



TOWN OF CAMPTON

Board of Selectmen's Office

REQUEST FOR PROPOSALS

TRUST & CAPITAL RESERVE FUND MANAGEMENT SERVICES

The Town of Campton Trustees of the Trust Funds wishes to engage the services of a qualified private bank or firm(s) to provide the Trustees with Money Manager and Trust Services. Each entity submitting a proposal must be lawfully engaged in the practice of providing money manager and trust services in the State of New Hampshire.

Proposals must be received **no later than 4:30 PM on October 22, 2021**, from interested firms to be eligible for consideration by the Town. Each proposal shall be submitted in a **sealed envelope** which is clearly marked,

RFP - TRUST AND CAPITAL RESERVE FUND MANAGEMENT SERVICES

Town of Campton
Attn: Trustees of the Trust Funds
12 Gearty Way
Campton, NH 03223

All proposals received will be considered confidential and are not available for public review until after a vendor has been selected.

The Trustees reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information, and/or errors in the proposal, to accept the proposal considered to be in the best interest of the Town.

Description, Scope and Budget of Proposed Work: The principal elements of this project are to provide comprehensive investment services including (but not limited to):

1. Investment management services
2. Advisory services that include, but are not limited to, advice on an investment policy, design, redesign, or adjustments (as necessary)
3. Investing town funds as delineated in towns' investment policies and procedures and incompliance with applicable NH RSA.
4. Keeping complete records of all transactions with regard to investment of town funds, monitoring performance, and providing for periodic reports to the town including the Town's performance versus appropriate peer groups/benchmarks.
5. Providing statements, portfolio analysis, and performance comparisons quarterly or as agreed upon by the town.
6. Attending periodic meetings with the Trustees of Trust Funds and/or Board of Selectmen to review the plan(s).
7. Receiving ongoing contributions into the Trust and processing requests for distributions, as required and/or requested.
8. Completion and submittal of NH Department of Revenue's MS-9 And MS-10 forms pursuant to NH RSA 31:38.

General Submission Requirements:

The company shall submit three (3) copies and one (1) electronic copy of its proposals outlining its qualifications. Each proposal shall consist of the following:

1. A transmittal letter signed by an official authorized to enter contracts for the firm should refer to this RFP by title and date. It should include the name and number of a contact person for the proposal.
2. Qualifications and Experience
 - a. A brief description of the firm and its various business functions.
 - b. A description of the qualifications and previous experience on similar or related projects including performance history.
 - c. Contact information of three local government agencies for which the firm provides or has provided similar services (agency name, contact individual, mailing address, phone number and email address).

The company shall submit in a separate sealed envelope a price required to complete the services described in the proposal.

Proposed Fees:

Provide a complete schedule of fees (one-time or recurring) for all services including, but not limited to:

- a. Investment management fees including policy development, asset allocation recommendation, asset management (including underlying fund or manager fees), funding analysis, advisory fees, and any underlying manager/fund/ETF fees.
- b. Other management, administrative, or transaction fees
- c. Are you willing to guarantee your fees for a specific period of time?

The selection process will include the evaluation of each submitting firm's statement of qualifications. The submitting firms will be rated and shortlisted, and interviews will be conducted. The Town will enter into negotiations with the top-rated firm for a fee proposal for trust services. If not mutually agreeable, the Town will entertain entering into a fee proposal from the second-rated firm and so on until an agreement is reached. The Town reserves the right to discontinue the selection process at any time prior to awarding the contract. There will be no reimbursement to any firm if the selection process is terminated.

This request for Statements of Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services and supplies. Costs incurred for the preparation of the Statements of Qualifications in response to this request shall be the sole responsibility of the firm submitting. The Town reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to cancel this Request in whole or in part, and to accept any submittal that it may deem to be in the best interest of the Town.

The Town of Campton is an equal opportunity employer. All qualified Statements of Qualifications will receive consideration without regard to race, color, religion, creed, age, gender, or national origin.