



REQUEST FOR PROPOSAL
FOR
INVESTMENT ADVISORY SERVICES

TRTC-21-2025

Responses due by: June 2, 2025

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INTRODUCTION

The Tule River Indian Tribe is a proud sovereign nation in southern Tulare County, California, with a 150- year history of sovereignty. The Tribe has a total population of 1978, with over 1500 living on the reservation.

PURPOSE

The Tule River Tribe recently approved Investment Policy Statements governing the Tribe's long-term investment portfolios along with the Tribe's Minor's Trust. The Tribe is now seeking an independent investment advisor with demonstrated Tribal investment management experience to assist with the implementation and ongoing management of their investment program. The selected advisor will help establish and maintain the Tribe's internal investment management processes according to these Investment Policies.

SCOPE OF SERVICES

The Tribe is looking for an Investment Advisor to assist with the following:

1. Development and Review of Investment Policy Statement (IPS):
 - a. Collaborate with the Tribe to establish, review, and update the IPS to ensure it aligns with the Tribe's financial goals, risk tolerance, and long-term objectives.
2. Asset Allocation Strategy:
 - a. Provide recommendations on an appropriate asset allocation based on the Tribe's risk tolerance, investment horizon, and liquidity needs.
 - b. Review and adjust the asset allocation as necessary to ensure consistency with changing market conditions and the Tribe's evolving needs.
3. Portfolio Management:
 - a. Implement and monitor investment portfolios according to the agreed-upon asset allocation strategy and IPS guidelines.
 - b. Ensure ongoing management, including rebalancing, to maintain target allocations.
4. Performance Monitoring and Reporting:
 - a. Provide regular performance reports, comparing portfolio performance against appropriate benchmarks and objectives.
 - b. Offer quarterly or as-needed meetings with the Tribe to review investment performance and recommend adjustments if necessary.
5. Risk Management:
 - a. Assess and mitigate potential risks, including market volatility, inflation, and credit risks, while adhering to the Tribe's investment goals and policies.
6. Advisory on Investment Products:
 - a. Evaluate and provide guidance on appropriate investment products and strategies, considering the Tribe's specific goals, circumstances, and values.
7. Compliance and Fiduciary Oversight:
 - a. Ensure all investments comply with applicable laws, regulations, and fiduciary standards.
8. Education and Training:
 - a. Offer ongoing education and training to Tribal leaders and members of the Investment Committee to enhance their understanding of investment concepts, strategies, and fiduciary responsibilities.
9. Ad Hoc Services:
 - a. Provide additional services as required to address emerging financial needs, economic changes, or unique opportunities that may arise.

TIMELINE FOR SELECTION/IMPLEMENTATION

RFP Submission Deadline	June 2, 2025
Review the Submitted Proposals	First week of June 2025
In-Person or Phone Interview with Investment Advisors	Second week of June 2025
Selection of Investment Advisor	Third week of June 2025

REQUEST FOR PROPOSAL DOCUMENTS

The primary contact for this project is Froilan F. Sarmiento and Ms. Michele McDarment.

TERMS OF CONTRACT

Proposals will be accepted from non-Indian and Indian-owned enterprises or organizations. The Tule River Tribe will provide preference to all qualified Indian-owned enterprises or organizations.

The Tribe reserves the right to accept or reject any responses, to waive any irregularity and/or informality in any response, and to request and receive additional information from any contractor when such acceptance, rejection, waiver, or request is in the best interest of the Tribe.

The Tribe reserves the right to decline to select any contractor for this project. Selection and the proceeding contract will not create an employment relationship. The individual(s) performing work under the contract will not be employees of the Tribe.

The costs of travel, if required, will *not* be reimbursed separately from the fee to be awarded per the engagement contract.

EVALUATION CRITERIA

Award of the contract resulting from this RFP will be based upon the most responsive and responsible company whose offer will be the most advantageous to the Tribe in terms of cost, functionality, and other factors. The Tribe may narrow the responses down to an undisclosed number of finalists and conduct interviews either in-person or by phone if it is deemed necessary.

RFP REQUIRED RESPONSES GUIDELINES

All proposals must include the following information:

1. RFP RESPONSE

Responses shall not exceed 20 pages including supplemental information. Supplemental Information is defined as a brief history of advisor's company, summary of qualifications, project experience, description of the proposed methodology, proposed schedule for scope of services and any other relevant materials.

2. PRICING

Please submit a detailed quotation of the fees to provide the services requested.

3. LEGAL

Identify any ongoing legal proceedings or pending legal proceedings, i.e., arbitration, complaint, or court action filed against the contractor(s) company or any individual related to the work of the contractor(s) company for any project.

4. FIRM INFORMATION

4.1. Firm name.

4.2. Firm headquarters mailing address.

4.3. Firm headquarters telephone number.

4.4. Name of Primary Contact.

4.5. Primary Contact's telephone number(s) and address(es).

4.6. Primary Contact's fax number(s).

4.7. Primary Contact's e-mail address(es).

5. FIRM CLASSIFICATION

5.1. Brief history of firm, including ownership, with an emphasis on any material developments in the past three (3) years. Please include prior names and the length of time your organization has been in business under its present name and ownership.

5.2. Name of regulatory body overseeing the firm and the dates of registration, as appropriate.

5.3. Firm's fidelity bond and fiduciary liability insurance policies, including coverage amounts.

6. CLIENT SERVICE

6.1. Interested firms must indicate the scope of services that will be provided for this relationship.

6.2. Respondents must include a description of how client servicing/communication responsibilities are divided between portfolio managers and client service/marketing personnel and how often advisor meets with clients to review the portfolio.

6.3. Interested firms must describe the client-reporting process, including how frequently reports are made available.

6.4. Respondents must include a signed attestation to serve in a fiduciary capacity, prioritizing the Tribe's interests above all in all recommendations and actions.

7. COMPLIANCE

- 7.1. Interested firms must describe the compliance assessment process, including the time period covered, testing methods, and frequency.
- 7.2. Is your firm or any affiliate the focus of any pending or ongoing litigation, formal investigation, or administrative proceedings related to money management activities? If yes, please describe.

8. GOVERNANCE

- 8.1. Provide a summary of your firm's internal control structure.
- 8.2. Describe any potential conflicts of interest your firm may have in the management of this account. If there are conflicts, please describe how they are addressed.

9. PERSONNEL

- 9.1. Provide a list of all key personnel involved in the management of this relationship. For each individual, please include biographies.
- 9.2. Have any members of your firm received customer complaints, arbitrations, regulatory actions, employee terminations, bankruptcy filings, or criminal or civil judicial proceedings, such they are required to provide Disclosures to FINRA BrokerCheck or the SEC?

10. CLIENTS

- 10.1. Provide a representative list of tribal clients including at least three tribal client references. For each reference, please include the client's name, services provided and the client's relevant contact information.

11. INVESTMENT PHILOSOPHY AND PROCESS

- 11.1. Briefly describe your firm's investment philosophy. How has it changed over time?

12. PORTFOLIO RISK

- 12.1. Describe how your firm controls portfolio investment risk.

13. RESEARCH

- 13.1. Provide an overview of your research process and provide any aspects that are unique to your firm.

14. QUALIFICATIONS

- 14.1. Do the relationship team and/or investment team hold any industry designations (CFA®, CFP®, CIMA®, or AIF®)? If so, identify the team members that hold them and note how they would be involved in the engagement.
- 14.2. Does your firm provide client specific financial education training? If so, explain content and process.

REJECTION OF PROPOSALS

Any and all proposals received may be rejected by the Tribe during the selection process. Negotiations may be undertaken with the consultant whose price and other factors indicate that they are qualified, responsible, and capable of performing the work. Negotiations may be entered separately with competing individuals or firms.

QUESTIONS AND PROPOSAL SUBMISSION

To be considered, proposals must be received no later than June 2, 2025.

Firms must provide an electronic copy of their responses by emailing Froilan F. Sarmiento, CFO at Froilan.sarmiento@tulerivertribe-nsn.gov and cc Ms. Michele McDarment, Tribal Council Treasurer at michele.mcdarment@tuleriverindiantribe-nsn.gov. Please use the subject line: Investment Advisor RFP. Questions should also be directed to Froilan F. Sarmiento and Ms. Michele McDarment via the email address above. Questions may be asked until the submission date. Please email an intent to submit a proposal within five (5) days of the receipt of this RFP to Froilan F. Sarmiento and Ms. Michele McDarment.



TULE RIVER TRIBAL COUNCIL TULE RIVER INDIAN RESERVATION

TULE RIVER TRIBAL COUNCIL CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Name of Firm Submitting Bid

Signature and Title of Authorized Official

Date

I am unable to certify to the above statements. Attached is my explanation.

Prime or Subcontractor's Name: _____

Telephone Number: _____