**Request for Proposal**

**Fixed Income Manager of Managers**

**January 17, 2020 Issue Date**

**TABLE OF CONTENTS**

**SECTION I: ………………………………………………………………………………………………3**

**General Information**

Introduction

Background

**SECTION II: ………………………………………………………………………………………...……4**

**Request for Proposal Objective**

Purpose of Request for Proposal

Issuing Officer and Contacts

**SECTION III: ……………………………………………………………………………………………..5**

**Scope, Qualifications and Information Requested**

Minimum Qualifications

Legislative Considerations

Diversity Disclosure Requirements

Scope of Work (including RFP and related appendices)

Contract Negotiating and Awarding

**SECTION IV: ………………………………………………………………………………………….…9**

**Submission of Proposal and Selection Process**

Schedule

Submission Process

**SECTION V: …………………………………………………………………………………………….10**

**Illinois Freedom of Information Act Disclosure, Communications and Evaluation Process**

FOIA Disclosure

Communications

Evaluation Process

Proposal Evaluation

Terms and Conditions

**SECTION VI: ……………………………………………………………………………………………14**

**Definitions and Appendices**

Definitions under Illinois Law

**Additional Attachments:**

APPENDIX A: Minimum Requirements Certification

APPENDIX B: Diversity Profile

APPENDIX C: Manager Questionnaire

**REQUEST FOR PROPOSAL**

**SECTION I: GENERAL INFORMATION**

**1. Introduction:**

The State Universities Retirement System (“SURS” or the “System”) is requesting proposals from qualified Manager of Manager firms interested in providing diversified ***Global Credit Strategies*** (“Strategies”). Underlying portfolio strategies may include Global Investment Grade, High Yield, Global Bank Loans, and Emerging Market Debt segments. The underlying managers will consist of emerging managers that fit the Illinois statute definition of Minority, Female, and persons with a Disability (MFDB)-owned firms. SURS general investment consultant, Meketa, will be assisting SURS in the evaluation of respondents. Existing managers in the lineup include:

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager Name** | **Allocation** | **Strategy Type** | **Benchmark** |
| Integrity | $40 million | US/Global IG | BB US Agg Corp |
| New Century | $50 million | Broad Global | BB Global Aggregate Credit |
| LM | $65 million | EMD | JPM CEMBI |
| RVX | $60 million | EMD | JPM CEMBI |
| GIA | $60 million | EMD | JPM CEMBI |
| GIA | $75 million | Global HY | BB Global HY |
| Total | $350 million | Blend | Custom Benchmark |

All forms/required documents needed for submitting a Request for Proposal (“RFP”) are available on the SURS website at [www.surs.org](http://www.surs.org).

**2**. **Background:**

Created in 1941, SURS exists as a body politic and corporate created under Article 15 of the Illinois Pension Code. SURS is governed by a board of trustees in accordance with Illinois Law. The SURS Board of Trustees currently consists of six (6) elected and five (5) appointed members, including the chair of the Illinois Board of Higher Education, who also serves as the chair of the SURS Board of Trustees. The SURS Board of Trustees delegates their authority to the Executive Director and nearly 130 full-time staff in administering the provisions of Articles 1, 15 and 20 of the Illinois Pension Code (40 ILCS 5).

Administrative functions performed by SURS Staff include processing retirement, survivor, disability and death benefits for more than 230,000 members who have current or previous employment with 61 higher education entities in Illinois.

Located in Champaign, Illinois SURS offices are roughly 130 miles south of Chicago and 125 miles west of Indianapolis. Additional information regarding SURS can be obtained at [www.surs.org](http://www.surs.org)

**Defined Benefit Plan Investment Program**

As of December 31, 2018, the Defined Benefit plan trust totaled $18 billion. In September 2018, the SURS Board of Trustees approved a new strategic allocation and is in the process of implementing the new targets. It is expected that the implementation of the following targets will be done over a period of several years.

**Target**

Non-Traditional Growth 15%

Traditional Growth 25%

Stabilized Growth 26%

Inflation Protection 6%

Principal Protection 8%

Crisis Risk Offset 20%

**SURS Staffing**

The SURS investment team currently consists of nine members. These include:

* Chief Investment Officer
* Deputy Chief Investment Officer
* Three Senior Investment Officers individually responsible for Private Equity (including hedged strategies), Fixed Income (including Core Fixed Income, Emerging Markets Debt, and TIPS), and Real Assets (including Real Estate, REITs, Infrastructure, and Commodities)
* One Associate Investment Officer responsible for Public Equity
* One Investment Officer
* Two Investment Analysts

Broader System resources are also utilized, including accounting and internal/external legal counsel. Additionally, Northern Trust serves as the System’s master custodian for the defined benefit plan, providing various management and administrative services.

**SECTION II: REQUEST FOR PROPOSAL OBJECTIVE**

**1. Purpose of Request for Proposal**

SURS is requesting proposals from qualified Manager of Manager firms interested in providing diversified ***Global Credit Strategies*** (“Strategies”) to SURS. The underlying portfolio managers shall be broadly diversified across market, sectors, securities and maturities in a manner that is consistent with accepted standard of prudence. Underlying portfolio strategies shall be comprised of Global Investment Grade, High Yield, Global Bank Loans, and Emerging Market Debt segments.

**Qualified Women, Minority, or Disabled Owned Businesses are exempt from certain qualifying factors (see Appendix A).** Please refer to Section III for additional minimum qualifications information for all responding firms.

SURS will consider the following in making its decision:

* Organization
* Resources
* Experience
* Investment Team
* Commitment to Diversity
* Performance
* Fees
* Level of detail provided in the RFP response

**2. Issuing Officer, Contacts and Lobbying**

SURS is issuing this RFP. The Procurement Officers and the SURS designated consultant identified below are the sole points of contact regarding this RFP. Contact with any other employee of SURS, members of the Board of Trustees, or state officials is not permitted with respect to this RFP. The prohibition includes, but is not limited to, any lobbying efforts directed at state legislators or any state officer or employee who might reasonably be considered to have influence over the process and final outcome.

The Procurement Officer and Consultants for this RFP are:

SURS Procurement Officer John Harris and David Sancewich

SURS Meketa

[Procurement**\_**Officer@surs.org](mailto:Procurement_Officer@surs.org) [jharris@meketagroup.com](mailto:jharris@meketagroup.com)

[dsancewich@meketagroup.com](mailto:dsancewich@meketagroup.com)

Additional information regarding Submission of responses to this RFP is set forth in Section IV below under the heading “Submission of Proposal and Selection Process”

**SECTION III: SCOPE, QUALIFICATIONS AND INFORMATION REQUESTED**

**Required Minimum Qualifications (RMQs)**

Failure to satisfy each of the minimum qualifications will result in the immediate rejection of the proposal. The responder must address each of the qualifications substantiating how the responder satisfies each of the minimum qualifications. The responses must contain sufficient information as prescribed to assure SURS of its accuracy. Failure to provide complete information will result in rejection of the proposal. The Proposer must certify in writing on the Minimum Qualifications Certification (Appendix A) that it meets all of the minimum qualifications and must be signed by an individual who is authorized to bind the Proposer contractually.

1. The proposing firm must have a minimum firm-level asset-under-management of $1 billion as of 12/31/2019. **Qualified Women, Minority, or Disabled Owned Businesses are exempt and will be evaluated for further consideration at SURS’ discretion.**

2. The responder must be willing to enter into a most favored nation clause certifying that the fees, costs, or pricing charged to SURS do not exceed the fees, costs, or pricing charged by the responder to any of its clients for the same or similar level of services.

3. Proposing firm must be either a) registered as an investment adviser under the Investment Advisers Act of 1940 or b) a “bank” as defined in the Investment Advisers Act of 1940. If not, the firm must factually explain how and why they claim to be exempt from registration. The firm will promptly advise SURS if it, at any time, is not so registered. The firm must submit its full Form ADV (Parts I and II) and complete the required certifications contained in Appendix A.

4. Responder and its proposed team must have all authorizations, permits, licenses and certifications required by federal and state laws and regulations to perform the services specified in this RFP at the time responder submits a response to the RFP. Responder’s audited financial statements must be made available for review.

5. Responder will comply with all legislation, applicable State fiduciary, ethics, and diversity laws, including any additional disclosure requirements.

SURS retains the sole right to decide whether any responder is qualified to bid, including determining whether any responder’s qualifications are sufficiently comparable to satisfy all of the above minimum and preferred qualifications.

**3. Legislative Considerations**

Effective January 1, 2016, **Sections 5/1-110.6, 5/1-110.15, 5/1-110.16 of the Illinois Pension Code (40 ILCS 5/1)** generally requires SURS to divest from direct holdings in “restricted companies” consisting of:

1. Certain companies that boycott Israel by engaging in actions that are politically motivated and are intended to penalize, inflict economic harm on, or otherwise limit commercial relations with the State of Israel or companies based in the State of Israel or in territories controlled by the State of Israel;
2. Certain companies that have business operations that involve contracts with or provision of supplies or services to the Government of Iran, companies which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran; and
3. The government of Sudan and any of its agencies, companies under control of Sudan, companies established or organized in Sudan, companies identified or prosecuted by the Office of Foreign Assets in the U.S. Treasury Department as sponsoring terrorist activities in Sudan, or any publicly traded company whose principal place of business is in or conducts business in Sudan.
4. Certain companies that are considered “expatriated entities,” meaning a foreign incorporated entity which is treated as an inverted domestic corporation under subsection (b) of Section 835 of the Homeland Security Act of 2002, 6 U.S.C. 395(b), or any subsidiary of such an entity.

Index funds, mutual funds (or funds in which the System owns shares or interests together with other investors), and private market funds (which include private equity funds, private equity funds of funds, venture capital funds, hedge funds, hedge fund of funds, real estate funds, or other investment vehicles that are not publicly traded) are not subject to the divestment provisions. However, the Illinois Investment Policy Board will request that a private market fund manager consider removing restricted companies from the fund or create a similar actively managed fund having indirect holdings devoid of the companies. If such a fund is created, SURS is required to replace all applicable investments with investments in the similar fund in an expedited timeframe consistent with prudent investing standards.

The **Illinois Governmental Ethics Act**, 40 ILCS 420, provides guidelines for ethical practices concerning state and local pension plans. Respondent providers should be familiar with the provisions of this Act. The Act also encourages the Board to increase the racial, ethnic, and gender diversity of its fiduciaries, to the greatest extent feasible within the bounds of financial and fiduciary prudence. In furtherance of this Act, SURS will use its best efforts to increase the racial, ethnic, and gender diversity of its vendors/investment managers.

Sections of the **Illinois Procurement Code[[1]](#footnote-1)** concerning prohibitions of political contributions for vendors, 30 ILCS 500/50-37, may or may not apply to SURS investment managers or other service providers. However, each investment manager or service provider should be familiar with the provisions of this section and comply with this section if the investment manager or service provider deems it appropriate.

Provisions of Illinois law (40 ILCS 5/1-109.1) encourage certain public retirement funds and investments boards to increase:

* The utilization of emerging investment managers (with goals for specific asset classes for emerging managers that are minority-owned businesses, female-owned business, and businesses owned by a person with a disability;
* The racial, ethnic and gender diversity of its fiduciaries, including its consultants and senior staff;
* The utilization of business owned by minorities, females, and persons with disabilities for all contracts and services;
* The utilization of minority broker-dealers; and
* The utilization of minority investment funds

**Public Act 99-0462** establishes the following aspirational goals for certain public retirement systems, pension funds, and investment boards, beginning January 1, 2006:

* The utilization of emerging investment managers for not less than 20 percent of the total funds under management;
* That not less than 20 percent of investment advisors are minorities, females, and persons with disabilities; and
* The utilization of businesses owned by minorities, females, and persons with disabilities for not less than 20 percent of contracts awarded for information technology services, accounting services, insurance brokers, architectural and engineering services, and legal services.

**For these reasons, the SURS Board of Trustees encourages individuals who are minorities, females, and persons with a disability, as well as firms owned by minorities, females, and persons with a disability to respond to this RFP.**

**4. Diversity Profile**

Effective January 1, 2015 Section 1-113.21 of the Illinois Pension Code prohibits certain public retirement systems, pension funds, and investment boards from awarding a contract, oral or written, for investment services, consulting services, or commitment to a private market fund, unless the investment advisor, consultant or private market fund first discloses:

* The number and percentage of its investment and senior staff who are: i) a minority person, ii) a female, and iii) a person with a disability;
* The number of contracts, oral or written, for investment services, consulting services, and professional and artistic services that the investment advisor, consultant, or private market fund has with i) a minority-owned business, ii) a female-owned business, or iii) a business owned by a person with a disability and;
* The number of contracts, oral or written, for investment services, consulting services, and professional and artistic services the investment advisor, consultant, or private market fund has with a business other than: i) a minority-owned business, ii) a female-owned business, or iii) a business owned by a person with a disability, if more than 50 percent of services performed pursuant to the contract are performed by i) a minority person, ii) a female, and iii) a person with a disability.

Each responder must disclose this information in Appendix B. **Failure to completely fill out this information may result in disqualification from consideration**. **If the information is not available, then please indicate “0” in the required fields. *DO NOT LEAVE ANY FIELDS BLANK AND DO NOT ADD A QUALIFYING EXPLANATION TO YOUR NUMERIC RESPONSE.***

Enumerated below are the specific items requested from respondent firms.

1. **Letter of Transmittal**: A letter of transmittal must be submitted on the responder’s official letterhead. The letter must identify all documents provided collectively as a response to the RFP, and must be signed by an individual authorized to bind the responder contractually. An unsigned proposal will be rejected. The letter must also contain the following:

* Statement that the proposal is being made without fraud or collusion; that the responder has not offered or received any finder’s fees, inducements or any other form of remuneration, monetary or non-monetary, from any individual or entity relating to the RFP;
* Statement that discloses any current business relationship or any current negotiations for prospective business with the Board or any SURS Board Members or SURS Staff; and
* Statement that the proposing firm has been in compliance with SURS Quiet Period Policy and Ex-Parte Communications Policy

2. **Minimum Qualification Certification**: The responder must complete the certification in Appendix A and provide all supporting documentation.

3. **Diversity Disclosures** (per Illinois Pension Code Section 1-113.21): The responder must complete the required disclosures regarding staff and vendor diversity in the forms provided in Appendix B.

4. **Manager Services Questionnaire:** The responder must complete the required questions in the order presented in Appendix C.

**Contract Negotiating and Awarding**

Although fees are a material element in selection, cost, however, is only one of several factors used to evaluate proposals. The successful bidder agrees that any resulting contract awarded under this RFP is subject to successful contract negotiations. If SURS and the successful bidder cannot reach an agreement on contract terms, a contract may not be awarded to said bidder.

Services provided by the successful bidder must be performed in compliance with all applicable federal and state laws.  The successful bidder agrees that any contract awarded under this RFP shall be enforced, governed and construed in all respects in accordance with the laws of the State of Illinois to the extent such laws are not pre-empted by the laws of the Unites States of America.   The successful bidder agrees that, if required by law, it will bring any suit, action, claim or proceeding in, and will submit to (and consents and waives any objection to) the jurisdiction of the Illinois Court of Claims in connection with any claim asserted against SURS arising out of, or in connection with, any Agreement awarded under  this RFP.  If a filing in the Illinois Court of Claims is not required by law, the successful bidder agrees to submit to (and consents and waives any objection to) the jurisdiction of each of the Sixth Judicial Circuit of Illinois, Champaign County, Urbana, Illinois and the United States District Court for the Central District of Illinois in Urbana, Illinois in respect of any suit, action, claim or proceeding brought by SURS arising out of, or in connection with, this Agreement.  The successful bidder agrees that SURS does not waive sovereign immunity by entering into an Agreement awarded under this RFP.

**SECTION IV: SUBMISSION OF PROPOSAL AND SELECTION PROCESS**

**1. Schedule**

**SURS reserves the right to alter the following schedule if necessary.** If the schedule changes, a SURS representative will notify the affected responders via e-mail. In no event will the dates listed below be changed to earlier dates.

**Schedule Dates**

Quiet Period Begins January 17, 2020

RFP Issued January 17, 2020

Deadline for Responder Questions January 24, 2020

Response to Questions January 31, 2020

**RFP Responses due 4:30 p.m. CT February 7, 2020**

Evaluations February 2020

Candidate Interviews February 2020

Estimated Selection Date March 12, 2020

**2. Submission Process**

**Deadline**:

To be considered for selection, proposals must be received via e-mail in Adobe Acrobat format at [Procurement\_Officer@surs.org](mailto:Procurement_Officer@surs.org) and at [rfpresponse@meketa.com](mailto:rfpresponse@meketa.com) no later than **4:30 p.m. CT, February 7, 2020 *Please reference the “SURS Fixed Income Manger of Managers RFP Response - Name of Responder” in your communications.*** **An e-mail confirmation will be sent confirming receipt of the proposal.**

**Withdrawal and Modifications**:

A proposal may be withdrawn any time prior to the deadline by written notification signed by the individual applicant or authorized agent of the firm and received by the SURS representatives at [Procurement\_Officer@surs.org](mailto:Procurement_Officer@surs.org) and at [rfpresponse@meketa.com](mailto:rfpresponse@meketa.com) no later than the deadline of **4:30 p.m. CT, February 7, 2020**. ***Please reference the “SURS Fixed Income Manager of Managers RFP Response - Name of Responder” in your communications.*** An e-mail confirmation will be sent confirming withdrawal of the proposal. The proposal may be resubmitted with any modifications **no later than** the submission deadline. Modifications offered in any other manner will not be considered.

**Questions:**

In order to clarify any issues in this Request for Proposal, SURS will respond only to questions that are presented in writing via e-mail to [Procurement\_Officer@surs.org](mailto:Procurement_Officer@surs.org) and [jharris@meketagroup.com](mailto:jharris@meketagroup.com) and [dsancewich@meketagroup.com](mailto:dsancewich@meketagroup.com). All questions should be submitted to SURS by **4:30 p.m. CT, January 24, 2020**. ***Please reference the “SURS Fixed Income Manager of Managers RFP Response - Name of Responder” in your communications.*** These questions will be consolidated into a single Q&A document and responded to by SURS on, or about, **January 31, 2020**. The Q&A document will be posted on the SURS web site at [www.surs.org/rfp](http://www.surs.org/) without indicating the source of the query.

**SECTION V: ILLINOIS FREEDOM OF INFORMATION ACT DISCLOSURE, COMMUNICATIONS AND EVALUATION PROCESS**

**Freedom of Information Act Disclosure:**

**All materials submitted in response to the RFP become property of SURS. Proposals remain confidential during the selection process. However, upon completion of the selection process, all responses, including that of the individual or firm selected, will be a matter of public information and will be open to public inspection in accordance with the State of Illinois Freedom of Information Act (FOIA) 5 ILCS 140/1 *et. seq*.**

If, in response to this RFP, trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP, such claim must be clearly made and such information must be clearly identified. (5 ILCS 140/7 and 7.5) **Responses to this RFP with every page marked as proprietary, privileged or confidential will not satisfy this requirement.**  Bidders are required to make a good faith attempt to properly identify only those portions of the response that are truly furnished under a claim that they are proprietary, privileged or confidential and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business responding to this RFP.

**Redacted Version of RFP Response:** In the event Responder believes and claims that certain materials or information contained in the submitted response are exempt from public disclosure under the Illinois FOIA, Responder is required to provide a redacted version of the response it believes will be suitable for release under the Illinois Freedom of Information Act (5 ILCS 140/7 and 7.5).

*Note: Pricing and fee structures are generally disclosable under FOIA. If Responder claims that any fee or pricing information qualifies for an exemption under FOIA, Responder must submit its legal analysis with the redacted version of its RFP response.*

**A RESPONDER’S FAILURE TO PROVIDE A REDACTED VERSION OF ITS RFP RESPONSE WILL RESULT IN SURS DISCLOSING THE RESPONDER’S ENTIRE RFP RESPONSE IF THE SAME IS REQUESTED UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT. NEITHER THE RESPONDER NOR ANY THIRD PARTIES SHALL HAVE ANY RECOURSE AGAINST SURS FOR ITS DISCLOSURE OF THE NON-REDACTED RFP RESPONSE.**

**However, any claim of privilege from disclosure is not definitive.  SURS has the right and legal obligation to determine whether such information is exempt form disclosure under the Illinois Freedom of Information Act and no information will be considered or determined by SURS to be proprietary, privileged or confidential unless it is identified and separated as indicated herein.**  **(5 ILCS 140/7 and 7.5)**

**Ordinary Course of Business Communications Allowed:**

Other than existing normal business matters, respondents, potential respondents, or their representatives should not contact anyone at SURS (including SURS staff, members of the SURS advisory committees and members of the SURS Board) other than the SURS procurement officer as referenced herein. In addition, respondents must not discuss this RFP with any employee of SURS’ custodian, managers, legal counsel, or other advisors or persons/entities having contracts or other affiliations with SURS.

**SURS Quiet Period** **Policy**:

Please note the following Quiet Period Policy establishing guidelines by which the SURS Board of Trustees and SURS Staff will communicate with prospective service providers during a search process. **The Quiet Period for this RFP begins on January 17, 2020.**

* 1. A Quiet Period will commence upon issuance of an RFP and end once a selection has been made by the Board and the completion of successful contract negotiations with a respondent;
  2. Initiation, continuation and conclusion of the Quiet Period shall be publicly communicated to prevent inadvertent violations;
  3. All Board members, and Staff other than those directly involved in the search or the Chief Procurement Officer or their designee, shall refrain from communicating with respondents regarding any product or service related to the search in process. All Board members and Staff shall refrain from accepting meals, travel, hotel, or other value from such respondents;
  4. Throughout the Quiet Period, if any Board member is contacted by a respondent, the Board member shall refer such party to the Chief Procurement Officer;
  5. All authority related to the search process shall be exercised solely by the Investment Committee or Board as a whole, and not by individual Board members;
  6. The Quiet Period does not prevent Board approved due diligence, client conference attendance or communications with an existing vendor; provided, however, that discussions related to the procurement and pending selection shall be avoided during those activities;
  7. The provisions of this Policy shall apply throughout the Quiet Period and shall be communicated to respondents in conjunction with any search; and
  8. A respondent may be disqualified from a search process for a violation of the Quiet Period or any portion of this Policy.

**Ex-Parte Communications**:

The State Officials and Employees Ethics Act (5 ILCS 430) provides that all “ex parte communications” concerning investment, rulemaking or quasi-adjudicatory matters pending before a state agency must be documented and some must be reported. An “ex parte communication” is any written or oral communication by any person that imparts or requests material information or makes a material argument regarding potential action concerning an investment, a rulemaking process, or a quasi-adjudicatory matter. An “ex parte communication” does not include statements publicly made in a public forum or communications among employees of the state agency.

**An “ex parte communication” from an “interested party” or his or her official representative or attorney to an employee or the agency must be memorialized and made a part of the record. An “interested party” is a person or entity whose rights, privileges, or interests are the subject of or are directly affected by an investment, regulatory or quasi-adjudicatory matter.**

**An “ex parte communication” other than that described above must be reported by the SURS staff member or Board Trustee immediately to the agency’s Ethics Officer. The communication must be memorialized and made a part of the record. The communication must be filed with the Executive Ethics Commission, accompanied by a memorandum from the Ethics Officer.**

**Rights Reserved**:

SURS reserves the right to amend any segment of the RFP prior to the announcement of a contractor. In such an event, all respondents will be afforded the opportunity to revise their proposals to accommodate the RFP amendment.

SURS reserves the right to remove any or all of the services from consideration for this contract. At its discretion, SURS may issue a separate contract for any service or groups of services included in this RFP. SURS may negotiate additional provisions to the contract awarded pursuant to this RFP.

SURS may request additional information from any or all bidders to assist in the evaluation of proposals, and SURS reserves the right to conduct background investigations of selected individuals or firms prior to awarding a contract under this RFP.

SURS does not bear any obligation to complete the RFP process or to select any individual(s) or firm(s). SURS also reserves the right without prejudice to reject any or all proposals submitted. SURS will **NOT** reimburse any expenses incurred by responders in either responding to this RFP or incurred by responders for its participation in interviews with SURS’ staff, consultants, and/or board members in the location(s) designated by SURS for said interviews.

**Proposal Evaluation:**

All proposals received by deadline will be reviewed to determine whether they meet the requirements of this RFP. The primary factors that will be considered include, but will not necessarily be limited to:

* Organization
* Resources
* Experience
* Investment Team
* Commitment to Diversity
* Performance
* Fees
* Level of detail provided in the RFP response

**Terms and Conditions**:

Following a review of submitted materials, selected individuals or firms must be prepared to make a presentation to the SURS Board of Trustees at a date and location to be determined by SURS. SURS will **NOT** provide reimbursement for any costs incurred by the individuals or firms associated with this presentation. Prior to the award of a contract pursuant to this RFP, selected individuals or firms must provide all requested documentation.

**SECTION VI: DEFINITIONS AND APPENDICES**

**Definitions Under Illinois Law:**

Link to Illinois Compiled Statutes: [www.ilga.gov](http://www.ilga.gov)

Link to Section 1-113.21 Illinois Pension Code: <http://www.ilga.gov/legislation/publicacts/98/PDF/098-1022.pdf>

“**Contract**” means all types of [State] agreements, regardless of what they may be called, for the procurement, use, or disposal of supplies, services, professional or artistic services, or construction or for leases of real property where the [State] is the lessee, or capital improvements, and including renewals, master contracts, contracts for financing through use of installment or lease-purchase arrangements, renegotiated contracts, amendments to contracts, and change orders.

**“Investment adviser”,** "investment advisor", or "investment manager" means that for purposes of working with SURS which is a retirement system established under and governed by Articles 1 and 15 of the Illinois Pension Code, an “investment adviser” is a person who:

        (1) is a fiduciary appointed by the board of trustees of the pension fund or retirement system in accordance with Section 1-113.14(b);

        (2) has the power to manage, acquire, or dispose of any asset of the retirement system or pension fund;

        (3) has acknowledged in writing that he or she is a fiduciary with respect to the pension fund or retirement system; and

        (4) is at least one of the following: (i) registered as an investment adviser under the federal Investment Advisers Act of 1940 (15 U.S.C. 80b-1, et seq.); or (ii) a bank, as defined in the Investment Advisers Act of 1940.

“**Minority person**” means a person who is a citizen or lawful permanent resident of the United States and who is a member of a minority.

“**Minority owned business**” means a business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

“**Female owned business**” means a business which is at least 51% owned by one or more females, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

“**Business owned by a person with a disability**” means a business that is at least 51% owned by one or more persons with a disability and the management and daily business operations of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 of the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability".

**“Compensation”** means any money, thing of value, or economic benefit conferred on, or received by, a consultant in return for services rendered, or to be rendered, by himself, herself, or another.

**“Economic opportunity”** means any purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services wherein a consultant may gain an economic benefit.

1. Note: Although SURS is not subject to the Illinois Procurement Code generally (30 ILCS 500/1-15.100), each responder should comply with any applicable sections of the Illinois Procurement Code. [↑](#footnote-ref-1)