

Request for Proposal (RFP) **Investment Services for CREA Foundation**

Issued By:
Central Regional Education Association (CREA) Foundation

Date Issued: June 12, 2025

Proposal Due Date: July 18, 2025

1. Introduction

The Central Regional Education Association (CREA) Foundation invites proposals from qualified investment firms, financial advisors, and brokers to provide investment management services for its endowment and long-term funds. The primary goal is to generate sufficient returns to support a sustainable **annual withdrawal of 4%** while **growing the overall value of the fund** to meet future obligations.

2. Background

The CREA Foundation is committed to supporting educational excellence and innovation throughout Central North Dakota. The Foundation manages donations and other funds designated to sustain programs and services over the long term. Responsible investment stewardship is central to this mission.

3. Scope of Services

The selected financial advisor or broker will be responsible for:

- Managing and investing CREA Foundation's funds in a diversified portfolio.
 - Ensuring the portfolio is structured to allow for an **annual 4% withdrawal**, while maintaining long-term growth.
 - Providing **monthly reports** that include:
 - Total fund balance.
 - Itemized transaction and fee statements.
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- Gains/losses and performance metrics.
 - Recommending and executing investment strategies aligned with CREA Foundation's risk tolerance and investment goals.
 - Advising on portfolio rebalancing, market conditions, and strategic opportunities.
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4. Proposal Requirements

Proposals must include the following:

1. **Firm Profile**
 - Company name, contact information, and brief history.
 - Overview of services offered and primary areas of expertise.
 2. **Experience**
 - Experience with nonprofit organizations or educational foundations.
 - Names and qualifications of staff who will manage the account.
 3. **Investment Philosophy & Strategy**
 - Description of investment approach and strategies.
 - Proposed asset allocation methodology for meeting the 4% withdrawal goal and long-term growth.
 4. **Fee Structure**
 - Clearly detail all fees, including:
 - Management fees.
 - Transaction costs.
 - Advisory or custodial fees.
 - Indicate whether fees are fixed, tiered, or performance-based.
 5. **Reporting and Communication**
 - Sample of a monthly investment report.
 - Frequency and format of ongoing communication with CREA Foundation.
 - Technology or platforms used for client communication and reporting.
 6. **References**
 - Contact information for at least three current nonprofit or foundation clients.
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5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience and qualifications.
 - Investment strategy and demonstrated performance.
 - Clarity and reasonableness of fee structure.
 - Quality of sample reporting.
 - References and client satisfaction.
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6. Submission Instructions

Please submit your proposal in PDF format to:

Luke Schaefer

Chief Executive Officer

CREA Foundation

Email: Luke.Schaefer@k12.nd.us

Phone: 701-340-3533

Deadline: All proposals must be submitted no later than 3:00 pm CST, July 18, 2025.

7. Terms and Conditions

- CREA Foundation reserves the right to reject any or all proposals.
 - CREA Foundation may request additional information or interviews with finalists.
 - All costs incurred in the preparation and presentation of the proposal shall be borne solely by the proposer.
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We thank you for your interest in supporting the mission of the CREA Foundation.