**REQUEST FOR PROPOSAL**

**Investment Advisory Services**

**I. Background**

Objective

The Sisters of St. Joseph Healthcare Foundation is in the process of evaluating its need for investment advisory services. An open call for proposals is now underway. After proposals are evaluated, a final group of candidates will be selected to present their proposal in-person to the Foundation’s Finance Committee.

Advisory services include investment policy refinement, asset allocation, portfolio rebalancing, manager searches and due diligence, performance monitoring and reporting, and risk management.

Foundation Mission and Values

The Sisters of St. Joseph Healthcare Foundation (Foundation) is a supporting foundation to the Sisters of St. Joseph of Orange, located in Orange, California with approximately $50 million in assets and a grants budget of $2+ million for the current fiscal year. Our mission is to address the needs of the indigent and working poor, especially women and children. Our values include Inclusive Love; Justice and Mercy; Zeal and Generosity; Humility; Presence and Hospitality; Prayer and Reflection; Joy and Hope. The Foundation is governed by a ten-member board of directors and operated by a professional staff of 1.2. Additional information can be found at [www.csjorange.org/healthcare-foundation](http://www.csjorange.org/healthcare-foundation).

Finance Committee

The Finance Committee of the Board of Directors is responsible for managing the Foundation’s investments. The Committee’s activities are governed by an Investment Policy Statement approved by the Board of Directors. The Committee is comprised of five board members and two community members, who meet three times per year. The Committee is supported by the Executive Director and an investment advisor.

Investment Objectives

The primary investment objective is to achieve optimal long-term return and preserve capital through investments that are aligned with Catholic values as well as economic and social justice factors. The Foundation is in the process of aligning its investment practices and policy with its mission and core values and the Committee has begun exploring investment opportunities that further the foundation’s mission, without compromising potential financial performance or risk parameters. The Foundation implemented Program Related Investments in 2024.

Reference Materials Provided

* Foundation Investment Policy Statement
* Foundation Summary of Total Assets

Process and Timeline

Below is a summary of the key dates remaining in our process. Finalists will be invited to give a presentation to the Finance Committee.

|  |  |
| --- | --- |
| Requests for Proposals distributed | 04/24/25 |
| Requests for Proposals due | 5/31/25 |
| Notification of finalists of selection to present to the Investment Committee | 06/30/25 |
| Finalists’ interviews | 07/25-08/25 |
| Selected firm notified | 12/25 |

Evaluation Criteria

Proposals will be evaluated on the following criteria:

* Firm background, depth of experience with foundations
* Ownership, management and staff alignment with Foundation values
* Investment philosophy, process and results
* Portfolio construction and management
* Performance evaluation, reporting and monitoring
* Depth of services
* Depth of experience with Mission Related Investing and Shareholder Advocacy
* References

Confidentiality

All information included in the RFP process, including information disclosed by the Foundation, is strictly confidential. Information must not be released to external parties without the expressed written consent of the Foundation. The Foundation will not release respondent information without expressed written consent.

**II. Requested Information**

Experience

1. Please specify your firm’s number of institutional clients over $50 million and, of these, the number that are private foundations and their average size.
2. Please specify the number of institutional clients with at least $50 million managed by your firm, for whom you provide full discretionary multi-asset investment management services (OCIO). Do not include single asset class assignments; however, you may include assignments which constitute only a portion (fully diversified) of a client’s total assets. Please also report the total assets and number of clients for which you are the sole OCIO.
3. Identify the individual or team of individuals that would exercise discretionary responsibilities for the Foundation’s account and describe their experience and track record.

4. The Foundation’s mission is to serve vulnerable populations. How are your firm’s values aligned with our mission as reflected in your leadership team, board and advisors’ make-up?

Investment Philosophy and Process

## Describe your investment philosophy and how you attempt to add value for your clients.

1. How do you approach and measure risk in a client’s portfolio?
2. Describe your view of roles and responsibilities among the Advisor, Finance Committee, and staff.

Portfolio Construction and Management

1. Describe your process of portfolio construction, including the mixture of investment styles, use of core and / or specialty portfolios, active versus passive mandates, and the incorporation of alternative investment strategies.
2. Describe your process for determining strategic and tactical weightings and the timing and frequency of rebalancing or tactical movements in the portfolio.
3. Describe your process for manager search and selection.
4. Do you use your own proprietary investment vehicles as well as third party investment vehicles (i.e. open architecture)?
5. Describe how benchmarks are chosen or developed.
6. Please describe how you will manage the transition from our current investment advisor and describe transition costs, if any.
7. Please describe the timeliness of distributions from investment accounts to clients.

Performance Evaluation, Reporting and Monitoring

1. Provide an example of your performance reporting and describe the types of analysis included in a typical report.
2. How frequently are investment performance reports provided, in what format, and how timely?
3. What level of transparency do you normally receive from underlying managers (i.e., security positions, strategies, etc.), particularly with respect to alternative strategies?
4. Describe the source of your manager information, how information is collected and by whom, how information is verified, the type of information accumulated and the frequency of updating.
5. If your database is proprietary, does your organization receive fees or other considerations from managers who wish to be included in your database? If so, please explain.
6. If your database is provided by a third party, does the vendor receive any compensation for manager inclusion in the database? If so, please explain.
7. Describe your performance monitoring process or system for both individual investments and outside investment managers. Under what circumstances would a particular investment or investment manager be placed on watch, removed from watch, or recommended for termination?
8. Do you require clients to use a custodial service provider for your performance reporting. If so, do you provide custodial services?

Services

1. Describe your client service model, particularly the frequency of contact, face-to-face meetings, conference calls and communications with staff.
2. What is the average number of clients an advisor serves, and what is maximum number that could be assigned to the Foundation’s lead advisor(s)?
3. How do you assess client satisfaction?
4. Describe any educational materials, such as white papers or investor letters, programs and training to keep clients apprised of trends and changes.
5. Describe any other services you provide to nonprofit institutions, such as web-based reporting and back-office support, etc.

Mission Related Investing/Catholic Responsible Social Investing/PRIs and Shareholder Advocacy

1. Has your firm developed expertise in Mission Related Investing? If so, briefly describe an example of assisting an institutional client identify and invest in a mission related investment.
2. Describe how you would approach incorporating mission related investments into an asset allocation.
3. Describe how you would source potential mission-related investments for the Foundation’s portfolio.
4. After reviewing our Investment Policy Statement, please describe any changes or decisions would you recommend the Finance Committee consider and what process would you use to help us make those decisions? What specific changes, if any, would you recommend to the Foundation’s Investment Policy Statement to incorporate impact or mission-related investments.
5. Describe how you would provide positive and negative Catholic Socially Responsible Investment screens to investments in appropriate asset classes.
6. Describe your capacity to advise us on Program Related Investments and community investing opportunities.
7. Describe how you participate in shareholder advocacy and engagement through stockholder resolutions, proxy voting op-eds and other vehicles.

Fees

1. Describe your firm’s compensation structure for professionals, including incentive programs.
2. Please describe your fee structure. If you offer a flat fee, how and when is the fee evaluated?
3. Please provide your estimated fees for servicing the Foundation’s account. Please provide fee allocation in the table below:

|  |  |
| --- | --- |
| **Category** | **Basis Points** |
| Advisory Fee |  |
| Manager/Fund Fees |  |
| Commingled/Partnership Expenses |  |
| Other (custody, tax, audit, etc.) |  |
| **Total Fees** |  |

References

Provide at least three references (primarily foundations of similar size), including names, contact information, asset values, years served, services provided, and your authorization to contact them.

Submission Instructions

Please limit responses to 25 pages and submit electronically on or before May 31, 2025, to Barry Ross at bross@csjorange.org. Thank you for taking your time and effort to respond.