TROUP COUNTY BOARD OF COMMISSIONERS

Request For Proposal—July 16, 2026

Investment Management and Administrative Services

Please treat the information herein as confidential

**Brevity and succinct answers are greatly appreciated.*

Overview:

Troup County Board of Commissioners are seeking proposals for investment management and administrative services for our Troup County Recreation Endowment Fund (TCREF).

As of June 30, 2026, the portfolio was valued at $11,125,362.74.

Instructions for Submission:

The deadline for submission is Thursday, **August 20, 2026 at 2:00pm EST**. On or before this time and date, you should submit five (5) paper copies and one (1) digital copy of the complete RFP to the following address:

Ramona Gillham, Purchasing Director

Troup County Board of Commissioners

100 Ridley Ave, Suite 3100

LaGrange, GA 30240

Questions may be directed via email ONLY to Ramona Gillham at rgillham@troupcountyga.gov

The deadline for questions is close of business (5:00pm EST) on Monday, August 10, 2026.

Answers to questions will be provided to the requestor and posted on our website at:

troupcountyga.gov/Purchasing/Bids

Organization and Background:

1. Please provide the name, address, telephone number and email address of the contact person for this RFP.
2. Please provide the address and telephone number for your main office and indicate which office(s) will service this account. Please include a company or department website address if one is available.
3. Please provide a brief description of your firm's background, history and ownership structure. Please include:
   - Years of experience delivering the requested services
   - Years of experience serving the nonprofit sector and/or institutional sector
   - Your firm's experience serving the nonprofit sector
   - Your firm's expertise in serving institutional investors
   - Your firm's assets under management, including assets under management for nonprofit organizations and institutional investors
   - Your organization's philosophy on diversity and inclusion
   - Average experience and tenure at your firm of your professionals
   - Regulatory agencies, both federal and state, responsible for oversight of your firm, based on its organizational structures
   - If your firm is a Registered Investment Advisor, please attach your ADV Part I and II
   - If your firm is a band of trust organization, please attach your most recent SAS 70
4. Please indicate if, within the past five years, your organization, an office or principal, has been involved in actual or threatened litigation, administrative or regulatory, or similar investigation proceedings relating to your investment advisory assignments. If so, provide an explanation and indicate the status of disposition. Under disposition, include any censures or reprimands received from the regulatory bodies.
5. Please indicate if, within the past three years, there have been any significant developments in your firm such as changes in ownership, restructuring, personnel reorganizations, terminations or investigations. Do you anticipate future significant changes in your firm?
6. Provide evidence of errors and omissions liability insurance.
7. When was your last regulatory inspection date? Please provide a summary of the results. If there were any orders/sanctions against your firm in the last 5 years, please provide further explanation.
8. Who is your Chief Compliance Officer for the firm? How long have they served in this role? If less than three years, please provide additional information on how the role has evolved.

9. What is the length of your average client relationship for non-discretionary and fully discretionary clients? What is the number of clients gained and lost in the last three calendar years and YTD ’26? Describe the client types and the reasons for the turnover.

Client Services Philosophy and Professional Staff

1. Please describe your client service philosophy and service standards.
2. Please provide brief professional profiles of the individual(s) to be assigned to this account.
3. How many full-time personnel do you employ? How many of these are senior professionals? What is the average turnover of your investment professionals and/or your service professionals?
4. Provide your firm’s employee turnover data for the last three years. Describe any key employee hires or departures. Specify any key departures, their roles, and the firm’s actions after the departures.
5. Please list your five largest clients, including size of assets and percentage of assets under management.
6. Do you have personnel specializing in the nonprofit and/or institutional sectors?
   If so,
   - How many resources are dedicated to these sectors?
   - How long has your firm-maintained resources dedicated to these sectors?
   - Please provide the median, in dollars, of your institutional clients’ account size.
7. What are your firm’s competitive advantages? Please share what your company can offer beyond the scope of this RFP.
8. Do you have personnel that specialize in providing asset allocation modeling? Economic forecasting and forward return modeling? Investment selection and/or due diligence? If so, please briefly describe these resources and their qualifications.
9. What is the availability of assigned account representatives to meet with our staff and/or board members in person? Via conference or video call?
10. Please provide three (3) client references, including organization name, contact name, contact title, contact phone number, and email address, if available. At least two (2) references shown should be similar to Troup County BOC Recreation Endowment.

Investment Services

1. Please briefly describe the investment services delivered by your firm. Will your firm accept investment discretion (fiduciary responsibility)?

2. Please describe your investment philosophy, methodology, and asset allocation process.
3. Please describe your due diligence/manager selection process, including your "buy/sell" discipline.
4. Please describe your approach to tactical allocations and rebalancing.
5. What criteria do you use to add or remove a fund manager?
6. Please describe the internal controls in place to ensure action consistent with the IPS portfolio targets and investment category ranges.
7. Please describe the insurance and/or indemnification to protect clients from claims of your creditors.
8. What internal controls regarding data backup and emergency recovery plans are in place?
9. Do you follow a "model portfolio" and if so, to what extent is flexibility provided?
10. What is your philosophy and approach to using passive managers versus active managers? For what asset class do you typically recommend one versus the other and why?
11. Please describe your access to "top tier" and "closed" investment managers.
12. Please describe your experience with and approach to alternative investments.
13. What is your firm's most recent "best thinking" regarding expected returns over the next 6 to 12 months?
14. Please describe your portfolio construction process.
15. How do you manage risk in the portfolio?
16. Would you recommend any changes to our current investment policy?
17. Please provide a sample/proposed asset allocation and portfolio, including the rationale for your decision. As of June 30, 2026, TCREF was valued at $11,125,362.74.
18. As of December 31, 2025, please provide quarter-to-date, and 1,3,5, and 10 year annualized rates of return performance net of management fees of similar portfolios you manage with relevant benchmarks.

Reporting Capabilities

1. Please describe the account level reporting you provide. Are your reports standard or customized? Please include a sample account statement.
2. Please describe the investment and/or portfolio level reporting you provide. Are your reports standard or customized? Please include sample reports.
3. Please outline your desired contact process and frequency for connecting with the client.

4. What other types of communications are provided to clients? Include description and/or samples of newsletters, seminars, research, online website access, etc.
5. Do you provide online account access? If so, what type of information is available? What types of transactions can be completed? If available, please include a weblink to a demo of your online reporting.

Support Services

1. Please describe how assigned personnel will support our staff.
2. What types of compliance support are in place? Please include a brief discussion of how you ensure client accounts and investments are in compliance with stated investment policy guidelines as well as legislative requirements.
3. What additional governance, administrative and/or mission-based support does your organization offer? Please highlight any training, conference, trend management or other methods your organization uses to assist clients in delivering on their mission.
4. Describe your process for onboarding new clients for institutional investment management.

Fee Structure

1. Please provide your proposed fee structure, itemizing the services covered by the fees shown. Please indicate any separate fees based on type of service provided.
2. Include a detailed fee analysis based on your sample/proposed asset allocation and portfolio.
3. Please indicate any 12b1's, commissions, transactions, "wraps" or other fees that will be received by your firm should you be selected for this assignment, even if those fees will be paid by entities other than Troup County.
4. How long are your fees guaranteed?

Conclusion

What additional information would you like us to know about your company or team that we did not ask? What qualities or processes distinguish you from other companies who may also be bidding on these services?