

Request for Information (RFI)
Investment Advisory Services
Children's Services Council of Leon County (CSC Leon)

Issue Date: February 6, 2023

Response Deadline: March 3, 2023

ALL RESPONSES SHOULD BE SUBMITTED IN WRITING VIA EMAIL TO procurement@cscleon.org.
UNDER NO CIRCUMSTANCES SHALL ANY RESPONDENT CONTACT ANY CSC LEON COUNCIL
MEMBER OR STAFF REGARDING THIS NOTICE.

THIS IS NOT A REQUEST FOR PROPOSAL. THIS IS FOR INFORMATIONAL PURPOSE ONLY; NO
QUESTIONS WILL BE ACCEPTED IN RESPONSE TO THIS RFI. NO AWARD WILL BE MADE ON THE
BASIS OF RESPONSES RECEIVED TO THIS NOTICE.



Children's Services Council of Leon County

I. INTRODUCTION

The Children's Services Council of Leon County (CSC Leon) is issuing this Request for Information (RFI) to assess options for investment and cash management services from qualified vendors that have expertise and knowledge with the investment of public funds. CSC Leon has identified the following broad principles for its investment strategy:

1. Safety of Principal;
2. Maintenance of Liquidity; and
3. Return Maximization.

CSC Leon is an independent, special taxing district in Leon County, Florida, established in November 2020. CSC Leon serves a population of nearly 200,000 and has an annual average general fund revenues of \$7.8 million.

CSC Leon's potential investment portfolio consists of approximately \$800,000 to \$1,000,000 in general operating and reserve funds (no pension funds). CSC Leon currently manages excess funds in money market accounts. CSC Leon expects to transition to a third-party safekeeping arrangement if/when the transition to a fee-based investment advisor model is made. The transition to a fee-based investment advisor solution is being considered to enhance portfolio return, properly manage risk, maintain continuity, and ensure that investment decisions are made and executed in the best interest of CSC Leon.

Ultimately, CSC Leon's goal is to maximize interest earned while minimizing risk on its cash reserves and leverage its fund balance without compromising liquidity.

Responses to this RFI will be used as inputs to CSC Leon's decision-making process.

All information received in response to this RFI marked "Proprietary" will be handled accordingly. Responses to the RFI will not be returned. Responses to this RFI are not considered offers and will not be accepted by CSC Leon to form a binding contract. Responses to this RFI will assist CSC Leon in determining the potential level of interest, competition adequacy, and technical capabilities of commercial vendors to provide the required products and services. CSC Leon does not guarantee any action beyond this RFI.

II. BACKGROUND

CSC Leon is a catalyst for positive change to improve the lives and outcomes of children and families in the local community. Approved by a majority of the Leon County ("County") electorate in the November 2020 general election, CSC Leon has been established to provide children with early learning and reading

skills, development, treatment, preventative and other children's services. In 2021, the 10-member CSC Leon Governing Council set the millage rate at 0.375 generating \$7,335, 558. In 2022, the same millage is proposed to generate an estimated \$8,041,249 in revenue.

As an independent special district authorized by section 125.901, Florida Statutes, CSC Leon will provide funding for these children's services throughout the County by annually levying ad valorem taxes, not exceeding the maximum millage rate of one-half (1/2) mill. CSC Leon has independent oversight and accountability, and the following powers and functions:

1. To provide and maintain in the County such preventive, developmental, treatment and rehabilitative services for children as CSC Leon determines are needed for the general welfare of the County.
2. To provide such other services for all children as CSC Leon determines are needed for the general welfare of the County.
3. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research, which will be helpful to CSC Leon and the County in deciding the needs of children in the County.
5. To consult with other agencies dedicated to the welfare of children, to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing in this subsection shall be construed to authorize CSC Leon to issue bonds of any nature, nor shall CSC Leon have the power to require the imposition of any bond by the Board of County Commissioners.
7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and duties.

III. Investment Advisory Services

The following describes the basic scope of services that CSC Leon anticipates needing.

1. Prepare a written Investment Policy Statement (the "IPS"). The IPS will establish the investment policies and objectives of CSC Leon, set forth the asset classes and investment categories to be sought, and define the criteria and standards for selecting and monitoring investments.
2. Provide investment recommendations regarding the specific selection criteria set forth in the IPS.
3. Monitor the core investment funds being utilized to assure both ongoing compliance with the objective criteria as outlined and required by the IPS as well as ongoing satisfaction of reasonable objective and subjective criteria.

4. Make recommendations regarding investments including, but not limited to, investment changes or supporting documentation as to the ongoing retention of investments when such recommendations are deemed advisable.
5. Provide on-site investment reviews with the Governing Council or committee, generally accepted to be held quarterly during the first year, transitioning to a semi-annual basis thereafter. The meetings will be held at the CSC Leon public office in Tallahassee, Florida.

IV. RESPONSE CONTENT

CSC Leon would like to obtain the following information about investment and cash management services that will ultimately meet the functions described in section III:

Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, and affiliation with other companies.
2. Please describe the entire range of investment management services your firm provides to clients. Indicate which services are your firm's specialties or areas of greater expertise. Why did you choose the specific area of expertise and how is the expertise maintained and expanded?
 - a. Do you offer a fund or product that is fixed or backed by fixed assets with high liquidity (liquidation within a day)? Does this fund or product allow for less than a million invested to participate?
 - b. How many participants are included in the pool?
3. Disclose all conflicts or potential conflicts of interest the firm has in serving in an investment manager relationship (e.g., relationships with custodians, investment managers, brokerage firms, etc.).
4. Has the firm or any officer or principal of the organization been involved in litigation related to investment management activities, or have they otherwise been involved in a SEC investigation or litigation? If yes, provide a brief summary and indicate the current status of the proceedings.
5. List any other support services the firm provides CSC Leon, if applicable (e.g., customized research projects, educational seminars, etc.).
6. Describe the firm's expertise in handling monies originating from public funds, specifically for Florida cities, counties or special districts.
7. Describe the financial condition of your firm.

Staffing

1. Provide an organizational chart that includes all individuals employed in the investment management group. Specifically identify consultants, professional support staff, and administrative staff, along with professional designations.
2. List the personnel you would likely propose to assign to this relationship and their responsibilities. Provide brief biographical information on each individual including their positions in the company, education, training, and years and type of experience in investment management.
3. Describe the turnover of portfolio managers and professional support staff over the past five years.

Client/References

1. Identify the types of accounts primarily sought by your firm.
2. Attach a list of three Florida references, including at least one client similar to CSC Leon in size and scope of investment. Indicate the contact's name, address, email address, and telephone number. Indicate the length of time you have provided investment services to the client and the type of services provided.

Performance Measurement and Evaluation

1. Describe the methods and sources of data used for analyzing the performance of investment managers and the portfolio. Specifically, include the monitoring of performance, risk, style, etc. Which benchmarks are most appropriate for this portfolio? Should we expect an incremental increase in return over the benchmark return?
2. How many business days after the end of a reporting period are the performance reports available? Can the reports be customized? Does the firm offer web access to the investment portfolio? Please provide a sample monthly client report.

Technology

1. What technological capabilities does the firm have to add value and efficiencies to the investment management process? Does the firm have a website? If yes, please provide the website address and a brief commentary on information typically accessible on the website to clients.
2. Describe the top two technology initiatives/enhancements your firm will be implementing or developing in the next 12 to 24 months.

Investment Strategy

1. Briefly describe your firm's investment management philosophy including your approach to managing portfolios for cities, counties, or special districts.
2. What are the primary strategies for adding value to the portfolios?
3. Describe the ongoing daily investment procedures. Include procedures for trades, security selection, controls, etc., and how will you provide necessary liquidity.
4. How frequently would you suggest your staff meet with CSC Leon staff and Investment Committee? Who will attend these meetings?

Fee

1. Outline your fee schedule that would likely apply to CSC Leon. Include in the fee schedule any and all applicable fees to perform investment advisory services.
2. What, if any, are the start-up costs (e.g., development of IPS, etc.)?

Summary

1. What do you believe sets your firm's services apart from the competition and what unique value-added services could you provide for CSC Leon? Please respond by using an example of how your firm assisted a similar client to build a successful investment program.

V. SUBMISSION DETAILS

Interested businesses shall submit electronic responses; responses must be received by Dina Snider at procurement@cscleon.org no later than March 3, 2023, at 5:00 p.m. ET.

Responses must be submitted electronically, formatted in Microsoft Word or Microsoft Excel (any version). Margins must be 1" on all sides, to print on 8 ½" x 11" paper. Calibri typeface, 12-point font is preferred. Responses should be specific to the response content outlined in section III, and include the following: company name, address, website and point-of-contact (POC) including name, phone number and email address.

The page limitation is 15 pages and respondents are cautioned to keep marketing materials and non-specific information to a minimum. No responses shall be accepted via US Mail or Fax.

Disclaimer: This is a Request for Information only to identify sources that can provide investment and cash management services.