

REQUEST FOR PROPOSAL (RFP)

For Investment Services

Issued by: Baldwin County Commission

I. INTRODUCTION AND BACKGROUND

Baldwin County, established in 1809, is Alabama's largest county, covering over 1,600 square miles—larger than the state of Rhode Island. Governed by the Baldwin County Commission, the county is dedicated to providing efficient, transparent, and customer-focused services to its residents, businesses, and visitors. The Commission operates as a policy-making board, holding regular meetings held at the Baldwin County Administration Buildings in Bay Minette and Fairhope, Alabama.

The Baldwin County Commission (BCC) invites proposals from qualified financial institutions and investment professionals to manage and invest up to \$100 million in funds. The primary objectives are maximizing interest earnings, preserving capital, adhering to legal requirements, and maintaining sufficient liquidity.

This RFP focuses on identifying investment options that maximize returns while providing tangible benefits to the citizens of Baldwin County. Proposals should clearly outline how they align with the County's goals of financial stewardship, prudent risk management, and sustainable economic growth.

II. INVESTMENT OBJECTIVES

1. **Maximizing Returns:** Enhance interest earnings to offset annual debt service obligations.
2. **Preservation of Capital:** Ensure the safety of principal through prudent risk management practices.
3. **Liquidity:** Maintain sufficient liquidity to meet cash flow needs and unanticipated expenses.
4. **Legal Compliance:** Comply with Alabama Code Sections 11-81-19, 11-81-21, and 11-8-11.

III. SCOPE OF WORK

Proposals should include:

1. Investment strategies designed to balance safety, liquidity, and returns.
2. Recommendations for diversified instruments, including U.S. Treasury securities, municipal bonds, government agency securities, and other legally authorized investments.
3. Options for programs like CDARS, aligned with Section 41-14A – 3(c).
4. Defined performance benchmarks to evaluate the portfolio's success.

IV. PROPOSAL REQUIREMENTS

Proposals must include the following elements:

1. **Investment Strategy:** Detailed strategies addressing potential returns, risk mitigation, and legal compliance.
2. **Portfolio Structuring:** Options for short-term, medium-term, and long-term investments.
3. **Experience and Qualifications:** Evidence of previous success in managing public fund investments.
4. **Key performance indicators (KPIs):** Metrics for portfolio success, including target returns, liquidity, and risk mitigation.
5. **Contingency Plan:** Strategies for market volatility or economic downturns.

V. EVALUATION CRITERIA

Proposals will be assessed using the following criteria:

1. Projected returns on investment.
2. Strength of risk management strategies.
3. Innovation and diversity of investment options.
4. Proposer's qualifications and reputation.
5. Flexibility to adapt to market changes while aligning with BCC objectives.
6. Transparency and competitiveness of fees.
7. Proposed Key Performance Indicators (KPIs).
8. Robust reporting and communication plans.

VI. REGULAR REPORTING AND COMMUNICATION

Proposers must submit a comprehensive reporting plan. Proposals should include:

1. Quarterly performance reports and annual summaries.
2. Assessments of returns, legal compliance, and recommended adjustments.
3. Sample reporting templates to illustrate transparency and accountability.

VII. TIMELINE

- **RFP Issuance Date:** April 4, 2025
- **Proposal Submission Deadline:** May 2, 2025
- **Evaluation Period:** May 5 – 16, 2025
- **Selection Notification:** May 30, 2025

VIII. SUBMISSION PROCESS

Proposals must be submitted via email, as a single PDF document, not exceeding 30 pages, excluding appendices. Submissions should be sent to:

Tara.Hazelbaker@baldwincountyal.gov

by May 2, 2025 @ Noon - Central Standard Time

Inquiries and questions should be submitted by email only to Tara Hazelbaker, Director of Finance, at Tara.Hazelbaker@baldwincountyal.gov.

*****END RFP*****

Proposal Submission Template For Investment Services

1. Cover Page

- a) Title: Proposal for Investment Services
- b) Submitted by: [Proposer's Name/Company Name]
- c) Contact Information: [Address, Phone, Email]
- d) Date of Submission: [Insert Date]

2. Executive Summary

Briefly outline the proposal, investment strategies, and alignment with BCC's objectives.

3. Investment Strategy

Provide detailed strategies, including:

- a) Asset allocation (e.g., short-term, medium-term, long-term)
- b) Instruments recommended (e.g., CDs, municipal bonds, Treasury securities)
- c) Expected returns and liquidity provisions
- d) Risk management strategies
- e) Key performance indicators (KPIs) to evaluate success.

4. Compliance and Legal Adherence

Explain adherence to Alabama state laws and BCC investment policies.

5. Portfolio Structuring and Management

Present a plan for portfolio structuring (e.g., laddering, diversification), performance monitoring.

6. Risk Contingency Plan

Define strategies for preserving capital during unforeseen events.

7. Regular Reporting and Communication

Outline the reporting approach with:

- a) Quarterly reviews and Annual performance summaries.
- b) Compliance evaluations and recommendations.

8. Qualifications and Experience

Include:

- a) Prior experience
- b) Relevant certifications or credentials
- c) References from other public entities

9. Cost and Fees

Provide a detailed breakdown of all applicable fees.

10. Appendices (Optional)

Attach relevant supporting materials such as:

- a) Market analysis reports
- b) Risk assessment documentation
- c) Financial projections
- d) Sample reporting templates

11. Certification and Signature

Include a certification statement and the signature of an authorized representative.

Note: Proposals must be submitted via email, as a single PDF document, and should not exceed 30 pages, excluding appendices.

***** END Proposal Submission Template *****