

ST. JAMES ACADEMY ENDOWMENT ACCOUNT
REQUEST FOR PROPOSAL
FOR INVESTMENT MANAGEMENT AND CUSTODIAL SERVICE

I. Format and Content of RFP

A. Title Page

Show the name of proposer's agency/firm, address, telephone number, name of contact person, date and the subject: REQUEST FOR PROPOSAL FOR INVESTMENT & CUSTODY SERVICES-
' _____ ' FIRM

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Cover Letter and Executive Summary

This letter should be signed by the person in your firm who is authorized to negotiate terms, render binding decisions and commit the firm's resources.

Summarize the proposer's understanding of the work to be done and make a positive commitment to perform the work in accordance with the terms of the proposal being submitted. This section should summarize the key points of your submittal.

D. Firm Overview

Provide a brief description of how your firm is organized, including the businesses in which it is engaged, the location of offices, its experience in providing services included in this proposal, including any affiliated companies, joint ventures, or other entities that could be involved in providing the services outlined in this proposal. Include a discussion of the specific expertise and services that distinguish your firm.

Additionally respond to the following questions:

- Is your firm a registered investment advisor with the SEC under the Investment Advisors Act of 1940?
- Under what company name is your firm registered?

E. Personnel and References

Provide the names, proposed roles, background and experience, office location and availability of the personnel that would work on the account, and specifically identify the primary person(s) who will be responsible for managing the relationship with St. James Academy and list relative experience.

F. Long-term Strategic Financial Planning Experience

Provide a description of your proposed personnel's relevant experience over the last three years. Include three case studies, if available, that illustrate your experience with relevant services where the proposed personnel have served as Investment and Custody service provider.

G. Disciplinary Action

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List any and all disciplinary action, administrative proceeding, malpractice claim or other like proceeding against your firm or any of its personnel relating to your firm's services as financial advisor current, pending or occurring in the last five (5) years.

H. Consulting on Investment Policy Development

Describe briefly the process and tools your organization uses to help clients develop investment policies and objectives.

Additionally describe what variables your firm would consider essential in reviewing and developing long range strategies for the investment Committee.

I. Manager Research and Selection

Describe the types of investment vehicles (e.g., separate accounts, commingled vehicles, mutual funds) your organization has to offer.

Describe your process for selecting and combining investment managers to meet a client's investment objectives.

Additionally respond to the following questions:

- Do you work with only proprietary funds, a specific subset of managers of funds, or the entire universe of investments?
- What portion of a client's assets have you assumed will be invested in your in-house investment products?
- What are the important factors in determining which managers to hire?

J. Investment Performance Monitoring

Describe your performance monitoring system. Is your performance monitoring system proprietary or did you obtain it from an outside source?

Describe the types of analysis included in a typical performance monitoring report and your ability to customize your performance monitoring report. Please provide an example of the standard report.

State your firm's approach when a manager has underperformed. Describe what you generally consider to be underperformance and what action you might undertake.

Additionally respond to the following questions:

- How quickly after the end of a reporting period are you able to report on that period?
- How often do you send performance information to clients?
- At what frequency do you meet with clients to review performance?

K. Custody Services

Provide a summary of your standard custody services

Describe the specific insurance and indemnification provided to protect clients, including the segregation of assets from the claims of your creditors

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Detail the internal controls in place for the custody department, specifically addressing backup, recovery and emergency plans.

Describe the policy and practice for settling trades

Describe the policy and practice for collecting and crediting interest and dividend income and how cash balances are automatically invested?

L. Accounting and Reporting

Describe the types of reporting packages that you provide to clients, the frequency (i.e. monthly, quarterly, and/or annually), forms of reporting (i.e. on-line and/or hard paper copy reporting), and your ability to provide customized or ad hoc reporting.

Please include a sample of a hard copy report with your response.

M. Team

Describe the structure of the typical team for an investment management client and please provide biographies for the team members.

N. Fees

Please provide a specific fee quote for the services outlined in the RFP and list any and all other costs or expenses a client might incur with your firm?

O. References

Please provide three client references for the Firm. Include client contact name, company, address and phone number.

II. Potential Conflict of Interest

You should advise St. James Academy of any potential conflict known by your firm and discuss how, if selected, your firm would address any concerns raised by such dual representation.

III. Terms of Agreement

The Agreement to be entered into with the successful proposer will include, but not be limited to, the following terms and conditions:

- A. Fees and costs specified in the proposal will remain firm for the period of the contract.
- B. Time will be of the essence for the proposer to meet the completion time, as specified in its proposal. The proposers shall agree that all work shall be performed regularly, diligently, and uninterrupted at such rate of progress as will ensure full completion thereof within the proposed specified time.