

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Deadline: September 10, 2024

Summary:

The U.S. Civilian Research and Development Foundation (CRDF Global) is an international non-profit 501(c)(3) corporation founded in 1995. The organization is dedicated to advancing security, health, and economic progress by mitigating threats and enhancing opportunities through science, innovation, and collaboration. A detailed list of expectations is provided in the “Scope” section.

Scope:

The organization is now seeking proposals from selected investment advisors to advise, manage, and administer CRDF Global’s investment reserve.

CRDF Global has a reserve of approximately \$50 million to execute future programming and support & grow the organization. In addition, CRDF Global has an Investment Policy Statement that governs the management of the reserve. The document is included as an attachment. CRDF Global is actively seeking to add to the reserve annually and could potentially consider adjustments to the reserve’s asset allocation target in the future.

The selected investment advisor would be expected to develop and implement an investment strategy and work with our staff to manage the reserve.

The successful advisor will:

- i. Comply with all of the specifications within the RFP or clearly indicate where your proposal deviates.
- ii. Provide fee-only consulting independent of its management, broker-dealer or custodial operations.
- iii. Monitor our funds regularly and provide ongoing advice and assistance regarding the investments.
- iv. 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.
- v. Closely monitor fee structures to assure their equity and transparency (including soft dollar and similar costs).
- vi. Continual development and annual review of investment policy, including risk assessment and risk management.
- vii. Provide a monthly report to indicate changes in portfolio balances due to performance, cash flows, dividends or income paid, or expenses.
- viii. 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.
- ix. Meet (in person or via telecommunication) with CRDF Global staff, Finance Committee, or Board.
- x. Comply with any and all applicable state and federal laws and regulations.
- xi. Respond to any inquiries from CRDF Global auditors.

Proposal Requirements:

Your written proposal should include the following information:

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

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

C. Standards of Conduct and Ethics

9. Has your firm adopted a written code of conduct or a set of standards for professional behavior? If so, please describe.
10. 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

11. Briefly describe your firm's investment management philosophy.
12. Describe the primary strategies employed by your firm for adding value to portfolios.

E. Investment Policies

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

F. References

15. List at least three similar organizations as references. For each reference, include name, contact person and title, address, telephone number, and the number of years the nonprofit has been with your firm.

G. Fees

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

H. Other

22. Please explain what differentiates your firm from other advisors.

Timetable:

August 23: RFP Questions due

September 4: RFP Questions & Answers released

September 10: RFP submissions due

October TBD: Oral presentation to the executive team

November 30: Final Decision

Selection Criteria:

1. Management Experience (20 points) – Offer’s team should be able to demonstrate significant relevant experience in managing similar size for non-profit/charitable foundation investments. Please provide names and resumes of the investment advisors the offer is proposing in their response.
2. Past Performance (40 points) – Offer should include investment performance against relevant equity and fixed income benchmarks for similar sized non-profit/charitable foundation investments that align with our IPS.
3. Cost reasonableness (15 points) – Offer should include all associated fees to manage a fund valued at \$50 million.
4. Customer engagement (25 points) – Offer should demonstrate experience working with clients and organization board/committee members to respond to market conditions, amend/develop investment policy statements, outline customer engagement rhythms, and support ad hoc requests.

The organization will invite the finalists to our office to provide an oral presentation to the executive team. Details regarding the presentation will be provided to the finalists prior to the meeting. The presentation team must include the named investment advisors in your proposal.

Submission:

Please submit your written proposal to advise, manage, and administer these funds for CRDF Global to procurement@crdfglobal.org and Andrei Pinto apinto@crdfglobal.org no later than {11:59pm EST on Tuesday, September 10th, 2024}. Proposals should be submitted as electronic documents in PDF, Word, or Excel format.

Background:

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global's diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

Vision Statement:

Our world, healthy, safe, and sustainable.

Mission Statement:

Safety, security, and sustainability through science, innovation, and collaboration.

Values:

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence.

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to prioritizing an inclusive and collaborative space in which diversity and equity is discussed, championed, and supported. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

More information is available at www.crdfglobal.org.

Solicitation Terms & Conditions:

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been

awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.