

STARCARE SPECIALTY HEALTH SYSTEM

904 Ave. O • P.O. Box 2828 • Lubbock • Texas • 79408-2828

REQUEST FOR PROPOSALS

Investment Firm Services

DESCRIPTION OF REQUEST FOR PROPOSAL

STARCARE SPECIALTY HEALTH SYSTEM is issuing a Request for Proposals (RFP) from Investment Firms interested in assisting StarCare with achieving its goal of building a portfolio up to \$10m. The services required may include, but are not limited to, developing an investment portfolio, performing market research to stay current on market trends, strategizing ways to enhance profitability, offering strategic advice on investments, preparing financial documents, and maintaining compliance with Texas PFIA standards and all rules and regulations in the financial industry.

STARCARE SPECIALTY HEALTH SYSTEM is a Community Mental Health and Intellectual Developmental Center created under the authority of the Texas Mental Health and Mental Retardation Act, Articles 5547-210 to 5547, enacted by the 59th Legislature Regular Session, effective September 1, 1965. The Center is considered a unit of local government and has non-profit status with the IRS.

INSTRUCTIONS TO PROPOSERS

1. PROCEDURES FOR SUBMITTING PROPOSALS

1.1 Proposal Submittal

Electronic proposals will be sent to Jason Cannaday, Chief Financial Officer at jcannaday@starcarelubbock.org

1.2 Proposal Due Date

Electronic proposals will be received no later than 4:00 p.m., April 13, 2023.

2. PROPOSAL PREPARATION COSTS

- 2.1 Issuance of this RFP does not commit STARCARE SPECIALTY HEALTH SYSTEM, in any way, to pay any costs incurred in the preparation and submission of a proposal.
- 2.2 The issuance of this RFP does not obligate STARCARE SPECIALTY HEALTH SYSTEM to enter into a contract for any services.
- 2.3 All costs related to the preparation, submission and presentation of a proposal shall be paid by the Proposer.

3. CONFLICT OF INTEREST

- 3.1 By signing and executing this proposal, the Proposer certifies and represents to STARCARE SPECIALTY HEALTH SYSTEM the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this proposal.

- 3.2 With the exception of interviews and other contacts initiated by STARCARE SPECIALTY HEALTH SYSTEM relevant to the selection process, Proposers, their employees or representatives, are prohibited from contacting any official or employee of STARCARE SPECIALTY HEALTH SYSTEM, except the Chief Financial Officer, in regard to this RFP from the issuing date of the RFP until the date STARCARE SPECIALTY HEALTH SYSTEM selects a proposal. Any such contact will be grounds for rejection of the vendor's proposal.

4. AUTHORIZATION TO BIND SUBMITTER OF PROPOSAL

- 4.1 Proposals must include a cover letter clearly identifying the name, address, and telephone number of the Proposer. The cover letter must be manually signed by an officer of the firm authorized to bind the submitter to its provisions. The person signing the proposal must show title or AUTHORITY TO BIND THEIR FIRM IN A CONTRACT. Failure to manually sign the proposal may be cause for disqualification.
- 4.2 The Proposer selected by STARCARE SPECIALTY HEALTH SYSTEM will be required to enter into a contractual agreement with STARCARE SPECIALTY HEALTH SYSTEM for the services discussed throughout this RFP. The proposal submitted by the Proposer shall become an integral part of the contract between STARCARE SPECIALTY HEALTH SYSTEM and the Proposer and the representatives, covenants, and conditions therein contained shall be binding upon the person, firm or corporation executing the same. Should contract negotiations not prove desirable (as defined by STARCARE SPECIALTY HEALTH SYSTEM), STARCARE SPECIALTY HEALTH SYSTEM reserves the right to terminate contract negotiations at any time.

5. PROPOSAL AWARD

- 5.1 STARCARE SPECIALTY HEALTH SYSTEM reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained in this RFP may not be considered.
- 5.2 All proposals are evaluated for compliance with specifications before the proposal price is considered. Response to specifications is primary in determining the best low proposal. Failure to comply with the conditions of the RFP may result in disqualification of the proposal.
- 5.3 Any contract resulting from this RFP shall be entered into in the State of Texas and under the laws of the State of Texas. In connection with the performance of work, the Proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable. Proposer further understands and agrees that venue shall be in Lubbock County, Texas.

6. WORK MADE FOR HIRE

- 6.1 Upon contract execution, all work developed or prepared for STARCARE SPECIALTY HEALTH SYSTEM pursuant to this RFP, is the exclusive property of STARCARE SPECIALTY HEALTH SYSTEM. All right, title and interest in and to property shall vest in STARCARE SPECIALTY HEALTH SYSTEM upon creation and shall be deemed to be a work made for hire and made in the course of the services rendered pursuant to this RFP. To the extent that title to any such work may not, by operation of law, vest in STARCARE SPECIALTY HEALTH SYSTEM, or such work may not be considered a work made for hire, all rights, title and interest are irrevocably assigned to STARCARE SPECIALTY HEALTH SYSTEM. STARCARE SPECIALTY HEALTH SYSTEM shall have the right to obtain and to hold in its own name any and all patents, copyrights, registrations, or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof.

7. PROPOSAL CONTENT

- 7.1 Provide proof of appropriate certification/licensure and compliance with all applicable local, state, and federal guidelines regarding said services.
- 7.2 Provide a brief history of the firm and describe the ownership structure of the firm, including specific details with regard to parent organization and any affiliates.
- 7.3 Describe the firm's client base and experience in providing investment management services to nonprofit organizations.
- 7.4 Identify key staff who would be involved in servicing the account, their relationship to the firm and their experience in working with other nonprofit organizations. Provide biographical data on these individuals.
- 7.5 Describe the firm's investment process, including asset allocation, portfolio construction and rebalancing.
- 7.6 Does the firm receive any direct or indirect compensation for recommending investment managers or any investment products? If so, what is the compensation arrangement?
- 7.7 What is the method and frequency of performance reporting to clients? Include a sample of your performance report.
- 7.8 Describe how benchmarks are chosen or developed.
- 7.9 Describe the online access you make available to clients.
- 7.10 What services are provided to help clients meet fiduciary obligations?
- 7.11 How is the firm specifically qualified to manage assets for nonprofit organizations?
- 7.12 Provide a list of three (3) references with email address and phone numbers, who can attest to the firm's ability to provide investment management services.
- 7.13 Describe the fee structure, including investment advisory or consulting fees, portfolio management fees, fees charged by third party managers or custodians and any underlying expenses associated with sub-advisors, mutual funds, exchange-traded funds, or other pooled investment vehicles.

8. EVALUATION CRITERIA

8.1 Proposals will be evaluated based on the following weighted criteria:

- | | |
|--------------------------------|-----------|
| • Organization Qualifications | 15 Points |
| • Investment Process/Reporting | 25 Points |
| • References | 10 Points |
| • Fees | 25 Points |
| • Subjective Analysis | 25 Points |