



# Muskegon Community College

## Muskegon Community College Request For Proposals Investment Advisor Services

### SECTION I: Summary

#### A. Request for Proposals

Muskegon Community College Office of Financial Services seeks proposals from vendors/organizations/firms for **Investment Advisor Services**.

Sealed proposals will be received either by mail or personal delivery **by 2:00 p.m. EST on Friday, October 6, 2023**. Proposals received after the specified time will not be considered.

Proposals shall be sealed and plainly labeled on the outside of the envelope/box with “**Investment Advisor Services**” along with the name of the vendor/organization/firm submitting the proposal. It is the sole responsibility of the bidder to assure that their proposal is received by Muskegon Community College prior to the date and time specified. One (1) original and (5) identical copies should be submitted to the following address:

Muskegon Community College  
Attention: Mike Council, Purchasing Manager  
Financial Services-Room 1044  
221 South Quarterline Road  
Muskegon, MI 49442

*Electronic Submissions may be made to [mike.council@muskegoncc.edu](mailto:mike.council@muskegoncc.edu)*

**NOTICE: Prospective bidders who have received this document from a source other than the Office of Financial Services should immediately contact the Office and provide their name and mailing address in order to ensure that amendments to the Request for Proposal or other communications are sent to them. Any prospective bidder who fails to provide the Office with this information assumes complete responsibility in the event that they do not receive communications from the Office of Financial Services prior to the closing date.**

## **B. Background on Muskegon Community College**

Muskegon Community College or (“MCC” or “College”) is a public community college, a political subdivision of the State of Michigan, with a full-time equated student enrollment of approximately 2,900 and unduplicated head count of approximately 6,900. The College has an annual Operating Fund budget of \$44 million and employs approximately 225 regular full and part time staff as well as a significant number of adjunct faculty and student assistants. The College offers 41 associate degree programs and 48 certificate programs. The College's main campus, located on a 111-acre campus in Muskegon, includes the Hendrik Meijer Library & Information Technology Center, the Bartels-Rode Gymnasium, the Frauenthal Foundation Fine Arts Center with the Overbrook Theater and Art Gallery, the Stevenson Center for Higher Education, the Science Center, the Health and Wellness Center, and the Art and Music Center. MCC also operates extension centers in Ottawa and Newaygo Counties, as well as the Sturris Technology Center in downtown Muskegon.

The College as of June 30, 2023, had \$13,960,036 in cash and investments. Of this amount \$2,642,350 was in two checking/sweep accounts at our primary bank. The remaining \$11,317,686 was in a government savings account at another bank currently earning 4.3% interest. The College does not intend to change its primary bank in conjunction with this RFP. The College’s cash flow changes throughout its fiscal year as shown in the historical graph in Appendix A. The fiscal year begins on July 1 and ends on June 30 each year. The College’s academic year consists of 3 semesters: Fall, Winter and Summer. Approximately 40% of the Operating Fund revenues come from tuition and fees, 28% from state appropriations and 30% from property taxes. Property taxes are not levied until December 1<sup>st</sup> and therefore the cash inflow from those collections does not occur until January through June. As a result the graph in Appendix A shows the cash flow typically declines in the 2<sup>nd</sup> quarter and then rises in the 3<sup>rd</sup> quarter from the property tax collections. Enrollment determines the amount of tuition and fee revenues the College receives. Appendix B is a copy of the FY2023-2024 budget which includes a graph depicting the enrollment decline over the last 11 years on page 6 of the document. This decline is a nation-wide trend. MCC has developed an Enrollment Management Plan (EMP) in conjunction with its Strategic Plan in order to improve enrollment trends going forward. The EMP has many measurable objectives that the Admissions team is charged with accomplishing toward advancing our enrollment goals.

The Foundation for Muskegon Community College (FMCC) is a separate nonprofit 501(c)3 organization with the sole purpose to support the mission of MCC through fund development. FMCC has investments held at Vanguard that totaled \$930,115 as of June 30, 2023, and \$2,279,847 held at the Community Foundation for Muskegon County as of that same date. There is a potential that the organization chosen through this RFP process may also be chosen to provide investment advisor services for the FMCC at a later date.

## **SECTION II: Scope of Services**

Muskegon Community College is seeking proposals from qualified independent investment advisor organizations interested in serving as the College’s investment advisor.

The selected investment advisor will be required to perform the following services to achieve the financial goals of the College:

1. Adhere to the State of Michigan Public Act No. 331 of 1966 for allowable investments.
2. Assist in the development of an internal Investment Policy for the College.
3. Utilize historical cash flow trends when recommending investment strategies.
4. Recommend investment strategies that maximize earnings while minimizing risk and providing liquidity during lower cash flow time periods.
5. Proactively provide investment recommendations prior to investments maturing.
6. Work closely with the College's Chief Financial Officer to determine investment strategies.
7. Attend board meetings as needed to present a report on the portfolio performance and market conditions.

### **SECTION III: Proposal Minimum Requirements**

The following, as a minimum, have been identified as the basic requirements needed to be considered for selection.

1. Must be a Registered Investment Advisor as defined and regulated by the Securities and Exchange Commission, and registered with the State of Michigan.
2. Have no disclosures with FINRA (Financial Industry Regulatory Authority).
3. Act as fiduciary for the account, and maintain General Liability and Professional Liability (Errors & Omissions) coverage of at least \$1 million per occurrence and/or \$3 million aggregate (and provide evidence of such coverage).
4. The Investment Manager assigned to this account must have at least five (5) years of investment experience with local government and/or public higher education clients.
5. Firm must be headquartered or maintain an office/branch within the State of Michigan.
6. The firm should have a significantly sized pool of fixed income assets under management.
7. Must provide a complete and detailed fee schedule. This schedule should include fixed rate fees, variable rate fees and all other fees associated with the cost of trading assets.
8. Must provide online account access to designated College personnel to view transaction activity, print monthly statements, and review account assets.
9. Must have read and understood all parts of the RFP and certify that the proposal is made in accordance with the requirements stated.

Start Date: The term of the contract is anticipated to begin on or about December 1, 2023 or as soon thereafter as agreed upon by the successful vendor and MCC.

Length of Contract: The College anticipates a 3-year contract with 2 optional one (1) year renewals with the counsel chosen.

## SECTION IV: Proposal Format and Content

- A. MCC will accept proposals until **2:00 p.m. Friday, October 6, 2023**. One (1) original and five (5) copies of the proposal are to be submitted to:

Mike Council  
Purchasing and Financial Services Manager  
Muskegon Community College  
221 S Quarterline Road  
Muskegon, MI 49442

*Electronic Submissions may be made to [mike.council@muskegoncc.edu](mailto:mike.council@muskegoncc.edu) in lieu of hard copies.*

- B. Proposals must adhere to the following format, both in content and sequence. Proposals should be succinct yet provide adequate detail for objective analysis. By submitting a proposal, each vendor/organization/firm certifies that it understands this RFP and has full knowledge of its scope. Each vendor/organization/firm also certifies that it understands that it will be solely responsible for any and all costs relating to preparation of proposals, including any time involved with oral presentations.
- 1. Vendor/Organization/Firm Name and Address**, including local address, telephone number, name of contact person, and date of proposal.
  - 2. Vendor/Organization/Firm Information**
    - a) Size of Vendor/Organization/Firm (e.g., gross receipts/revenues, number of employees, number of properties owned/operated, etc.)
    - b) Provide a brief history of the organization and its experience in asset management. Including the number of years in asset management, licenses, location of firm headquarters, and an address listing of all offices or branches within the State of Michigan. Please provide a copy of the firm's license with the State of Michigan and SEC regulations.
    - c) Indicate how long your organization has been providing asset management services to local government and/or public higher education clients.
    - d) Provide information on the key Investment Manager that will be responsible for this account. Include the total years of experience in asset management with organizations of similar size and scope as the College.
    - e) Describe online account resources that are available to your clients and samples of your online account access.
    - f) Provide a sample copy of your organization's contract.

### 3. Investment Approach

- a) Describe your firm's investment philosophy for public clients, including your firm's philosophy regarding average duration, maturity, investment types, credit quality and yield.
- b) Describe where the majority of your fixed income investments are purchased for similar clients.
- c) Describe what you would consider an appropriate benchmark for similar allowable investments that MCC is able to purchase.
- d) Describe your primary strategies for providing a return net of fees that meets or exceeds the benchmark indicated above.
- e) Describe your process for monitoring and reporting on market trends and include the time frame for reporting.
- f) Explain the minimum length of time an investment is held in the portfolio and why.
- g) Explain if your firm would be the custodian for the College's investments and if the investments will be held in the name of Muskegon Community College. If not, then please explain the process of investment holdings.

**4. Vendor/Organization/Firm References** — Provide a minimum of three, but not more than six references of organizations of similar size and scope to the College that your organization currently has contracts and/or has previously provided similar services within the past three (3) years. Reference list is to include company name, contact person, telephone number and e-mail address, and length of business relationship.

**5. Fee Schedule** – Provide a complete and detailed fee schedule including fixed rate fees, variable rate fees and all other fees associated with the cost of trading assets. Describe the frequency of how the fees will be charged (monthly, quarterly, annually) and method of payment (e.g. account withdrawal).

**6. Complete All Required Forms** – Bidders Certification and Certification Regarding Debarment, Suspension and Other Responsibility Matters.

**7. Other Terms & Conditions** – State any other conditions, exclusions or alternates

## **SECTION IV: Contacts, Timing, and Administrative Details**

### **A. Contacts**

MCC specifically instructs all interested Vendors/Organizations/Firms to restrict all questions regarding this RFP to written or emailed communications forwarded to the above-named RFP Contact Person. **All questions and concerns must be received no later than 2:00 p.m. Monday, October 2, 2023.** MCC shall make every effort to respond to all questions and concerns by end of day **Wednesday, October 4, 2023**; however MCC reserves the right to decline to respond to any question.

MCC may, in its sole discretion, respond in writing or by email to written inquiries concerning this RFP, and may email, or mail via U.S. Postal Service its response to all parties recorded by MCC as having received a copy of this RFP. Only MCC responses that are made by formal written Addenda shall be binding. Any verbal responses or written interpretations or clarifications other than Addenda to this RFP shall be without legal effect. Any and all Addenda issued by MCC prior to the submittal deadline shall be and are hereby incorporated as a part of this RFP for all purposes.

### **B. Timing**

1. Proposals must be submitted by 2:00 p.m. on **Friday, October 6, 2023.**
2. Oral presentations by final candidates, if deemed necessary by MCC, will take place on a date to be determined.
3. Award notification following November 8, 2023 Board of Trustees meeting.

### **C. Administrative Details**

1. **The proposal must be signed and dated by a duly authorized Vendor/Organization/Firm representative.**
2. MCC considers all information and documentation requested to be submitted in response to this RFP to be of a non-confidential and non-proprietary nature and therefore shall be subject to public disclosure. Bidders are hereby notified that MCC strictly adheres to all statutes, court decisions, and the opinions of the Michigan Attorney General with respect to disclosure of public information.
3. MCC reserves the right to reject any and all offers, to waive informalities and minor irregularities in offers received, and to request additional information from proposing Vendors/Organizations/Firms.
4. MCC reserves the right to accept the proposal for services deemed to be in the best interests of MCC. The accepted proposal may not necessarily be the lowest bid.

5. Work performed and plans produced shall comply with all state, federal and local laws, including but not limited to those related to building, environmental, statutory, legal process, OSHA and the Fair Labor Standards Act.
6. The contract may be terminated by mutual consent of both parties or by Muskegon Community College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Muskegon Community College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination upon fifteen (15) days written notice.
7. The firm will abide by all State and Federal Regulations on wages and hours of any employee. The firm shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with Muskegon Community College.

### **EQUAL OPPORTUNITY NOTICE**

It is the policy of MCC to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.

It is the policy of MCC to patronize only those firms and Providers that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and State laws.

## **SECTION V – Information and Instructions**

- A. Submission Requirements:** The complete original proposal **must be submitted in a sealed package or emailed and received by 2:00 p.m. on Friday, October 6, 2023.**
- B. Interview:** A bidder may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any proposed price or other material condition. If MCC chooses to entertain presentations, the College will schedule and notify the bidder(s) of the time and location of their presentation.
- C. Modifications:** In order to more fully meet the needs of the College, Muskegon Community College reserves the right to request that the bidder modify the proposal.
- D. Request for Additional Information:** The bidder shall furnish such additional information as Muskegon Community College may require.

- E. Acceptance/Rejection/Modification to Proposals:** Muskegon Community College reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.
- F. Taxes:** Muskegon Community College is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award under this RFP.
- G. Evaluation/Award:** The evaluation and award of this bid shall be based on the following criteria:
1. Ability to meet all of the requirements and specifications in the RFP
  2. Technical expertise of organization and staff
  3. Experience in public higher education
  4. Financial strength
  5. Quality of proposal and/or presentation
  6. Cost/Fees
  7. References

The contract will be awarded to the most responsible, responsive bidder whose proposal, conforming to this solicitation, will be most advantageous to the College, price and other factors considered.

- H. Equal Employment Opportunity:** It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters. It is the policy of the College to patronize only those vendors/organizations/ firms that demonstrate a commitment to equal opportunity within their own enterprises and abide by Federal and State laws.



**MUSKEGON COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Investment Advisor Services**

## SECTION VI: List of References

**IMPORTANT: This form must be returned with the bid proposal form.**

1. Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

2. Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

3. Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**MUSKEGON COMMUNITY COLLEGE**  
**REQUEST FOR PROPOSAL**  
**Investment Advisor Services**

**BIDDER'S CERTIFICATION**

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of sixty (60) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/organization/firm and that the vendor/organization/firm is ready, willing and able to perform if awarded this bid/proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder interested in bid/proposal; and the undersigned executed this bidder's certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Vendor/Organization/Firm\_\_\_\_\_

Signature\_\_\_\_\_

Name & Title\_\_\_\_\_

Mailing Address\_\_\_\_\_

Telephone Number\_\_\_\_\_

E-mail Address\_\_\_\_\_

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# Muskegon Community College

## CERTIFICATION. REGARDING DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.
2. Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default, have ever been on the Prevailing Wage Violator's Registry or are currently being investigated under current name or any DBA's, corporate names, subsidiaries or other business entities under which you have operated in the last three years; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the bid, been convicted or had a civil judgment rendered against it.
  - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.
  - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or
  - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

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Name/Title of Authorized Representative

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Name of Participant Agency or Firm

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Signature of Authorized Representative

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Date

I am unable to certify to the above statement. Attached is my explanation.