

REQUEST FOR PROPOSAL



DATE ISSUED: September 12, 2025

DUE DATE: October 10, 2025

Notice of Issuance of Request for Proposal for:

Solicitation of Investment Advisor

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INTRODUCTION

HealthierHere is requesting proposals for the purpose of assessing investment and cash management services that can meet HealthierHere's needs. Specifically, HealthierHere is seeking higher returns from current investments and to utilize the returns to fund future operations. The needs of HealthierHere include:

- (a) Maximization of interest earned while minimizing risk on the cash reserves
- (b) Maximization of return while managing risk

HealthierHere has an established Statement of Investment Policy that governs the management of assets held by HealthierHere.

The selected investment advisor(s) would be expected to develop and implement an investment strategy and work with HealthierHere staff. The successful advisor will:

- (1) Comply with all specifications within the RFP or clearly indicate where the proposal deviates.
- (2) Acknowledge their role as a fiduciary in writing.
- (3) Provide fee-only consulting independent of its management, broker-dealer or custodial operations.
- (4) Monitor HealthierHere funds regularly and provide ongoing advice and assistance regarding the investments.
- (5) Not engage in any soft dollar arrangement in which compensation is paid directly or indirectly from a third party such as a manager, custodian, etc.
- (6) Closely monitor fee structures to assure their equity and transparency (including soft dollar and similar costs).
- (7) Continual development and annual review of HealthierHere's investment policy, including risk assessment and risk management.
- (8) Provide a monthly report to indicate changes in portfolio balances due to performance, cash flow, dividends or income paid, or expenses.
- (9) Provide a quarterly portfolio summary with comparisons to the total portfolio benchmark and appropriate market benchmarks for all investments held, accounting for both fees and risk
- (10) Meet with HealthierHere staff, Audit and Finance Committee, and Governing Board up to four times annually
- (11) Comply with any and all applicable state and federal laws and regulations
- (12) Respond to any inquiries from HealthierHere auditors.

Additional information about HealthierHere can be obtained from our website at www.healthierhere.org.

This Request for Proposal contains submission requirements, scope of services, period of services, terms and conditions and other pertinent information for submitting a proper and responsive proposal. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

Prospective offerors requiring any explanation or interpretation of the solicitation must request it in writing no later than 5:00 pm PST on September 26, 2025. The request must be addressed to Thuy Hua-Ly, HealthierHere's Chief Finance and Operations Officer at the following email address: thua-ly@healthierhere.org. Any information given to a prospective offeror about this solicitation will be furnished to all other prospective offerors as a written amendment to this solicitation.

Notice of Intent to Propose. If your firm elects to respond to this RFP, notify Thuy Hua-Ly, HealthierHere's Chief Finance and Operations Officer at the following email address: thua-ly@healthierhere.org.

All responses to the RFP must be provided via email and labeled as follows with the specific information:

RFP: HealthierHere, Request for Investment Services, Due Date and Time: October 10, 2025, 5:00 pm PST.

HealthierHere wishes to enter into a fixed fee contract(s) to ensure that commitments will be met in a professional, effective, and cost-efficient manner. HealthierHere intends to award the contract pursuant to a “best value” basis, not a “lowest bid” basis. An evaluation committee shall review and rank each of the offerors’ proposals using the method of evaluation described in this request. The committee shall enter into negotiations with the highest ranked proposal first, and if necessary, any or all of the other proposals and submit the list of ranked offerors to the organization’s Chief Executive Officer. The Chief Executive Officer shall make a recommendation to the organization’s Finance and Audit Committee to award a single contract to the most competent, responsive, and responsible offeror in accordance with the proposal evaluation criteria.

HEALTHIERHERE'S RESERVATION OF RIGHTS

HealthierHere reserves the following rights in association with the Request for Proposal process and upon contract award.

Right to Reject, Waive, or Terminate the RFP. Reject any or all proposals, or terminate the RFP process at any time, if deemed by HealthierHere, to be in its best interests.

Right to Not Award. Not to award a contract pursuant to this RFP.

Right to Terminate. Terminate a contract award pursuant to this RFP, at any time for the Agency's convenience, upon 10 days' written notice to the successful offeror(s).

Right to Determine Time and Location. Determine the days, hours, and locations that the successful offeror(s) shall provide the services called for in the RFP.

Right to Retain Proposals. Retain all the proposals submitted and do not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals.

Right to Negotiate. Negotiate the fees proposed by the offeror(s).

Right to Reject Any Proposal. Reject and do not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

Right to Reject Proposal for Debarment. In addition, the Agency reserves the right to reject the proposal of any firm who is debarred from providing services.

No Obligation to Compensate. No obligation to compensate any offeror for any costs incurred in responding to this RFP.

Unauthorized Sub-Contracting Prohibited. The successful offeror/contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of HealthierHere. Any purported assignment of interest or delegation of duty, without the prior written consent of HealthierHere shall be void and may result in the cancellation of the contract with HealthierHere or may result in the full or partial forfeiture of funds paid on the contract, as determined by HealthierHere.

Project Staffing Changes. Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons. However, in either situation, HealthierHere retains the right to approve or reject replacements.

INSTRUCTIONS TO OFFERORS

1. **Notice of Intent to Propose.** If your firm elects to respond to this RFP, notify Thuy Hua-Ly at the following email address: thua-ly@healthierhere.org by October 10, 2025.
2. Prospective offerors requiring any explanation or interpretation of the solicitation must request it in writing no later than 5:00 pm EST on September 26, 2025. The request must be addressed to Thuy Hua-Ly at the following email address: thua-ly@healthierhere.org. Any information given to a prospective offeror about this solicitation will be furnished to all other prospective offerors as a written amendment to this solicitation. After this date and time responses to questions on the RFP will not be provided to any prospective offeror. Responses to questions must be made in writing before the deadline for the submission of written questions.
3. All responses to the RFP must be provided via email and labeled as follows with the specific information: **RFP: HealthierHere, Request for Investment Services**, Due Date and Time: October 10, 2025, 5:00 pm PST. Any proposal received/time-stamped after October 10, 2025, 5:00 pm EST time will be considered late and will be returned.
4. No proposal may be withdrawn or modified in any way after the deadline for proposal submittal. Proposals shall remain firm and valid for ninety (90) days from said deadline.
5. The proposal must be completed in its entirety, completing all forms included in the proposal packet. If the offeror should have any questions regarding the forms, contact Thuy Hua-Ly via email at thua-ly@healthierhere.org.
6. Proposals are to be submitted in narrative form.
7. Offerors may supplement their proposal with attached sheets for the purpose of adding or otherwise explaining any further conditions the offeror wish to have considered. Such supplemental attachments are to be considered items to be reviewed, accepted, rejected, or further considered by the evaluation committee.

PROPOSAL FORMAT

HealthierHere intends to retain the successful offeror pursuant to a “Best Value” basis, not a “Lowest Bid” basis, i.e., HealthierHere will consider other factors than cost in making the award decision. All proposals submitted in response to this RFP must be formatted in accordance with the sequence and instructions provided below. Any proposal which fails to include all of these items will be considered a non-responsive proposal and will not be considered for evaluation.

Title Page. The title page should include the proposal subject, the firm’s name, address, phone, and fax numbers, email address and contact person, date of the proposal, and Federal ID number of the firm.

1. Knowledge and Experience (Maximum Page Limit: 5 Pages). This section should provide information inclusive of the following elements:

A. Investment Advisory Team

- (1) Briefly describe your firm’s history, to include information on year formed, assets under advisement, and ownership structure, including any parent, affiliates or subsidiaries, and any business partners or joint ventures. Be sure to include any relationships your company has with any other organizations such as insurance companies, brokerage firms, investment banking firms, or mutual fund companies. Include the location of the organization’s headquarters and offices. Please provide an organizational chart.
- (2) Is your firm a registered investment advisor with the SEC under the Investment Advisers Act of 1940, as amended? If so, include a copy of your Form ADV Parts 1 & 2A.
- (3) Provide a breakdown of the firm’s professional staff, i.e., consultants, research, investment, etc.
- (4) What is the total number of nonprofits your firm serves? How many are: 1) Below \$1 million; 2) \$1-\$5 million; 3) \$5 - \$20 million; 4) Above \$20 million. What is the average size of a reserve?
- (5) How long has your firm advised nonprofits? Describe your firm’s experience working with similar nonprofits.
- (6) Within the past three years, have there been any significant developments in your organization such as changes in ownership, restructuring, personnel reorganizations, terminations or investigations?
- (7) To the best of your knowledge, is the firm currently engaged in, or the subject of, discussions to change its ownership structure, organizational affiliation, or organizational placement? If yes, explain.
- (8) Have you lost any nonprofit clients in the last three years? If so, please describe.

B. Custodian/Broker-Dealer

- (1) Describe the relationship between you and your Custodian/Broker-Dealer that you would recommend for our organization including any revenue sharing arrangements?
- (2) Please provide your recommended custodian/broker-dealer’s most recent SOC 1 or SSAE 70 that outlines internal controls
- (3) Provide a breakdown of the total nonprofit assets for which your recommended custodian/broker-dealer maintains custody.

C. Standards of Conduct and Ethics

- (1) Has your firm adopted a written code of conduct or a set of standards for professional behavior? If so, please describe.
- (2) For the past 10 years, has the firm, its officers or principals or any affiliate ever been the focus of any litigation/regulatory action? If ‘yes’, please provide details and the current status of proceedings.

D. Investment Management

- (1) Briefly describe your firm’s investment management philosophy.
- (2) Describe the primary strategies employed by your firm for adding value to portfolios.

E. Investment Policies

- (1) Describe your process for developing an investment policy, maintaining a continuous review and determining if and when changes need to be made.
- (2) Describe your firm's performance reporting and evaluation services including benchmarking.

The offeror shall identify whether or not subcontractors will be used for the engagement, if awarded, and/or if the proposal is a joint venture with another firm. All information required from the offeror must also be included for any major subcontractors or from any joint venture.

2. References. Provide no more than three (3) references of nonprofit organizations currently under contract with the firm or clients served within the past three (3) years for whom the offeror has performed similar services to those described in the RFP. The list shall include the: client's name, client's contact name, client's telephone number, the date the service(s) was provided, and a brief narrative description and scope of the service(s), including key personnel and contract value.

3. Commitment Letter. The proposal must include a signed letter indicating that if selected, your firm will sign an annual contractor for investment services for a period of two (2) years. This contract may be extended for an additional one (1) year period for a total of three (3) years of investment services if mutually agreed upon by the Agency and the contractor.

4. Licensing and Insurance Requirements. Prior to award, but not as part of the proposal submission, the successful contractor will be required to provide the following documents.

- a. Evidence that the key personnel that will be reviewing all work performed under the engagement is licensed to provide investment services.
- b. An original certificate evidencing the contractor's current industrial (worker's compensation) insurance carrier and coverage amount.
- c. An original certificate evidencing the contractor's General Liability coverage.
- d. An original certificate evidencing the contractor's Professional Liability and/or "errors and omissions" coverage.
- e. A copy of the contractor's business license allowing the entity to provide such services within the jurisdiction.
- f. A copy of the contractor's license issued by the State of record allowing the contractor to provide the services provided in the RFP.

5. Price Proposal Template. Submit a price proposal inclusive of the following elements:

- (1) Describe the proposed fee structure and billing process for all investment advisory services. Please note any minimum fee.
- (2) Describe any and all other fees or expenses, including, but not limited to, administration, reports, mailing, travel, and any other fee not previously mentioned.
- (3) Indicate the approximate fee of the investment vehicles or third-party managers typically recommended for similarly situated portfolios.
- (4) Indicate the fee schedule for the recommended third-party investment custodian