

## RFP 30-23, Investment Advisory Services

### Exhibit A, Questionnaire

The City of Clearwater requests additional information regarding responses to RFP 30-23 for Investment Advisory Services. The following is a list of services expected by the City within the scope of services to be contracted with the selected advisor/consultant. Indicate below whether or not the cost of each of the services will be included in the total fee for services in your RFP response. If the cost is not included in your quoted total fee for services, please indicate what the additional cost would be for each of the services stated.

Service	Included in quoted costs	If No, indicate additional cost
Advisor/consultant will provide advisor/consultant services for the City's current 457 plan administered by MissionSquare, and will also provide advisor/consultant services for the City's 401(a) plan administered by MissionSquare	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will bill the City for the cost of the total annual fee in quarterly installments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will provide the City with quarterly reports via email	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant reports will include at a minimum the following criteria: <ul style="list-style-type: none"> <li>Investments options that are on a watch list with a recommendation on each investment option on the list</li> <li>Investment performance for each investment option showing investment performance for the last quarter; one, three, five, ten years; and since inception, with each investment option compared to an industry benchmark and peer group for the same time periods</li> <li>Investment options from the current investment providers that are recommended as additions to the available investment choices for city employees</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will provide the City with timely notice of any significant changes occurring to an investment option. Examples of significant changes include regulatory action, manager changes, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will attend one (1) meeting <u>quarterly</u> with City staff in Clearwater <u>(four [4] times annually)</u> either in person or virtually	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will be available for conference calls and video conferences with City staff on an as needed basis	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will provide educational training for City employees twice per year either in person or virtually	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will provide investment training for Investment committee members once per year either in person or virtually	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will assist the City in conducting a search to replace a record keeping provider for the 457 and/or 401(a) retirement plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advisor/consultant will assist the City in the development of the following items after selection: <ul style="list-style-type: none"> <li>Investment policy statement</li> <li>Criteria for watch list</li> <li>Industry benchmarks for each investment option</li> </ul> Advisor/consultant will further assist with the modification of such items as needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Advisor/consultant firm: \_\_\_\_\_

Name(sign and print): \_\_\_\_\_

Date: \_\_\_\_\_