

## Detailed Evaluation of Consultant's Proposal

**Consultant Name:**

	<b>Points Table:</b> 1 = Below Expectations 3 = Meets Expectations 5 = Exceeds Expectations
--	--

ORGANIZATION	
Did consultant a) present all requested materials, b) answer all questions?	
Is institutional (tax-exempt funds) investment consulting the firm's only business?	
Is the firm a registered investment advisor with the state and U.S. SEC? Has it or any officer or principal of the firm been the subject of any kind of disciplinary action or litigation for investment advisory activities?	
Does 100% percent of the firm's total revenue come from investment consulting services?	
Does the firm have any type of affiliation with money managers, banks, insurance companies or mutual funds?	
Is the organization a subsidiary or affiliate of another firm? If so, do any of the affiliates provide any other retirement trust services, such as investment management, actuarial work, etc.?	
Organization Stability: How many investment consulting clients gained and lost over each of the last three years? How many consultants has the firm added or lost in the last three years?	
Has the firm been in litigation, of any type, in the last five years? If so what was the basis for litigation and what was the outcome?	
<i>Organization Total Points</i>	

INVESTMENT CONSULTING PHILOSOPHY	
Does the consultant present a philosophy on their relationship with the client?	
Does the consultant present a comprehensive approach to ongoing monitoring of investment policy, objectives and investment managers?	
How does consultant's public fund clients' investment performance measure up?	
Can consultant provide examples of how they've improved their clients' investment results?	
Does consultant present a Mission Statement or corporate objectives?	
<i>Investment Consulting Philosophy Total Points</i>	

PROFESSIONAL STAFF BACKGROUND	
Years experience of the individual who would be assigned to our Fund?	
Separate bibliography, including education, formal pension training, professional memberships, and employment history (at least 15 years) presented?	
How many of the requested services did the individual(s) deliver in the last five years?	
How many different public funds did the individual(s) serve in the last five years?	
How many clients does this individual presently serve?	

Does the individual have experience working with new trustees?	
What is the individuals' experience working with funds the size of this one?	
Have any of these individuals ever had a complaint filed against them for any reason, with the NASD, SEC, Department of Labor or state regulators?	
<i>Professional Staff Background Total Points</i>	
<b>DEVELOPMENT OF INVESTMENT POLICIES AND OBJECTIVES</b>	
Outline the steps you would take in developing a statement of investment policies and objectives.	
Provide an outline of the issues and items that you address in a typical policy statement.	
Please list the clients you performed policy and objectives work for in the last 12 months.	
Can you perform a fully integrated, dynamic asset/liability modeling study? Explain.	
Do you conduct the asset allocation studies yourself, or do use a third party?	
Please list the clients you performed an asset allocation study for in the last 12 months.	
<i>Development of Investment Policies and Objectives Total Points</i>	
<b>SELECTION OF INVESTMENT MANAGERS</b>	
Describe your process for identifying, evaluating and selecting investment managers for a client.	
How many searches did the individual consultant perform in the last 12 months?	
Are there any financial or reciprocating arrangements between your firm and any of the investment managers?	
How does a money manager get into your database? Is there a fee or any cost associated with a manager's entry into your database?	
How many managers are currently on your list of "recommended managers"? How many different managers do your clients currently have money with?	
<i>Selection of Investment Managers Total Points</i>	
<b>PERFORMANCE MEASUREMENT AND EVALUATION</b>	
What clients has the proposed consultant provided performance measurement services to in the last 12 months?	
Will the consultant evaluate the effectiveness of asset allocation?	
Can the consultant monitor investment manager performance for adherence to style, risk/reward relationship, performance consistency, transaction efficiency?	
How does the consultant confirm the money manager's track record?	
Does the consultant charge managers for participation in their data bases?	
Does the consultant have any financial relationship with the fund's managers?	
<i>Performance Measurement and Evaluation Total Points</i>	

OTHER SERVICES	
Does consultant discuss commission recapture income?	
Does consultant discuss securities lending income?	
Does the consultant offer transaction cost monitoring?	
Does the consultant address ideas for creating plan efficiencies?	
Does the consultant provide administrative support to the plan?	
<i>Other Services Total Points</i>	

GENERAL	
Does the firm/consultant agree to act as a fiduciary to the plan?	
Is the firm a Registered Investment Adviser with the US Securities and Exchange Commission?	
Does the firm have professional liability insurance? If so, what is the coverage, limit and deductible?	
Have you ever made a claim against your professional liability insurance policy?	
Does the firm have adequate property/casualty insurance, including non-owned vehicle coverage?	
Does the firm report any conflicts of interest?	
Does the firm have a conflicts of interest policy? How does the firm avoid conflicts of interest?	
<i>General Total Points</i>	

PROPOSED FEES	
Does the consultant offer a choice of individual project <u>and</u> retainer service fees?	
Does the consultant offer a fixed fee for the services requested?	
Is consultant willing to be paid with hard-dollars, versus directed-brokerage or commissions?	
Does the consultant charge the fund for out-of-pocket expenses which would be billed separately from proposed fees?	
Are consultant's fees negotiable?	
<i>Proposed Fees Total Points</i>	

**GRAND TOTAL:** \_\_\_\_\_