

SALEM STATE COLLEGE
INVITATION TO BID
THIS IS NOT AN ORDER

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. The College is an agency of the Commonwealth of Massachusetts and is exempt from any State tax or Federal excise tax. 2. Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable. 3. Unless otherwise stated, all quoted prices shall be FOB college address inside delivery. 4. Bid must be received on or before September 15, 2008 by 3:00 P.M. in the Purchasing Department, Salem State College, 352 Lafayette Street, Salem, MA 01970-5353, at which time there will be a public opening. 5. No FAX copies will be accepted. 6. Submit 1 original and ten copies of bid. | <ol style="list-style-type: none"> 7. Salem State College reserves the right to waive informalities and to reject any and all bids; or to accept the bid deemed best for the Commonwealth. 8. Any objections to the above conditions must be clearly indicated in the proposals. 9. For additional information
 Joseph F.X. Donovan
 Executive Director Finance and Treasurer, Salem State College
 352 Lafayette Street
 Salem, MA 01970
 jdonovan@salemstate.edu 10. Bids must be submitted to: Evelyn Wilson, C.P.M., Director of Purchasing & Vendor Relations, Salem State College, Administration Bldg., First Floor, 352 Lafayette Street, Salem, MA 01970-5353 11. Reference: Bid# 2009-01 Investment Management Services for Salem State College |
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SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
<p style="text-align: center;">See Attached Specifications</p> <p>A pre bid conference will be held for all Investment Management Contractors on : September 9, 2008, 10:00 A. M. in the Martin Luther King Conference Room, Ellison Campus Center, North Campus. Please RSVP to Laurie White 978-542-6950 to obtain parking pass and directions.</p>		

EQUAL OPPORTUNITY

The Contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, color, religious creed, national origin, and/or ancestry. The contractor agrees to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination with respect to the Fair Employment Practice laws of the Commonwealth which are herein made part of this contract reference.

VENDOR IDENTIFICATION

COMPANY

ADDRESS

CITY STATE ZIP

TELEPHONE

AUTHORIZED SIGNATURE

NAME TITLE

FEDERAL EMPLOYER'S ID CODE 9 DIGITS

VENDOR IDENTIFICATION (must be completed)

COMPANY NAME: _____

Dbas: _____

Company's Federal ID Number:

Address: _____

Remit To Address:

CITY _____ STATE _____ ZIP _____

TELEPHONE NO _____ Toll Free or

"800": _____

Fax Number: _____

E-Mail Address: _____

Web address: _____

Name _____

Title _____

Authorized Signature _____

Date: _____

Main Contact:

Person responsible for proposal (if different)



Request For Proposal

***Investment Management Services
for Salem State College***

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1. Purpose

Currently, Salem State College's (College) investments total approximately 9 million dollars. Salem State College financial and investment activities are separate from Salem State College Foundation and Salem State College Assistance Corporation.

The primary objective of the College's investment policy is to provide safety of principal and sufficient liquidity to ensure a reasonable degree of flexibility in the operations of the College, while increasing the investment balances for the College. The Management Firm and/or Bank's' Trust Department's basic responsibility will be to keep management abreast of the economy, recommend a mix of various eligible investments within the context of laws, regulations and College policy and transact investment activity consistent with objectives and direction as stated in the College's investment policy. The administration of the College's funds must comply with Massachusetts General Laws (MGL), Chapter 73, section 14; Chapter 180A; and, all other applicable laws and regulations.

Chapter 73, Section 14 of the Mass General Laws, contains an explicit directive with respect to the vehicles in which a State college can invest the moneys it holds in special trusts: a college is obligated to invest those moneys in "notes or bonds secured by sufficient mortgages or other securities." An opinion of the Attorney General imports into the language just quoted, the standards of conduct and authority that apply, under general principles of laws, to trustees in the management of trusts. These broader standards obligate a trustee "to conduct himself faithfully and to exercise a sound discretion, and to be enlightened by observance as to how men of prudence, discretion and intelligence manage their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income as well as the safety of the capital." The trustees have a duty to make the trust property productive and to use due care in maintaining a proper trust portfolio. The field of investment permitted the College is not confined to notes and bonds that are secured. Other "investment-grade securities" are available to it for the purpose, by which is meant securities of a kind that are permitted by the "prudent-man" rule stated.

2. General Information

The College's investment policy requires, among other things:

- Maximize total return with a balanced reasonable level of risk
- Inflation protection
- Long-term principal growth

The College's audited financial statements as of June 30, 2007 are available for your analysis by emailing jdonovan@salemstate.edu. In order to be considered for selection, the responses in section 9 of this RFP must be answered in their entirety. Only institutions currently managing a minimum of \$250 million in assets will be considered acceptable to make a proposal. Those assets must include public, private, and non-profit funds. Members of Salem State College Board of Trustees Finance and Facilities Committee and College Senior managers (the "Committee") will interview selected bidders. The selected bidders will be expected to make oral presentations on campus on October 22, 2008 and October 24, 2008. It is anticipated that a decision will be made by October 27, 2008 for a three year renewable contract with a 30 day cancellation clause by either party. A site visit to the finalists' places of business may also be requested at the discretion of the Committee. Any additional information you wish to add may also be included in your proposal.

Proposals are due in sealed packages by **Monday, September 15, 2008 at 3:00 P.M.** in the Purchasing Department at Salem State. Please provide one original and **ten copies** of the proposal. The mailing address for the proposals is:

Salem State College
Attn: Purchasing Department – Bid #2009-01
352 Lafayette Street
Salem, MA 01970

Any questions regarding this proposal must be addressed to the Committee and submitted in writing to:

Attn: Investment Management RFP – Bid #2009-01
Evelyn Wilson, C.P.M., Director of Purchasing
Purchasing Department
Salem State College
352 Lafayette Street
Salem, MA 01970

We look forward to having you assist us in our quest to further strengthen our College.

3. Timetable for Selection and Award

Pre-Conference for bidders	Sept. 9, 2008
Proposal Due Date	Sept. 15, 2008
Initial review, selection of finalists and notification of non-qualifiers	Oct. 15, 2008
Presentations by finalists	Oct. 22, 2008 Oct. 24, 2008
Anticipated Award	Nov. 20, 2008
Contract Begins and Assets Transferred by	Dec. 22, 2008

4. Primary Contact for contract

- a. Joseph F.X. Donovan, Executive Director Finance and Treasurer will be responsible for the administrative day-to-day functional requirements. He can be reached via email at jdonovan@salemstate.edu.

5. General Conditions

- 5.1 Negotiations may be undertaken with those vendors whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract entered into will be that most advantageous to Salem State College considering price and other factors.
- 5.2 The selection of a vendor and the accompanying award of a contract are to be based on evaluation criteria established in this Request for Proposal.
- 5.3 Salem State College, at its discretion, may select not to award a contract to any vendor as a result of this RFP. The College reserves, at its discretion, the right to reject any and/or all proposals received in response to this RFP if determined that such action is taken in the best interest of the College.
- 5.4 All vendors who provide a proposal in response to this RFP are responsible for incurring all costs associated with preparing that proposal, answering all questions, providing Salem State College with requested information, and making oral presentation to the College, if requested. The College is under no obligation to incur or reimburse any vendor for proposal costs.

- 5.5 Proposals must include a current financial statement and a statement indicating whether or not their company has been profitable for the three prior fiscal years (and parent company if applicable).
- 5.6 Proposal must be organized in the order presented in this RFP. Proposals not organized in this prescribed manner may be considered nonresponsive and rejected.
- 5.7 The following general instructions are suggested to bring clarity and order to the proposal preparation and subsequent evaluation process:
 - a. Proposals should be prepared simply and economically, providing a straight forward, concise description of the vendor's ability to meet the requirements of the RFP. Fancy binding, colored displays, promotional material, etc. are not desired. Emphasis should be on completeness and clarity of content.
 - b. Supporting documentation may be included in the RFP.
- 5.8 All proposals and attachments become the property of the College. Please indicate any or all portions, which are proprietary and are to be kept confidential.
- 5.9 The selected bidder will be required to assume responsibility for all services offered in this proposal. Further, the College will consider the selected bidder to be the sole point of contact with regard to all contractual matters.
- 5.10 The contents of the successful proposal may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in the cancellation of the award.
- 5.11 The proposal shall remain valid for a minimum of ninety (90) days. If additional time is needed, the College reserves the right to request an extension.
- 5.12 Questions that arise prior to the bid opening should be submitted in writing to the issuing office and will be answered at that time along with any additional questions.
- 5.13 In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all vendors who received the basic RFP.
- 5.14 To be considered, proposal must arrive at the Purchasing Department

on or before 3:00 P.M. on September 15, 2008. Bidders mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. No allowance will be made for late delivery for any cause whatsoever.

- 5.15 To be considered, bidders must submit a complete response to this RFP. ORIGINAL MUST BE CLEARLY MARKED **ORIGINAL plus ten copies**. The bidder will make no other distribution of proposals. An official authorized to bind the contractor to its provisions must sign the proposal.
- 5.16 For purposes of this RFP words such as bidder, contractor, respondent, vendor and merchant are used interchangeably but they all refer to the person responding to this RFP.

6. Background

Salem State College has an enrollment of approximately 10,000 students in the fall and spring semesters with approximately 6,000 students enrolled in the summer terms. For further information go to <http://www.salemstate.edu/>

7. Exceptions

Respondents shall provide a detailed description of any exceptions to the requirements in this RFP. Please include any exceptions in item 9.16 of your response below.

8. Vendor References

Provide at least three (3) references with whom you are currently doing business that are comparable in financial characteristics to Salem State College.

9. Proposal Response

Please provide the following information and refer to the appropriate section in your submission:

- 9.1. A brief history of the firm since its inception: founding date, size, purpose, funds under management, alliances, and professional memberships/affiliations. Is the firm engaged in any business other than asset management?

9.2. Over the past five (5) years has your organization or any officer or principal been involved in any business litigation or other legal proceedings related to your investment activities? If so, provide a brief explanation and indicate current status.

9.3 Please breakdown total assets and accounts currently under management by client type. Specify the average size of your firm's non-profit clients.

Assets (\$ millions)	#Accounts
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Corporate:

Public:

Endowment/Foundation:

High Net-Worth Individuals:

Other:

Total:

9.4 Describe the management team that would be assigned to this portfolio and how it would function. Please provide brief background profiles on the key individuals.

9.5 What steps has your firm taken to address the issues raised by the Sarbanes Oxley Act of 2002?

9.6 Describe your firm's experience with non-profit organizations that have similar characteristics and needs to that of Salem State College. What percent of your clients are non-profits and what percent of the funds your firm has under management are non-profit? What is the aggregate value of non-profit assets under management?

9.7 Please provide your investment performance record for the past ten calendar years showing annual and compound returns on a time-weighted basis. If possible, differentiate between income and appreciation. Indicate the benchmark that should be used for comparison and/or a brief description of the investment objectives. Include the record of those accounts, or composites, that reflect your management approach to a portfolio of our size and purpose.

- 9.8 Explain your firm's investment decision-making process. Specifically identify any matrix or economic models utilized in buy/sell decisions.
- 9.9 How do you measure and control risk? How do you measure performance?
- 9.10 Does your firm utilize index funds as a management tool? Are there any fee savings for their use?
- 9.11 Attach a fee schedule which includes fee examples for a fund of our size and purpose. Please also identify any fees associated with mutual funds that may be included in portfolio. Finally, please identify any and other fees, including but not limited to, "pass-through" fees that should be considered in any fee review.
- 9.12 What is your philosophy and practice regarding ongoing communication and reporting to the management and governance bodies of the College? Please submit samples of all statements to be provided to the College.
- 9.13 Provide current financial statements and a statement indicating whether or not the company has been profitable for the three prior fiscal years (and parent company, if applicable).
- 9.14 Describe any insurance coverage maintained by your company in the event of loss due to employees' malfeasance or fraud.
- 9.15 Include any other information that you feel would be helpful.
- 9.16 Exceptions: please provide a detailed description of any exceptions to the requirements of this RFP.

10. Evaluation Criteria

All proposals will be evaluated by the Committee (members of the

College's Board of Trustees Finance and Facilities committee and College senior managers). Proposal evaluation will be based upon the vendor's ability to meet Salem State College's requirements. Each proposal will be evaluated against specifications outlined in this RFP. A contract may not be awarded solely on price. In addition to price, the following will be considered:

- a. the greatest value with respect to the bidders response and its material content and responsiveness to the requirements of the RFP,
- b. the quality of the services offered,
- c. the general reputation of the firm,
- d. the qualifications of the personnel assigned to work on the project,
- e. the demonstrated understanding of the respondent of conducting the work as required by the scope of services
- f. the bidders functionality, performance, flexibility, and ability to meet Salem State College goals.

11. Standard Terms and Conditions:

The winning vendor will be required to sign a Commonwealth of Massachusetts Standard Contract (Sample attached, also available http://www.mass.gov/Aosc/docs/Forms/Contracts/standard_contract_frm.doc)