

Objective

The Greater Missoula Family YMCA (The Y) is requesting proposals from investment managers to assist in the management of its investment portfolio by advising the Finance Committee on appropriate investment philosophy, market trends, regular investment performance reports, policy reviews and updates, asset allocation strategy, compliance monitoring, education and providing the committee with other investment counseling services as needed.

Currently, The Y has approximately \$1,200,000 in unrestricted funds to be utilized for investments. For purposes of your proposal, please assume all funds are liquid and can be transferred immediately.

Background

The Y is a non-profit organization whose mission is to strengthen our community. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health, and our neighbors. Every day we work side-by-side with our neighbors in Missoula to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow and thrive.

We support our mission through facility membership and a full list of programs such as childcare, adaptive bowling, swimming lessons, a competitive swim team, after school care, summer camp, youth basketball and soccer leagues, just to name a few. We also raise funds through donations each year during our Annual Support Campaign. These donations open our doors for children, adults and families who otherwise could not afford the cost of programs and membership to participate in the Y.

The Y is actively fundraising for a \$15M-\$19M capital campaign, of which we have already raised \$13.7M. In June we will begin construction on a new childcare building on our Russell Street campus, followed by a full renovation to the main building. All areas in the main building will get a refresh with larger projects including expansion of Child Watch, full renovation of the locker rooms, and the addition of a new Youth Innovation space. More details about this project can be found on our website at www.ymcamissoula.org/here-for-good.

Response Instructions

Please submit one electronic copy (PDF) via email to gstevens@ymcamissoula.org, of your response to this RFQ no later than 3pm on June 26, 2023.

Please refer to and address the 6 Evaluation Criteria and limit your response to fifteen (15) type written pages. Appendix items, if any, are limited to an additional fifteen (15) pages, bringing the maximum size of the RFQ response to thirty (30) pages. An appendix is to be presented as back-up information and not directly related to the response.

Qualifications

Please provide a list of all licensing and/or credentials held by your firm.

Contact Information

All questions and contact by the investment firms are to be made to:

Gena Stevens

Accountant

Greater Missoula Family YMCA

3000 S. Russell St.

Missoula, MT 59801

406.721.9622

gstevens@ymcamissoula.org

Please do not contact the Board of Directors of the Y or the Finance Committee members.

Format

The Y's Finance Committee will review all submitted RFPs. Interviews will be conducted on a short list of finalists. Information and/or factors gathered during interviews, negotiations, and any reference checks, in addition to the evaluation criteria rankings, shall be the sole and exclusive property of the Y. The Y reserves the right to contact references other than, and/or in addition to, those furnished by your investment firm.

Proposals shall be submitted via email as a PDF document. Where possible, responses shall be limited to single-spaced, single-sided, 8 ½" x 11" pages (excluding exhibits, samples, or other attachments) in no smaller than 10 point font. Include your firm's name on each page.

The Y shall not be responsible or liable in any manner for the risks, costs, or expenses incurred by any investment manager in the preparation of its response to the RFP nor travel expenses incurred by the finalists.

Evaluation Criteria

Specific attention will be paid to:

- Credentials, experience, and reputation of the investment team working with clients
- Background and quality of the investment research and methodology
- Competitiveness of management and advisory fees for our non-profit organization
- Performance reporting capabilities
- Quality of existing client relationships and references
- Past support of the Missoula Family Y (ongoing/future)

Please make sure to address each of these items in your response.

Finalist Presentations

The Y reserves the right to interview only the two highest scoring firms, or to interview all firms within 10% of the highest scoring firm, or to interview all firms who are deemed to have a passing score, at the Y's discretion.

Firms selected as finalists should be prepared to conduct a half-hour presentation at the Y office in Missoula, MT. Finalists should be prepared to answer detailed questions regarding their proposals.

Confidentiality

All information presented in the RFQ, including information disclosed by the Y during the selection process, is to be considered strictly confidential. Information must not be released to external parties without the express written consent of the Y.

All responses and other materials submitted in response to this RFP will become the property of the Y. The Y assumes no obligation and shall incur no liability regarding confidentiality of all or any portion of a response or any other material submitted in response to the RFP unless expressly agreed in writing to protect specifically identified information.

Investment Policies

Please refer to the Y's current Investment Policies for more information about the organization, investment strategies and other pertinent information. The policy is included as an attachment to this document.

Scoring

Firm Strength and Experience	10
Investment Research Capability & Quality	10
Service, Structure and Responsiveness	10
Past, Current, and Future Support of the Y	25
Timely & Comprehensive Performance Reporting	20
Fee Proposal	25

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While the Y has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the Y to award and execute a contract. Upon a determination that such actions would be in its best interest, the Y, in its sole discretion, reserves the right to:

- Waive any informality
- Cancel or terminate this RFP
- Reject any or all proposals received in response to this RFP
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal
- No award if it is in the best interest of the Y not to proceed with contract execution

Thank you for taking the time to respond to the Y's request for qualifications for investment management services. Your effort is deeply appreciated and we will respond shortly.