

**REQUEST FOR QUALIFICATIONS (RFQ) FOR INVESTMENT ADVISORY SERVICES FOR THE CITY OF
ROSSFORD, OHIO PUBLIC FUNDS**

ISSUED DATE: August 13, 2021

DUE DATE AND TIME: September 1, 2021 at 2:00pm

The City of Rossford is seeking Request for Qualifications (RFQ) for an Investment Advisory Service Firm to invest our Public Funds. Please note the city is not seeking a brokerage firm. Currently the City has money at our local main bank, Star Ohio and some CDARs with another local bank. We are looking to begin to invest our funds in approved Ohio Revised Code and the City's Investment Policy vehicles. Our philosophy is to gain the most investment income for the public funds while limiting the risk and having a diversified portfolio.

Please provide the following information and answer the questions for evaluation purposes in order for the city to select the most qualified investment advisory firm that meets the needs of the city while providing the greatest comfort level:

1. History of Firm (year established, growth of firm, services provided, etc.)
2. Qualifications of Individuals that will be assigned to the City's account (resumes that depicts education, work history, size of clients served, capacity to provide quality service, etc.)
3. Municipalities that your firm serves in Ohio (with special note to ones that are similar in size)
4. Provide proof that the firm is a SEC Registered Investment Advisor
5. Your Firm's strategy for investing available funds
6. Process for onboarding a new client that has not utilized investment services in the past
7. Process for determining with client the liquidity factor versus portfolio mix for the investments
8. Process for distributing the trade information to your clients
9. Recommendations for Custodian of the funds until the investment is secured
10. Sample of monthly reporting of investments and projected income earned from said investments
11. Is your firm willing to attend Quarterly Council meetings to provide and update to the Mayor, Administration and Council?
12. Describe how your firm ensures compliance with the Ohio Revised Code and the City's Investment Policy for recommended investments
13. Describe your access to the markets and how your access will be beneficial to the city
14. Describe how you view each client compared to your other clients
15. Mechanism for providing clients with up-to-date economic outlooks for assistance in determining the best approach for their money

The submission should provide five copies of the information. The firm may provide additional information not listed above that they deem essential for our Team to select the most qualified firm. The city envisions a long-term arrangement with the awarded firm. The contract will be for five years with continual renewal options at the sole discretion of the City.

The city appreciates your willingness and desire to partner with us to ensure the highest return of our public funds for the citizens of Rossford. Thank you for taking your time to submit the qualifications. We look forward to working with the most qualified firm that meets all of our needs.