

## **Request for Proposal (RFP): Investment Advisory Services**

**Issued by: El Rancho de Las Golondrinas**

**Date Issued: March 17, 2025**

**Proposal Due Date: May 2, 2025**

### **Introduction**

El Rancho de Las Golondrinas is a living history museum located in Santa Fe, New Mexico, dedicated to preserving the legacy of the land and cultural traditions of New Mexico. The museum's guiding principles include learning, stewardship, diversity, community, authenticity, and accountability. The museum operates as a nonprofit organization, supported by donations, grants, and an endowment fund.

The museum's endowment has a current market value of \$13 million and an asset allocation of 50% fixed income and 50% global equity. The portfolio is externally managed by the investment advisor/consultant. The museum's Finance and Investment Oversight Committee (FIOC) is currently evaluating the appropriateness of recommending a small allocation to alternative (non-publicly traded) investments for Board consideration.

To ensure the long-term financial sustainability of the organization, El Rancho de Las Golondrinas seeks proposals from qualified investment advisory firms to provide discretionary investment management and advisory services.

### **Scope of Work**

The selected investment advisory firm will:

#### **1. Develop an Investment Strategy**

- a) Create a tailored investment strategy to meet the museum's long-term financial goals while adhering to its Investment Policy Statement (IPS).

#### **2. Portfolio Management**

- a) Actively manage and monitor the museum's portfolio, ensuring diversification and alignment with the risk tolerance and objectives outlined in the IPS.

### 3. Performance Reporting

- a) Provide detailed quarterly reports, including performance metrics, asset allocation updates, and benchmarking against appropriate indices.

### 4. Regular Communication

- a) Conduct in person quarterly meetings with the museum's FIOC and/or Board to discuss portfolio performance, attribution, and recommend adjustments.
- b) Provide periodic educational presentations on investment-related topics as requested by the FIOC or Board. These sessions may be in person or remote via video conference.

### 5. Compliance and Fiduciary Responsibility

- a) Adhere to all applicable regulations, statutes, and policy to act in a fiduciary capacity prioritizing the best interests of El Rancho de Las Golondrinas.

### 6. Advisory Services

- a) Offer advice on potential revisions to the IPS.
- b) Conduct asset allocation analysis annually, to include stress testing and liquidity analysis under differing market conditions.
- d) Offer what-if scenario advice related to the museum's financial needs, including funding for new initiatives or unexpected expenses.
- e) Provide advice on corrective action for Watchlist investments.

## **Proposal Requirements**

Interested firms must submit proposals that include:

### 1. Firm Overview

- a) Background information, including the firm's history and ownership structure.
- b) Areas of expertise, including experience in alternative investments.

## 2. Team and Experience

a) Names and bios of key team members who would manage the account, along with relevant nonprofit experience. Note how long each team member has been employed by the firm.

b) Provide certifications and licenses of key team members who would be assigned to our account. Note any oversight agency disciplinary actions and how they were resolved.

## 3. Investment Philosophy and Process

a) Description of the firm's investment approach, portfolio construction process, and risk management practices.

b) Provide insight to how the firm would educate the FIOC about asset allocation options which might include alternative investments.

c) Provide an example of an Investment Policy Statement the firm has developed for a similar nonprofit endowment.

## 4. Performance and References

a) Past performance history over the last 5 years (preferably for nonprofit clients with similar sized endowment).

b) Peer group ranking, if available, for firm's nonprofit client performance.

c) Contact information for at least three nonprofit references.

## 5. Fee Structure

a) Transparent breakdown of all fees, including advisory fees, custodial fees, and any additional costs.

## 6. Sample Reports

a) Examples of quarterly performance reports provided to other non-profit clients.

b) Examples of how reports will reflect gross and net of fee performance.

## 7. Compliance and Legal Information

a) Proof of SEC registration and a copy of the firm's Form ADV (Parts 1 and 2).

b) Explanation of how the firm ensures compliance with fiduciary responsibilities.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- a) Experience working with nonprofit organizations, particularly private cultural and historical institutions.
- b) Strength of the investment philosophy and risk management approach.
- c) Transparency of fees and alignment with the museum's financial goals.
- d) Quality, timeliness, and clarity of reporting.
- e) References and proven track record of achieving long-term growth for similar clients.
- f) Responsiveness and ability to meet deadlines.

## **Submission Instructions**

Proposals must be submitted electronically in PDF format to Daniel Goodman, Museum Director, [daniel.goodman@golondrinas.org](mailto:daniel.goodman@golondrinas.org), no later than May 2, 2025. Late submissions will not be considered.

Questions regarding the RFP may be submitted to [daniel.goodman@golondrinas.org](mailto:daniel.goodman@golondrinas.org) by April 7, 2025.

### Timeline

RFP Issued: March 17, 2025

Deadline for Questions: April 7, 2025

Proposal Due Date: May 2, 2025

Evaluation and Interviews: June, 2025 (exact dates TBD)

Selection of Advisor: June-July 2025

### Terms and Conditions

El Rancho de Las Golondrinas reserves the right to:

Accept or reject any and all proposals.

Request additional information from respondents.

Negotiate terms with the selected firm.

Cancel or modify this RFP at any time.

Thank you for your interest in supporting the financial sustainability of El Rancho de Las Golondrinas. We look forward to your proposal.

Contact Information:

Daniel Goodman

Museum Director

El Rancho de Las Golondrinas

334 Los Pinos Road, Santa Fe, NM 87507

[daniel.goodman@golondrinas.org](mailto:daniel.goodman@golondrinas.org)

505-471-2261