**REQUEST FOR QUOTATIONS:**

**Employ Milwaukee, Inc Investment Management Services**

This Request for Quotations (RFQ) consists of three (3) pages beginning with this one.

Employ Milwaukee, Inc. (EMI) is soliciting quotes from qualified professional firms to provide investment management services, complying with all terms and conditions described in this document.

Quotes will be accepted no later than **4:00 PM CST, MAY 12, 2023.** Quotes received after this time will not be accepted. Mark all documents **RFQ Investment Management Services**. Email all documents on or before the due date to:

[ANNEMARIE.PROBST@EMPLOYMILWAUKEE.ORG](mailto:ANNEMARIE.PROBST@EMPLOYMILWAUKEE.ORG)

**ATTN: ANNEMARIE PROBST, CHIEF FINANCIAL OFFICER**

EMPLOY MILWAUKEE, INC.

2342 N 27TH STREET

MILWAUKEE WI 53210

Quotes must be manually signed on this EMI form in the space provided below.

Please submit **one (1) digital PDF file**.

---------------------------------------------------------------------------------------------------------------------------------------I have read the terms and conditions of this RFQ and submit for consideration the attached proposal and exhibits, if any. The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

**Provider Name/Federal Tax ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address/Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signer’s Full Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST FOR QUOTES OVERVIEW**

Project Name: RFQ Employ Milwaukee, Inc Investment Management Services

Release Date: May 1, 2023

Due Date: 4:00 PM CST, May 12, 2023

**ABOUT EMPLOY MILWAUKEE, INC.**

Employ Milwaukee, Inc. (EMI) is a 501(c) 3, non-profit organization. As the Workforce Development Board serving Milwaukee County, WI, EMI is committed to supporting Milwaukee County residents in their search for economic self-sufficiency and supporting local businesses by collaborating with them to create a talent pipeline for a knowledge-based economy. EMI manages a sector-focused education, training and employment system that involves local educators, prospective training operators, area employers, job seekers and employees. More information on EMI can be found at [www.employmilwaukee.org](http://www.employmilwaukee.org).

EMI currently has $750,000 - $1,000,000 requiring investment management services. The target is to have a vendor selected for services by 5/26/23 with a plan to implement by 7/1/23.

**SCOPE OF SERVICE SOUGHT**

EMI is requesting proposals from qualified investment management firms to assist its Board of Directors in managing its investment portfolio. Through years of fiscal discipline, the organization has accumulated approximately $750,000 - $1,000,000 of reserves. EMI’s Personnel, Finance, and Audit (PFA) Committee has recommended to the Board of Directors that the agency more proactively manage its investment portfolio.

The PFA Committee has concluded that due to the size of EMI’s money market fund, coupled with the small investment portfolio, EMI would benefit from applying a more holistic approach to managing its investments by implementing asset allocation strategies that will improve the return on investments while still maintaining safety of principal.

In addition, EMI would like to develop a formal investment policy statement; before adopting the policy, EMI would like recommendations from its professional advisor regarding an appropriate investment policy that would support EMI’s programmatic and organizational goals.

**INSTRUCTIONS TO THE VENDOR**

Respondent must email one (1) PDF file to EMI’s CFO, as stated on Page 1. The PDF file must include the signed cover sheet and completed questionnaire starting on Page 3 of this RFQ.

**Evaluation Criteria**

EMI’s PFA Committee will evaluate proposers’ responses to each of the RFQ requirements. Each response will be reviewed, discussed, evaluated, and ranked by each of the committee members. Proposals should be complete on their face. However, after opening of responses, EMI reserves the right to waive irregularities in any proposal, to request clarifying information it deems appropriate from one or more respondents, to request supplemental information from all of the respondents, and to factor any additional information into the evaluation. EMI may or may not require oral presentations of a group of finalists in person or on the telephone and may request further information from those finalists. EMI’s Executive Committee of the Board of Directors will issue final approval of the vendor.

**PROPOSAL FORMAT AND CONTENT**

Please complete the questionnaire below.

# General Information

## Provide the following information:

### Name, address, and telephone number of the responding organization.

### Name, title, mailing address, telephone number, fax number, and e-mail address of contact person for this RFQ.

### Name, title, mailing address, telephone number, fax number, and e-mail address of the person authorized to execute any agreement(s) that may be awarded.

## A brief profile of your firm and a statement of your firm’s qualifications.

## A summary of your firm’s experience managing investments for non-profit organizations.

## A description of your fees associated with providing investment management services.

## Types of investment reports that your firm would provide; sample reports would be appreciated.

## Professional profiles of the individual(s) who will be responsible for managing the investment portfolio.

## A description of how you would work with EMI to achieve its investment objectives as indicated in its Investment Policy.

## Any other information that you believe would be important to the PFA Committee in its decision-making process.

# References

## A list of non-profit client references (at least three). Please provide client name, contact name, address, phone number, email address, services provided, and year they became a client.