

**Request for Proposal (RFP) for Liquidity Management
Services for the Snoqualmie Indian Tribe**



RFP Coordinator:
Sasha Wells
CFO
Snoqualmie Indian Tribe

Introduction

The Snoqualmie Tribe—sduk^walbix^w in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq^wed (Snoqualmie Falls) is the birthplace of the sduk^walbix^w. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ?aciɫalbix^w (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk^wibel (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk^walbix^w, People of Moon. We are the decedents of sɫuk^walb tɔ duk^wibel. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk^wibel gave us.

sq^wed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe.

Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. Today, the Snoqualmie Tribe is made up of approximately 710 members. The Snoqualmie Tribe is governed by an elected Council and our Tribal Constitution.

The Tribe owns the Snoqualmie Casino, which opened in November 2008, and since its inception has experienced considerable success. The Tribe also owns the Snoqualmie Tobacco Company & Liquor Store, which opened in 2011. Both businesses are an important source of revenue and employment for the Tribe.

Scope of Services

The Tribe is requesting proposals from qualified financial institutions for liquidity management services. The Financial Institution must be able to provide the full range of financial services required by this Request for Proposal (“RFP”). The Tribe is located in Snoqualmie, Washington.

Proposals must include liquidity management for the Tribal Government, Crescent Market (gas station/convenience store/tobacco store/liquor store), and possible future Tribal enterprises.

The successful proposer will provide liquidity management services in accordance with the highest legal, ethical and professional standards, at the direction of designated Tribal officials and staff. The agreement period to be approved by the Tribe will be for three years. The agreement will thereafter renew for subsequent one-year terms unless either party serves the other party with written notice of termination on or before October 1st of a given year.

This description of the Scope of Services is intended as a general guide, and is not intended to be a complete list of all work necessary to provide the requested Services. The successful proposer shall have a demonstrated knowledge and expertise to serve the unique needs of the Snoqualmie Indian Tribe.

All correspondence shall be directed through Sasha Wells, CFO, or designee.

To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, or the Principals assigned to the project, have successfully performed the services in the Scope of Services section of this RFP.

Conflict of Interest

In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the Contractor, the Contractor shall immediately notify the Tribe's CFO or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the Contractor, the Tribe shall promptly notify the Contractor of such conflict. The Tribe and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the Contractor.

Scope of Work

The intent of this RFP is to establish a liquidity portfolio that meets the Tribe's cash requirements on an on-going operational basis while maximizing return on short-term investments.

Proposals

Proposals must include the following:

A. General Information:

- 1) Provide your firm's name, address, brief history and the year the firm was founded.

- 2) Provide the name, title, telephone number, and e-mail address for our primary contact and planned role for servicing the Tribe's account. If your firm is an SEC registered advisor, provide their most recent Form ADV Part 2B. If you are not an SEC registered advisor, provide a complete biography for each employee who will be responsible for managing our portfolio.
- 3) Provide a five-year history of:
 - a. Assets under management and an explanation for any significant year-to-year changes.
 - b. Accounts managed
 - c. Client relationships
- 4) If your firm is an SEC registered advisor, provide your most recent Form ADV Parts 1 and 2A. If your firm is exempt from registration, provide an explanation.
- 5) Describe your organization's experience in managing funds for Native American Tribes, foundations and endowments.
- 6) Provide a description of the investment products and services your firm offers, including for each product:
 - a. Investment strategy/objectives,
 - b. Assets under management
 - c. Performance for one, three, five, and ten year periods
 - d. Benchmark(s)
- 7) Have there been any judgments against the firm or any of its employees in the last five years? Is there any litigation pending against the firm or any of its employees? Are any governmental agencies or other regulatory bodies investigating the firm or any of its employees? If so, explain.
- 8) Does your firm carry errors and omissions insurance? If so, provide:
 - a. Policy period
 - b. Limit of liability
 - c. Deductible amount
 - d. Carrier name
 - e. Carrier rating by A.M. Best
- 9) Has your firm purchased a fidelity crime bond? If so, provide:
 - a. Policy period
 - b. Limit of liability
 - c. Deductible amount
 - d. Carrier name
 - e. Carrier rating by A.M. Best
- 10) What is your firm's minimum size requirement for a separate account? What is the size of the firm's largest, median, and smallest separate accounts?

- 11) Identify any other investment professionals (e.g., research analysts) who will be involved with our portfolio and their area(s) of responsibility. Provide a complete biography for each of these employees.
- 12) If your firm plans to employ sub-advisors or other third party contractors to perform any of the services you are proposing to provide to us, describe the functions that you are proposing to out-source and your approach to supervising the performance of your sub-advisors and/or third parties. Provide an executed copy of your confidentiality agreement with each of these sub-advisors and/or other third parties.
- 13) Provide detailed information regarding available online reporting structure and features.
- 14) Describe methods of fraud prevention for all services described above.

Asset Allocation

1. Describe your capabilities and recent experiences in reviewing and/or working with your clients to prepare investment policy statements and investment guidelines.
2. Provide a sample asset allocation for the proposed portfolio.

Investment process

1. Describe the firm's investment philosophy and strategy. Your response should include, but not be limited to, your research efforts (external vs. internal), portfolio construction guidelines, risk control techniques, and sell disciplines.
2. Describe any changes or enhancements that have been made to the investment process in the last three years.
3. Describe how your portfolio managers interact with your research analysts.
4. Describe how an investment idea is originated, vetted, and approved.
5. Describe how investments are selected for a portfolio (for example, model portfolio approach, approved firm buy list, other).
6. Describe how research is organized and any changes in the last three years.
7. Detail the policies and procedures you have established to insure compliance with your clients' investment policy statements and guidelines and to assure quality control of the portfolio management process.

Additional Information

With regard to your reporting of information to us:

1. Provide a brief description of the reporting process.
2. Provide samples of all of the reports you propose to send to us.
3. Indicate the frequency with which you are proposing to send each report to us.
4. Confirm that the cost for all reporting is included in your fee quote.
5. With regard to your communication with our Tribal Council and/or Investment Committee:
 - a. Provide a brief description of the communication process.
 - b. Indicate the frequency with which you expect to initiate communication.
 - c. Confirm that the cost for such communication is included in your fee quote.
6. Provide a representative list of your clients.
7. Provide a complete list of your clients that are foundations or endowments. Identify those clients (at least three) that you will be using as references and provide contact information.
8. Provide a copy of your most recent audited (or reviewed) financial statements and any management letter issued by your third-party independent accountants, if applicable.
9. Provide any additional information you believe is relevant.

Fees

1. Provide your standard fee schedule, indicating if you have a minimum fee and if your fees are negotiable.
2. Describe the requirements and deadlines, including book transfers, for disbursing wire transfer transactions.
3. Provide details about any other fees (for example, performance-based), in addition to those included in your answer to items above, that are routinely assessed.

Other Information

1. Signed Proposals – all proposals must be signed by a person authorized to sign on behalf of the respondent and to bind the respondent to statements made in response to this RFP.
2. Irrevocability of Proposals – by submission of a clear and detailed written notice, the respondent may amend or withdraw its proposal prior to the closing date and time. A respondent who has withdrawn a proposal may submit a new proposal prior to the closing provided that such proposal is done in accordance with the terms and conditions of this RFP. At and after the closing date and time for the submission of proposals, the respondent's proposal may no longer be amended (excepting only at the Tribe's request for purposes of clarification) or withdrawn.
3. Acceptance of Terms – unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the respondent and incorporated in its proposal.
4. Respondent's Expenses – Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any respondent for any claims, whether for costs or

- damages incurred by the respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
5. Currency and taxes – prices quoted are to be in U.S. dollars
 6. Acceptance of Proposals – this RFP should not be construed as an agreement to procure goods or services by the Tribe. The Tribe is not bound to enter into a contract with the respondent who submits the lowest priced proposal or with any respondent. Proposals will be accessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any respondent.
 7. Form of Contract – by submission of a proposal, the respondent agrees that, should it be the successful respondent, it is willing to enter into a contract with the Tribe, subject to successful negotiations by both parties, in writing.
 8. Independent Contractor – the selected respondent will serve as an independent contractor to the Tribe, and not an employee of the Tribe.
 9. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
 10. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with a selected respondent.
 11. Ownership of Proposals – all documents and materials, including proposals submitted by respondents in response to this RFP, become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
 12. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.
 13. Confidentiality of Information – information pertaining to the Tribe obtained by the respondent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the Tribe.

Proposal Submission Instructions and Timeline

- 1) The proposal should be presented in a format that corresponds to and references sections outlined within this RFP and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed.
- 2) Questions regarding this RFP will be accepted in written form (via email to sasha.wells@snoqualmietribe.us) on or before May 17, 2019. Responses to all questions submitted will be communicated to all prospective bidders by May 24, 2018.
- 3) The deadline for submission of proposals is May 31, 2019. Electronic copies will be accepted; all submittals received by email must be accompanied with hard copies within two (2) business days. If submitting a hard copy, please provide 10 printed copies and one (1) electronic copy of the proposal to:

Sasha Wells, CFO

Snoqualmie Indian Tribe
P.O. Box 969
9571 Ethan Wade Way SE
Snoqualmie, WA 98065
Sasha.Wells@snoqualmietribe.us

- 4) Oral presentations from selected Financial Institutions, if needed, will be completed prior to June 28, 2019.
- 5) Selection of the winning proposal will be made by July 5, 2019.
- 6) Final formal approval of the agreement by the Tribal Council will be done by July 12, 2019.
- 7) Implementation period will begin by August 1, 2019.
- 8) These dates represent a tentative schedule of events. The Tribe reserves the right to modify these dates at any time.
- 9) The proposal must be signed by the individual(s) legally authorized to bind the Financial Institution.

Opening, Evaluation and Contracting

Proposals may be opened by Snoqualmie Indian Tribe at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of Snoqualmie Indian Tribes and this project. Snoqualmie Indian Tribe anticipates entering into a contract with this offeror. This Request for Proposals, however, does not commit Snoqualmie Indian Tribe to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. Snoqualmie Indian Tribe reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of Snoqualmie Indian Tribe to do so. The decision of Snoqualmie Indian Tribe shall be final.

Proposal Evaluation Criteria

The Tribe will consider the materials submitted by the proposer to determine whether the proposal is in compliance with the RFP. The Tribe will further evaluate proposals on the following criteria:

1. The firm's demonstrated ability to establish and market an Investment management portfolio program, for the size and nature of the Snoqualmie Indian Tribe.
2. The firm's perception of the Tribe's investment needs with respect to the priorities of the Tribe, and the firm's proposal for meeting those needs.

3. The qualifications, experience, risk management philosophy and compatibility of personnel that will be assigned to the Tribe account.
4. The proposer's capability to respond to request for information and/or attendance at meetings pertinent to fiduciary requirements.
5. Estimated cost to the Tribe based on the proposer's account information submitted with this request.
6. The availability of other support services.
7. The proposal will be selected which, in the judgment Snoqualmie Indian Tribe, is in the best interest of the Tribe.
8. Other criteria and facts as determined by the Tribe.

Proposal Presentation

Proposals that are evaluated to meet the requirements of the Snoqualmie Indian Tribe's selection criteria will be invited to provide a presentation to the Snoqualmie Tribal Council and Investment Committee.