



Fresno's Chaffee Zoo Corporation
Investment Advisory and Management Services
Request for Proposal
September 23, 2022

Introduction

Fresno's Chaffee Zoo Corporation, a California Nonprofit Benefit Corporation (Zoo Corporation) is issuing a Request for Proposal (RFP) for investment management and advisory services as described in the enclosed Investment Policy Statement (IPS). The Zoo Corporation's IPS requires the Finance Committee to perform a request for proposal for these services no less than every five years.

At the Zoo, we are striving to be leaders in diversity and inclusion through our community connections and conservation efforts. Our goal, through our words and actions, is to create a safe space where all are welcome and our differences are celebrated. We are committed to working with vendors and partners from underserved and underrepresented communities and we encourage D/M/WBEs to respond to this RFP.

Business Context

Fresno's Chaffee Zoo Corporation, a 501(c)(3) California nonprofit benefit corporation operates Fresno Chaffee Zoo (the Zoo). The Zoo occupies 39 acres of the 159 acres of Roeding Park and is normally visited by more than 800,000 guests annually. Offering a variety of programs, the Zoo is open to the public every day of the year except for Christmas and has extended hours in the spring and summer months.

The Zoo currently has an annual operating budget of approximately \$21,000,000. The capital budget of the Zoo, which fluctuates significantly from year-to-year, is anticipated to be approximately \$12,000,000 in 2023. In November 2004, Fresno County taxpayers approved Measure Z, a one tenth of a cent sales tax levy. This levy was renewed in June 2022 through 2039. Two thirds of the Measure Z funds are dedicated to capital improvements and the remaining third is available to offset operating expenses. Current funding from Measure Z contributes approximately \$6,900,000 towards operating expenses and nearly all capital expenditures.

As of July 31, 2022, the Zoo holds approximately \$17,700,000 in investment assets. Roughly \$9,000,000 is held in the General Fund and the remaining \$8,700,000 in the Endowment accounts. It is anticipated that an additional \$10,000,000 of principal funds will be added to the investment assets of the Zoo Corporation within the next 10 years.

Proposal Elements

- a. *Firm Description:* Provide a corporate overview of the Firm and its commitment to Fresno County, if applicable. Include a general description of the Firm's financial condition (impending merger, office closures, bankruptcy, etc.) that may impede on the Firm's ability to complete the scope of services.



- b. *Experience:* Describe the Firm's experience in providing investment management services to the public sector or nonprofit agencies. Include a brief description and duration of the services provided.
- c. *Insurance:* Include a statement of being properly insured against fraud, errors and omissions. The selected Firm will be required to furnish proof of general liability insurance of at least one million dollars (\$1,000,000) per occurrence.
- d. *Assets Under Management:* Summarize the Firm's institutional investment management asset in total and for the nonprofit sector, for the latest reporting period.
- e. *Proposed Approach:* Summarize the Firm's approach and understanding of the investment services required and provide any information that would facilitate the relationship with the Zoo Corporation. Include the following:
 - Firm's investment management philosophy for nonprofit clients, including the Firm's philosophy of average duration, maturity and yield.
 - Primary strategies for adding value to portfolio (e.g. market timing, credit research, trading) that contain similar restrictions as stated herein.
 - Firm's trading methodology description.
 - A list of approved brokers/dealers; how are brokers/dealers monitored and managed.
 - Firm's decision-making process and internal communication in terms of structure, responsibilities and integration of research ideas and portfolio management.
 - Research capabilities as they would pertain to Zoo Corporation's portfolio and similar nonprofit entities.
 - List the average size of teams managing portfolios and the average number of accounts handled per manager.
 - Description of the process for setting up a maturity schedule that will meet Zoo Corporation's cash flow needs.
 - Procedures to ensure portfolio complies with the ISP.
 - Approach to potentially transitioning investment portfolios from an existing investor to the Firm's monitoring services.
- f. *Fee Structure and Schedules:* Describe the fee structure, delineating the cost for services (rate, detailed fee schedule) and provide any schedules to support the structure. Please indicate whether the schedule includes custodial fees, and if there is a minimum annual fee.



- g. *Reporting*: Describe how the Firm typically reports performance and the Firm's willingness to develop reporting procedures in-line with Zoo Corporation's needs and objectives.
- h. *References*: Provide at least three (3) references of nonprofit/governmental/public organizations or entities whom the Firm has contracted with for a period longer than two (2) years. Include name and contact information (i.e., phone number and email) for each reference.
- i. *Conflict of Interest*: Include a statement describing any potential or known conflict of interest regarding this RFP and/or Zoo Corporation or affirm that the Firm does not have a conflict of interest.

Submission

Your proposal must be received by Friday, October 19, 2022, at 5pm. The preferred submission method is via email to ncrow@fresnochaffeezoo.org. However, proposals may also be mailed and/or hand delivered to the address indicated below. If mailed, regardless of postmark date, the proposal must be received by Zoo Corporation on or before the previously indicated deadline to:

Fresno's Chaffee Zoo Corporation
Attn: Nora Crow, CPA, CFO
1250 W. Olive Ave.
Fresno, California 93728

Review Criteria

The Finance Committee will review all proposals and make a recommendation regarding the choice of auditors to the board of directors. All proposals received will be evaluated on criteria including, but not limited to, the following:

- Completeness of response in accordance with the RFP instructions
- Approach to provide investment management services
- Experience and qualification of the Firm and personnel
- Cost
- Performance of existing contracts for similar services

Questions

If you have any questions or would like further clarification, please contact Nora Crow, CFO, at ncrow@fresnochaffeezoo.org.



Timeline

Release of RFP	September 23, 2022
Deadline to Submit Questions	5pm on October 12, 2022
Response to Questions	5pm on October 14, 2022
Submission Deadline	5pm on October 21, 2022
Finance Committee Meeting	November 3, 2022
Board of Directors Meeting	November 10, 2022
Notification of Decision	November 18, 2022