and/or any leverage?
3. If the product in question has an equity mandate, please fill out **either or both** of the following allocation tables depending on the practice or preference of your firm:

S&P/MSCI Global Industry Classification Standard, Excluding Cash (Invested Portfolio Only)

Industry	% of Portfolio
Consumer discretionary	
Consumer staples	
Energy	
Financials	
Health care	
Industrials	
Information technology	
Materials	
Telecom services	
Utilities	
Other	
Total	100%

Russell Sector Classifications, Excluding Cash (Invested Portfolio Only)

Industry	% of Portfolio
Autos and transportation	
Consumer discretionary	
Consumer staples	
Financials	
Health care	
Integrated oils	
Materials and processing	
Other energy	
Producer durables	
Technology	
Utilities	
Other	
Total	100%

4. What is the distribution of your portfolios managed in this investment approach according to the following capitalization ranges (in U.S. dollars) for the last five years?

Range	% of Portfolio by Year				
	2019	2018	2017	2016	2015
\$0 to \$250 million					
\$250 million to \$500 million					
\$500 million to \$1 billion					
\$1 billion to \$5 billion					
\$5 billion to \$10 billion					
\$10 billion +					
	100%	100%	100%	100%	100%

Fees and Account Minimums

1. Please list your fee schedule for this product. Please include performance-based fees, the basis for those fees, and any other fees that may be applicable to the running of this account.
2. What is the minimum account your firm will accept?
3. Does your firm charge a minimum annual fee? If so, what is this fee? Will it stay the same or change in the future based on some set formula?
4. Under what circumstances are fees negotiable?
5. What is your billing frequency?

C. PERFORMANCE

Performance

1. If your firm is GIPS® compliant, please attach a GIPS-compliant presentation for this product and skip this table.

If your firm is NOT GIPS compliant, please either attach a chart detailing your firm's performance for this product for at least the past ten years (or the life of your firm), including as much detail as possible beyond merely performance data, OR fill out the following table:

Year	Gross of Fees Return (%)	Net of Fees Return (%)	Benchmark Return (%)	Number of Portfolios	Internal Dispersion (%)*	Total Composite Assets	Total Firm Assets
2010							
2011							
2012							
2013							
2014							
2015							
2016							
2017							
2018							
2019							
Total							

*Please either specify the currency used or indicate the date of the foreign exchange rates used to convert into the other currency.

GIPS Compliance

Please respond to Questions 1–2 if your firm is GIPS compliant:

1. How many years has your firm been GIPS compliant?
2. Has your firm been verified? Please specify the name of your verifier and provide a verification letter. Please provide the number of years your firm has been verified.

Please respond to Questions 3–15 if your firm is NOT GIPS compliant:

3. Please name and define the composite for the strategy that is the subject of this RFP.
4. When presenting gross of fees returns, please disclose if any other fees are deducted in addition to trading expenses.
5. When presenting net of fees returns, please disclose **exactly what** other fees are deducted in addition to the investment management fees and trading expenses.
6. If your firm uses a custom benchmark, please describe the benchmark and the process and rationale behind the creation of this benchmark.
7. Please include a measure of dispersion used for each composite, including the reason why that measure of dispersion was chosen.
8. Please disclose your firm's treatment of withholding tax on dividends, interest income, and capital gains.
9. Please disclose and describe any inconsistencies in the exchange rates used among the portfolios within a composite and between the composite and its benchmark, **if applicable**.
10. Please disclose the policy used to allocate cash to carve-out returns, **if applicable**.
11. Please disclose the use of any sub adviser(s) and the periods used.
12. Is there a minimum asset level below which portfolios are not included in a composite? If so, what is that level?
13. Please disclose the currency used to express performance.
14. Is additional information regarding policies for calculating and reporting returns available upon request?
15. Please disclose if your firm does not value portfolios at the end of each month (i.e., either the last day of the month or the last business day of the month). If so, please explain why not.