



The Georgia Society of CPAs

January 2019

The Investment Committee of the Georgia Society of Certified Public Accountants, Inc. is seeking proposals from qualified firms for investment management services for the Society and Insurance Trust portfolios and in facilitating our revolving line of credit agreement. The Georgia Society of CPAs (the “Society”) is a not-for-profit 501(c) 6 corporation with 12,000 members. The Georgia Society of CPAs Insurance Trust (the “Trust”) was set up to serve as a vehicle for marketing health and welfare benefits to member firms.

The Society has an Investment Committee that reports directly to the GSCPA Board of Directors and oversees the Society’s investments. The Investment Committee would like to continue to engage with an investment management team that will help advance the Society and the Trust’s mission. The Society and the Trust are currently managed by the same investment management provider.

Qualified firms must demonstrate knowledge and experience in servicing not-for-profit organizations and be able to present to our investment committee twice annually. Included with this request is a copy of our most recently approved Investment Policy, a summary of objectives and allocations, and our most recent Investment Statements for the Society and the Trust.

The committee is requesting that interested firms submit a written proposal to the committee by **February 15, 2019**. The proposal should include:

- Firm background and organization, including experience in servicing not-for profit organizations
- A description of firm personnel expected to be assigned to the account
- Any past or present litigation or regulatory actions against your firm and/or firm personnel
- We are looking for a partner to provide ongoing/continuous guidance in our investment management strategies and positioning. In that spirit, please describe your firm’s asset allocation methodology, including philosophies and processes related to portfolio construction, assessment and management of risk, rebalancing approach, and how investment strategies optimize risk versus return
- Fee breakdown for all services in your proposal including:
 - Initial and ongoing consulting and advisory fees
 - Custodial and management fees as a percentage of dollar value of assets
 - Frequency in which fees will be evaluated and maximum amount of any expected increase
- Discussion of how you can facilitate the acquisition of a revolving line of credit to replace our current line
- Listing of applicable insurance coverage maintained with relevant coverage limits
- Description of how the Society would transition to your services from another advisor
- A review of and recommendations for possible changes or enhancements to the current Investment Policy
- Contact information of current or former clients for possible use as references

We prefer that responses be submitted electronically (such as PDF) and are **due no later than close of business on February 15, 2019**. The investment committee will evaluate responses received based

upon the firm's qualifications and experience, and not solely on the level of fees. Those firms whose proposals are selected for further consideration will be contacted with next steps.

Firms interested in submitting a proposal can contact Jessica Mytrohovich, CPA, at 404-504-2946 or jmytrohovich@gscpa.org for further information.

Kirk Jarrett, CPA
GSCPA Board of Directors
Chairman, GSCPA Investment Committee

Jessica Mytrohovich, CPA
GSCPA Director of Finance & Technical Services