Washington State Investment Board

request for QUALIFICATIONS AND QUOTATIONS #23-03

for

INVESTMENT OPERATIONS CONSULTANT POOL REFRESH

General Information & Questionnaire

All Offerors seeking to be considered to be placed in a pool of consultants available for use by the Washington State Investment Board (WSIB) related to Investment Operations Consulting opportunities are required to answer the following questionnaire in its entirety.

General Information & Contact Sheet

1. **Name (legal entity with whom the contract is to be written)**

Mailing address (Primary office)

Phone number  Fax number

Mailing address (Alternate office)

Phone number  Fax number

1. **Name of Primary contact, Title**

Mailing address

Phone number  Fax number

e-mail address

**Name of Secondary contact, Title**

Mailing address

Phone number  Fax number

e-mail address

1. **Name of principal officer of the firm #1**

Mailing address

Phone number

**Name of principal officer of the firm #2**

Mailing address

Phone number

**Name of principal officer of the firm #3**

Mailing address

Phone number

**Name of principal officer of the firm #4**

Mailing address

Phone number

1. Legal status of organization (e.g*.*, sole proprietorship, partnership, corporation, etc.).

1. Federal employer identification number
2. Washington State Department of Revenue Registration Number (UBI number) if applicable
3. The location of the facility from which the Offeror will operate.
4. Minority and/or women business enterprise (MWBE) certification number, if the firm/person is a Washington State certified MWBE

Questionnaire and Written Responses

Provide written answers to the following questions, reproducing the questions with each answer.

**Depth, Stability, and Capacity of Organization**

1. Provide a brief description of the firm, including background, history, location, experience, as well as other factors that the proposer considers relevant. Describe any significant developments in your organization (changes in ownership, personnel reorganization, etc.) that have occurred in the past three (3) years. Discuss any anticipated near-term changes as well. Include how many years your firm has been providing Investment Operations consulting services to institutional investors and public pension fund clients.

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1. Explain in detail any potential for conflict of interest which would be created by your firm’s representation of the WSIB and include whether your firm and its officers, directors or controlling shareholders have any personal or private business or commercial relationship with any of the WSIB staff or Board members. Please include any activities of affiliated or parent organizations, as well as other client relationships which may inhibit services to the WSIB.

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1. Since January 1, 2017, has your firm, or any officer or principal in your firm, been involved in any business litigation, legal settlements, regulatory or other legal proceedings or government investigation involving allegations of fraud, negligence, criminal activity, or breach of fiduciary duty? If so, provide a description, explanation, and indicate the current status.

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1. Provide a chart describing the ownership structure (from largest to smallest with respect to ownership) including percentage ownership of each entity and the names of directors, if applicable. Identify affiliated or subsidiary organization(s).

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1. Describe the financial condition of your firm. Please include a copy of the firm’s financial statement or Form ADV for the most recent annual reporting period.

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1. Provide a list of your five largest clients for which your firm provides similar services as requested in this RFP. Indicate services provided, total AUM, and length of relationship as of December 31, 2022. Please provide contact information for each, as they may be contacted for a reference. Please also provide your largest public fund client with the same information.

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1. Please provide a list of all clients that terminated (or did not renew) a contact for similar services over the past five (5) years. Indicate the reason(s) for such termination (or non-renewal).

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1. Discuss your firm’s capacity to service an additional large client such as the WSIB.

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1. What is your firm’s procedures for monitoring the quality of the services provided to the WSIB? Does your firm routinely use Service Legal Agreements? Please describe the process and frequency of quality control reviews.

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# **B. Quality and Experience of Personnel:** Please provide the following information separately for each major category of consulting services your firm is proposing in Exhibit A. Clearly label each response heading to correspond with the services notated in Section C of this questionnaire.

1. Please provide an organizational chart, as an exhibit, showing functions, locations, positions, and titles of all personnel that would be involved in providing relevant services. If any portion of this service is outsourced to another entity, including offshore relationships, provide the same information for the outsourced firm.

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1. Explain how the professionals dedicated to maintaining our relationship and providing the requested services will function, including primary contact(s), back-up, and quality control, research, and support services.

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1. Please provide the resumes for at least 3 key persons from your firm who would be assigned to WSIB and provide the requested services.

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1. Describe your firm’s backup procedures in the event the key staff assigned to this account should leave the firm.

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1. **Investment Operations Consulting Services and Approach:** Please check the boxes for all services you offer. In addition, please provide the following information separately for each category of services your firm is proposing. Clearly label each response heading to correspond with the service categories noted below.

[ ]  **Statutory Accounting and Reporting**

[ ]  **Operational Due Diligence Public Markets**

[ ]  **Operational Due Diligence Private Markets**

1. Please describe your firm’s experience, expertise, and approach for each relevant investment operations consulting category. Be specific as to investment types, legal structures, data and technology platforms, types of consulting engagements, relevant certifications and credentials etc. applicable to your firm’s capabilities Please provide a detailed and thorough response to enable the WSIB team to evaluate your firm’s capabilities and expertise relevant to the services requested.

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1. Describe in detail two assignments recently undertaken for clients for engagements similar to the additional requested in this RFP. Include redacted examples of reports and recommendations you have prepared for them.

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1. Do you agree to keep data collected on our behalf, including any of its aggregates or derivatives, confidential and not use it for commercial purposes? What firewalls do you have in place to ensure that our data and information is not accessible to any other parts of your organization?

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1. Is there any data or information you would collect under this agreement that you would deem not owned by the WSIB?

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1. Please describe your policies and procedures around the handling of material non-public information. Please provide a copy of your policies and describe the training provided to staff in this area.

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