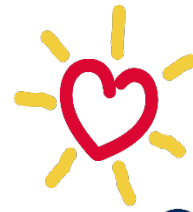




**UNIVERSITY  
MEDICAL CENTER  
FOUNDATION OF EL PASO**



**El Paso Children's  
HOSPITAL FOUNDATION**

**FIRM BACKGROUND AND EXPERIENCE (30%)**

1. Provide your firm's complete name and all relevant contact information.
2. Provide a brief history of the firm, including any parent organization. Describe the ownership structure of the firm, including any parent or affiliated companies, with an organization chart depicting ownership structure. If any change to the firm's corporate structure is anticipated, please also note this.
3. Provide the location of the office that will serve University Medical Center Foundation of El Paso and El Paso Children's Hospital Foundation (UMCF AND EPCHF) and biographies of the key personnel that would be assigned to the UMCF AND EPCHF account. Please identify who would be the main representative as well as any back-up/support staff.
4. Describe the firm's experience with nonprofit clients of similar size.
5. Describe the average number of client relationships per advisor.
6. Describe any material litigation, regulatory, or legal proceedings in which your firm or any of the principals and/or advisor(s) to be assigned to the UMCF AND EPCHF account are or have been involved over the past five years.
7. Describe if the firm, its officers, or employees receive direct or indirect payments from investment managers or broker/dealers.
8. Provide or describe the firm's conflict of interest and code of ethics policy.
9. Affirm that your firm act as a named fiduciary for UMCF AND EPCHF. Describe your policy regarding indemnification or insurance that addresses any potential fiduciary liability claims.
10. Affirm that your firm is registered with the SEC, under the Investment Advisors Act of 1940. Please include Form ADV (including part II) for the last year.

**INVESTMENT MANAGEMENT APPROACH CAPABILITIES (30%)**

1. Describe the firm's overall investment methodology as it pertains to ongoing advice and technical support in the establishment and refinement of portfolio asset allocation, investment goals, objectives, and policies.

2. Describe asset allocation models utilized and how inputs/assumptions are developed and tested.
3. Describe the firm's process for evaluation and selection of investment managers including guidelines for "watch listing" or recommending that an investment manager be terminated.
4. Describe the firm's experience in researching, analyzing and recommending various types of managers. Please provide a sample of recent research reports.
5. Socially Responsible Investing (SRI) / Environmental, Social, and Governance (ESG): Both UMCF and EPCHF value investments that align with its commitment to community health and well-being. We encourage the investment firm to incorporate socially responsible and ESG criteria when selecting investments.
6. Risk Tolerance: UMCF and EPCHF have a **moderate** risk tolerance, seeking a balanced approach to growth and preservation of capital. The primary goal is long-term capital appreciation to fund both Foundation's philanthropic initiatives, including patient care, research, and community health programs.

### **PERFORMANCE REPORTING (20%)**

1. Describe your performance and risk monitoring process and staff dedicated to this function.
2. Describe the compliance assessment process, including the time period covered, testing methods and frequency.
3. Describe the timing of monthly/quarterly reports including comparative/peer data that are available/provided to clients.
4. Describe how benchmarks are recommended and included in investment reports.
5. Provide sample client returns including similar nonprofit client returns over the last three years.

### **FEES (10%)**

1. Provide a proposed fixed fee schedule based on all services.

### **REFERENCES (10%)**

1. Please provide three client references applicable to this RFP whom we can contact. Include the contact name, title, address, telephone, e-mail, the length of the time providing services and the level of assets under management.

### **EVALUATION CRITERIA**

Proposals will be evaluated based on the following:

- Alignment with UMCHF and EPCHF Goals: How well the form's strategy matches both the Foundation's investment objectives, including risk tolerance and social responsible investment considerations.

- **Experience And Expertise:** The firm's experience with managing endowment funds and non-profit portfolios, particularly in the healthcare system.
- **Risk Management:** the firm's approach to mitigating and managing portfolio risk
- **Fee's:** Competitiveness and transparency of fee structure.
- **Reporting and Communication:** The firm's ability to provide timely, clear and comprehensive reports.

## **7. Terms and Conditions**

- **Confidentiality:** All information provided in response to this RFP will be kept confidential and will only be used for the purpose of evaluating proposals.
- **Proposal Validity:** All proposals must remain valid for 90 days from the submission deadline.
- **Right to Reject Proposals:** Both Foundation's reserve the right to reject any or all proposals based on evaluation criteria.