



July 8, 2025

Dear Prospective Bidder:

The University Medical Center Foundation of El Paso and the El Paso Children's Hospital Foundation is pleased to invite your firm to submit a proposal response to the enclosed Request for Proposal (RFP) for investment advisory services and to manage our investment portfolio. Interested firms should respond to the attached RFP as noted below.

### **BACKGROUND**

Both the University Medical Center Foundation of El Paso and the El Paso Children's Hospital Foundation (UMCF and EPCHF) are 501(c)(3) non-profit organizations dedicated to supporting University Medical Center and the El Paso Children's Hospital and serves as its respective designated fundraising entity. Our mission is to support healthcare services across the Southwest Border Region through philanthropic and charitable resources. We serve a diverse population in a 350-mile radius, including El Paso, parts of southern New Mexico, and northern Mexico. Both UMCF and EPCHF are committed to being a bridge between the hospital and the community, engaging donors, corporate partners, and community members in building a healthier future for children across El Paso and the greater Southwest region. Every dollar raised stays local and directly supports programs that improve patient outcomes, enhance the patient and family experience, and strengthen our hospital's capacity to serve.

In recent years, UMCF and EPCHF have helped fund key initiatives including:

- The acquisition of advanced neonatal and pediatric intensive care equipment
- Support for critical subspecialty programs such as oncology, cardiology, and neurology
- Family assistance and comfort programs for hospitalized children and their caregivers
- Community outreach and health education efforts aimed at preventing illness and promoting wellness

UMCF and EPCHF are seeking a qualified, experienced, and responsive firm to provide professional investment advisory services in support of our financial and operational goals in the following areas:

1. **Review of Investment Goals, Objectives and Policies:** Provide ongoing advice and technical support in the establishment and refinement of portfolio asset allocation, investment goals, objectives, and policies. Assist with rebalancing activities and transition management as needed.
2. **Performance Monitoring:** Perform ongoing review of portfolio performance and underlying investments. Identify current or anticipated underperformance within the portfolio, recommend corrective action, and participate in implementing the recommendations.
3. **Performance Measurement and Reporting:** Prepare and present written and verbal quarterly summaries of investment activities and performance to the Finance Committee.

We are particularly interested in advisors who demonstrate a strong understanding of the unique requirements of public sector healthcare organizations and who can provide prudent, strategic guidance aligned with our fiduciary responsibilities. The approximate value of UMCF endowment fund is \$51,100 and the estimated value of EPCH endowment fund is \$3,870,432.

## QUALIFICATIONS

Interested firms must respond to all items in the attached RFP, be registered as an investment adviser under the Investment Advisers Act of 1940 and be willing to accept co-fiduciary responsibility for our account on behalf of your firm.

## TIMELINE

| DATE                | DESCRIPTION                          | NOTES   |
|---------------------|--------------------------------------|---|
| 07/08/25, Tuesday   | RFP Released                         |   |
|                     |                                      |   |
| 07/18/25, Friday    | Deadline for submission of questions | Submitted to: Rebecca.Friesenhahn@umcelpaso.org |
| 07/23/25, Wednesday | Responses to Questions               | Emailed to all IA's who submitted LOI           |
| 08/01/25, Friday    | RFP Submission Deadline              | Submitted to: Rebecca.Friesenhahn@umcelpaso.org |
| 08/26/25 Tuesday    | Notification of Award                | Dr. Abigail Tarango, Executive Director         |

## INQUIRIES/CONTACT INFORMATION

All questions and contact by the consultant firms are to be made via email and only to Rebecca Friesenhahn, Director of Operations at [Rebecca.Friesenhahn@umcelpaso.org](mailto:Rebecca.Friesenhahn@umcelpaso.org). At no time shall members of the Finance Committee or Board of Directors be contacted.

## SUBMISSION INFORMATION

- Proposals are due by 5:00 pm MST on or before Friday August 1, 2025.
- Proposals must be submitted in PDF format responding to each of the information items in the attached RFP in the order presented. Appendix items, if any, are to be presented as back-up information and not directly in response to the questions.
- Proposals must be e-mailed to Rebecca Friesenhahn at [Rebecca.Friesenhahn@umcelpaso.org](mailto:Rebecca.Friesenhahn@umcelpaso.org)
- Incomplete or late submissions will not be accepted.

## TERM OF THE ENGAGEMENT

The contract will be for a three-year term. The contract can be terminated with or without cause by either party upon thirty days' written notice.

## DISCLAIMER

There is no expressed or implied obligation for UMCF and EPCHF to reimburse responding firms for any expenses incurred in preparing proposals in response to this request nor travel expenses incurred by finalists. UMCF and EPCHF reserve the right to reject any or all proposals submitted. All proposals submitted will be evaluated by the Finance Committee and management staff. Firms may be asked to make formal

presentation of their proposals to the Finance Committee and Board of Directors. The selection of the firm is subject to final approval by UMCF and EPCHF Board of Directors.

Please carefully review the RFP document for detailed information regarding the scope of services, submission requirements, evaluation criteria, and timeline.

We appreciate your interest in working with the University Medical Center Foundation of El Paso and the El Paso Children's Hospital Foundation and look forward to reviewing your submission.

Sincerely,

A handwritten signature in black ink, reading "B. Abigail Tarango". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

B. Abigail Tarango, Ph.D.  
Executive Director  
University Medical Center Foundation of El Paso  
El Paso Children's Hospital Foundation