

REQUEST FOR PROPOSAL

INVESTMENT MANAGEMENT SERVICES

Introduction

Haven for Hope of Bexar County (“Haven”) is requesting proposals for selecting an investment manager for Haven’s endowment funds. As of March 31, 2025, Haven’s endowment has approximately \$27M in investment assets. Haven is requesting proposals for the management of its endowment funds for the period beginning with its 2026 fiscal year (October 1, 2025). We invite your firm to submit a proposal by 5 PM on July 11, 2025. Haven expects the investment manager to provide capital market and investment expertise across a broad range of asset classes to deliver appropriate returns for the risks outlined in the investment policy objectives and resulting mutually agreed upon asset allocation targets. The manager should provide comprehensive oversight of the investment portfolio, to include risk oversight, constraint adherence reporting, trading/settlement, accounting, performance and attribution.

The RFP process will have two steps. First, we will solicit proposals from investment firms to be evaluated by members of our Finance Committee. Second, we will coordinate dates/times for some of the firms to make presentations to the Finance Committee. A final selection will be made in September 2025.

Haven is a 501(c) organization. The mission of Haven is to empower individuals and families experiencing homelessness to transform their lives. We do this by offering a place of hope, love and new beginnings by providing, delivering or coordinating impactful care for people experiencing homelessness in our community. Programs include: Outreach/Intake/Jail Outreach Services, Haven to Home Transformational Campus Services, Haven to Home Financial Sustainability Services, Haven to Home Housing Services, Enrichment Services, Clinical Services, Emergency Shelter, the Courtyard and Animal Kennel.

Haven serves 10,000 clients each year with funding from grants, contracts, and private giving. We receive government funding from the State, Federal and local governments. We have approximately 325 employees located here on our campus. Our annual operating budget revenue has ranged between \$27M and \$31M over the past 5 years.

The selection criteria are outlined below to provide guidance to the investment advisors. Your investment services **must** fall within the parameters of the selection criteria as stated below.

Selection Criteria

Assets Under Management	No less than \$2 Billion
Meetings	At least one face to face meeting annually
Online Access	Ability to access account information online on a timely basis

Proposals must be submitted electronically no later than 5 PM, July 11, 2025, **to our CFO at jacqueline.bush@havenforhope.org**. Please respond to the questions in the order requested. Please submit clear and concise answers and keep your responses to a maximum of 10 pages. You may attach sample reports or materials to the proposal, provided that your entire submission does not exceed a maximum of twenty pages.

Proposal Requirements

1. Organizational Attributes and Professional Staff

- a. Provide a brief history and profile of your firm.
- b. Give a brief description of the office which will service this relationship, including location, professional staff, assets under management, and history of the office.
- c. Please provide a list of your key employees and turnover rate.
- d. Please include bios of the relationship team that will manage Haven's relationship and identify who will be the lead advisor.
- e. How many client relationships and assets under management is the lead relationship advisor responsible for?
- f. Describe how the lead relationship advisor(s) is/are compensated.
- g. What is the scope of your organization's current non-profit account business, how many relationships, what type of accounts, investment portfolio size and average account size?
- h. What is the scope of your organization's current non-profit account business in the San Antonio area, how many relationships, what type of accounts, investment portfolio size and average account size?
- i. Does your firm have any conflicts of interest, or apparent conflicts of interest, with respect to providing investment management services to Haven?

2. Governance and Risk Controls

- a. Please describe your system of internal controls and risk management policies.
- b. Describe your organization's capital adequacy and the insurance that you carry for custody-related losses.
- c. Who is the custodian of your clients' assets?
- d. Is your firm, or its parent or affiliate, a registered investment advisor with the SEC under the Investment Advisor Act? If not, what is your fiduciary classification? Please include ADV Parts I and II.
- e. Do you engage independent professionals to perform audits, reviews or other assessments of internal controls?
- f. Has your firm been a party to any litigation over the past five years? If yes, please explain. Has your firm ever been sanctioned or fined by a regulatory body. If yes, please explain.

3. Investment Management

- a. Describe your investment management philosophy and your investment decision making process.
- b. Does your firm employ "open architecture", or only "proprietary" investments, or a combination of both and why?
- c. What are the primary strategies employed by your firm for adding value to profiles?
- d. Describe your in-house market ad research resources. What other sources are used on a regular basis?
- e. Describe the process by which you will ensure compliance with our investment policy.
- f. Describe your risk management philosophy, process and tools.
- g. Describe your process for selecting investment managers, funds and strategies.
- h. What is the process used to terminate a manager, fund or strategy?
- i. What is your experience and approach in developing Investment Policy Statements for non-profit clients?
- j. What benchmarks do you employ to measure your investment results?
- k. Please describe your process for measuring investment performance and provide a sample of a performance report.

- l. How is the firm using technology and related developments to improve performance?
- m. Do you report performance in alignment with the CFA Institute's Global Investment Performance Standards (GIPS)
- n. Please provide 1, 3, 5 and 10 year performance data versus appropriate benchmarks **net of fees** that you would have typically charged on this size of relationship.
- o. Describe your organization's capabilities with alternative investments.
- p. Describe your approach to alternative investment manager and vintage diversification.
- q. Describe how you will manage the transition from the current investment advisor and describe transition costs, if any.

4. Communication/Services

- a. What services do you offer to clients monthly, quarterly, and annually for reporting?
- b. Please describe the online access capabilities and the services you offer to clients.
- c. How often would the lead advisor plan to meet with the Finance Committee per year?

5. Fees

- a. Please provide a copy of your published fee schedule and specify the all-in cost of the relationship. Please outline any advisory, transaction, custody and variable fees. The stated fee must include all charges including any sub-management fees related to mutual funds and/or ETF's and other indirect management fees. Would you receive other forms of compensation from an engagement with Haven?

6. Other services

- a. Describe any other services offered by your firm that can be beneficial to Haven.
- b. How will your firm work with Haven to fulfill its key objectives in the community?

If you have any questions or would like further clarification of any aspect of this request for proposal, please contact me at 210-220-2163. I look forward to receiving your proposal.

Sincerely,

Jacqueline Bush

Jacqueline Bush

Chief Financial Officer