January 6, 2020

Re: Request for Interest - Due January 31, 2020

To Whom It May Concern:

The Denver Foundation (the Foundation) is seeking nationally recognized investment consulting providers interested in partnering with the Foundation to provide strategic direction and oversight of the Foundation’s investment portfolios. You are invited to respond to this Request for Information (RFI). Interested firms responding to this RFI may later be provided a Request for Proposal (RFP), which the Foundation may develop and issue based in part upon the responses it receives to this RFI.

The Foundation is located in Denver, Colorado and has been in existence since 1925. The Foundation’s total assets for which it is seeking investment consulting services are $587 million in the Long-Term Balanced (LTB) Pool and an additional $133 million in the Sustainable and Responsible Investment (SRI) Pool (all figures are as of Sept. 30, 2019). The Foundation is requesting information from firms interested in receiving a potential RFP from the Foundation to provide ongoing traditional investment consulting services to support one or both of the Foundation’s investment pools (LTB/SRI). This is a highly visible engagement, offering the right consultant the opportunity to do exciting work with an exceptional group of people who are committed to a high level of excellence in investment options, performance and donor engagement.

The Foundation's goal is to partner with one or more nationally recognized investment consulting providers experienced in working with community foundations or other nonprofit endowments, that use a rigorous and sophisticated approach to asset and manager selection with adequate resources to provide, at a minimum, the following services:

- Review the Foundation’s Investment Policy Statement (IPS) annually; recommend changes as necessary and provide advice on the implementation of changes
- Recommend asset allocations for each investment pool
- Recommend investments in accordance with the specific selection criteria set forth in the IPS
- Recommend fund and manager selections within each asset class
- Assist with the evaluation of the relationship with managers per the terms of their respective contracts
- Conduct manager searches, if necessary, in time to allow for a smooth transition from an existing manager to another manager or the addition of a new manager

The Denver Foundation
55 Madison Street, 8th Floor
Denver, Colorado 80206
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○ Provide quarterly performance reports, and attend up to six meetings annually with the Foundation’s Investment Committee and/or Board of Trustees; these performance reports and meetings should include, at a minimum, analysis, evaluation and commentary regarding the overall and individual performance of the Foundation’s investments as they relate to the benchmark comparison and comparison of performance to other community foundations

○ Present at an annual meeting with the Foundation’s donors

○ Provide proactive advice on trends in the investment and economic environments and regulatory matters of importance to the Foundation

○ Be available to answer general and specific investment questions from the Foundation’s staff, Investment Committee, and/or Board of Trustees as they relate to the Foundation’s investments

○ Provide education to the Foundation staff, Investment Committee and Board of Trustees as requested

Please review and respond to the RFI Questionnaire on the follow pages. The due date for submission of your response is January 31, 2020 at 5:00 pm MST. Please submit your response electronically as a Microsoft Word document to:

Daniel T. Lee
Vice President, Finance & Administration
dlee@denverfoundation.org

Candidates may be contacted by phone for follow-up questions from the Investment Committee or staff. The Foundation will evaluate the responses received and determine whether to issue an RFP. Please direct any questions to dlee@denverfoundation.org.

Thank you for your interest and time in responding to our inquiry.

Sincerely,

Daniel T. Lee
Vice President, Finance & Administration

cc: Javier Alberto Soto, CEO and President
    Jennifer Corzine, Deputy VP Finance & Administration, Controller
    Tad Kelly, Investment Committee Chair
RFI QUESTIONNAIRE

Please provide responses to the following questions:

1. Firm name?
2. Contact information (name, email, phone number)?
3. City and State where work would be completed?
4. Names and biographies of the persons whom you expect would be assigned to the team working with the Foundation?
5. Please provide copies of the following:
   a. Your firm’s SEC Form ADV Part 2
   b. Your firm’s audited financials for the previous two years.
   c. A reference from a current client for which your firm provides services similar to the services described in this RFI.
   d. A sample quarterly portfolio monitoring report.
   e. A copy of your standard fee schedule. Do you offer an eleemosynary discount?
6. What were your firm’s total assets under advisement as of December 31, 2019? Provide the total number of clients, the number of community foundation clients, total assets under advisement that are held by community foundations and other nonprofit endowments (for example, private foundations or university endowments), and the median account size in all categories.
7. What percent of your firm’s revenue is derived from investment consulting relationships? If that percentage is less than 100%, please disclose the categories and percentages of additional revenue sources.
8. Describe the diversity, both in terms of gender and ethnicity, of your executive team, your other professionals, and your organization in general. Explain your recent recruiting efforts to further diversify your organization, as well as ongoing efforts within the organization to improve diversity, inclusion, and equity.
9. Describe your investment philosophy. What differentiates you from other investment consultants?
10. What is your approach to determining client investment objectives, risk orientation, liquidity requirements, and other goals or constraints?
11. What is your competitive advantage in a community foundation relationship?
12. What is your knowledge of and access to diverse managers, in terms of gender and ethnicity?
13. Do you construct a model portfolio? If, instead, each client’s portfolio is customized, do you present your client with a single proposed manager for each recommended investment change, or do you propose a small number of pre-qualified managers for selection by the client?

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14. Which investment pool would you be interested in providing consulting services for – the LTB Pool, the SRI Pool, or both Pools?

15. If you chose the SRI Pool or both Pools in question 14, please answer the following:

a. Describe your philosophy, process and experience in advising clients with respect to sustainable and responsible investing (also called ESG, SRI, values based investing, and impact investing) across asset classes. How have you helped other clients respond to donor demand for sustainable and responsible investing options?

b. For how many clients do you advise with respect to sustainable and responsible investments? What are the total assets for which you advise with respect to sustainable and responsible investments?

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