# REQUEST FOR PROPOSAL

# FOR

# PERMANENT FUND INVESTMENT SERVICES

# RFP #26-17

| | |
|---|---|
| **Issue Date:** | **August 7, 2026** |
| **Pre-Proposal Question Deadline:** | **August 21, 2026 @ 10:00 AM AKDT** |
| **Proposal Deadline:** | **September 30, 2026 @ 10:00 AKDT** |
| **Proposal Delivery Location:** | **City Clerk's Office** |
| | **800 Cushman Street** |
| | **Fairbanks, Alaska 99701** |
| **Proposal Review:** | **October 1 – October 30, 2026** |
| **Purchasing Contact:** | **Christina Rowlett, Purchasing Agent** |
| | **Phone: 907.459.6779** |
| | **PREFERRED COMMUNICATION**<br>**Email: purchasing@fairbanks.gov** |

***This is not an order. The attached terms and conditions shall become part of the contract resulting from this Request for Proposal. Proposals shall be submitted in the indicated format. Original signatures must be submitted on the form provided herein.***

**Contents**

# ANNOUNCEMENT

## Request for Proposal

The City of Fairbanks is requesting proposals from firms qualified and interested in providing:

**PERMANENT FUND INVESTMENT SERVICES**

**RFP #26-17**

**DESCRIPTION:** The City of Fairbanks is requesting proposals from qualified firms to manage the City's Permanent Fund Investment Portfolio.

**PROPOSAL DOCUMENTS:** A copy of this RFP can be obtained on the City of Fairbanks website, www.fairbanks.gov or by contacting purchasing@fairbanks.gov. It is the Offeror's sole responsibility to check this website for additional information and/or addenda.

Sealed proposals are due PRIOR to the deadline noted above.

Sealed proposals must be delivered to the City of Fairbanks, City Clerk's Office, located at 800 Cushman Street, Fairbanks, Alaska 99701. Late proposals will not be accepted. It is the Offeror's responsibility to confirm the proposal documents are received.

**PUBLISHED:** Fairbanks Daily News Miner on August 9, 2026

# SECTION 1 – INSTRUCTIONS

1. **Communications:** The only communication concerning modifications, clarifications, questions, amendments, and addendums will be processed through the Purchasing Agent listed on the cover page. No contact with any other agents of the city is permitted and will be grounds for disqualification. Any exceptions to this will be clarified in this document.

2. **Pre-Proposal Questions and Information:** If an Offeror finds a discrepancy, error, or omission in this document they are instructed to contact the Purchasing Agent, listed on the cover page, who will send written clarification to all prospective offerors and posted on the City of Fairbanks website. All questions must be submitted to the Purchasing Agent in writing via e-mail: purchasing@fairbanks.gov or by mail: City of Fairbanks – Purchasing, 800 Cushman Street, Fairbanks, AK 99701, by the deadline listed on the cover page of this document. All answers will be issued in writing.

3. **Pre-Bid Meeting:** A pre-proposal meeting may be held for this RFP**.** If so, the date, time, and location will be listed on the cover page of this document. Project Managers and other staff may be available at this meeting to answer questions that have been submitted. Additional questions may be answered at this meeting and, if so, they will be documented and issued in an addendum. All questions and answers will be formalized and issued in an addendum. Attendance at this meeting is mandatory.

4. **Modifications:** Clarifications, questions, amendments, and addenda may be made to this document by the city at any time prior to the proposal submittal deadline. It is the Offeror's sole responsibility to check the city website for these updates and or addendums.

5. **Proposal Submission:** All required documents must be submitted in an enclosed sealed envelope, box, or package and clearly marked with the RFP title, RFP number, submittal date and time, and the Offeror's company name, address, phone number and contact name. See example below.

| |
|---|
| Offeror's Company Name<br>Address<br>Phone Number<br>Contact Name<br>RFP Title<br>RFP Number<br>Submittal Due Date and Time |

All must be delivered to the City Clerk's office at 800 Cushman Street, Fairbanks, Alaska 99701 prior to the deadline listed on the cover page of this document. This responsibility rests entirely on the Offerors, regardless of delays with mailing or any other reasons. Proposals can be accepted by the Clerk's office Monday – Friday between 8:00am – 5:00pm, except for City Holidays, which are listed on the City of Fairbanks' website. The Clerk's time stamp is the official time stamp of delivery.

A. The accepting and opening of a proposal document do not constitute the City's acceptance of the Offeror as a responsive and responsible Offeror. By accepting and opening of a proposal, the city presumes the Offerors are familiar with the proposal documents and agree and understand all requirements in this document.
B. All prices and notations must be typed or written in ink. Pencil markings will not be accepted. Any mistakes must be crossed out and initialed by the person signing the proposal.
C. Proposals will not be accepted via facsimile or email. Any electronic means will not be accepted unless specifically specified in this document.
D. All costs associated with preparation and presentation of this proposal are the Offeror's responsibility. No pre-proposal costs will be reimbursed to any Offerors. All documentation submitted to the City will become property of the City.

6. **Confidentiality and Proprietary Information:** If any information is confidential, it should be placed in a separate sealed envelope and marked CONFIDENTIAL. If any information is proprietary, an original shall be delivered which is clearly marked PROPRIETARY and an additional copy shall be submitted omitting the proprietary information for City use. The copy containing proprietary information will be solely for City use and then disposed of after the proposal is awarded. The omitted copy will remain on file and part of the RFP documents for future use or records requests.

7. **Exceptions:** Any exception must be clearly defined and referenced to the proper section or paragraph of this document. The exception must include the Offeror substitution language and explanation as to the reason why this would provide an equivalent or better service or product. If no exceptions are explained in this proposal submittal, the City will assume the Offeror can perform accordingly. Any proposals not meeting all requirements will be rejected.

8. **Bid Guarantee:** Per the Fairbanks General Code Sec. 54-163, bid security is required for all construction contracts. Bid security must be in an amount equal to at least:

A. Ten percent (10%) of bid amount if bid amount does not exceed $100,000; or
B. Ten percent (10%) of the first $100,000 and five percent (5%) of the amount of the bid over $100,000, up to a maximum of $200,000 in security.

9. **Duplicate Proposals:** The City will only accept one (1) proposal per Offeror, including its subsidiaries, affiliated companies, organizations, or franchises. If multiple proposals are received from the same Offeror, all proposals from the Offeror will be rejected.

10. **Withdrawal or Corrections:** Proposals may be withdrawn by written notice prior to the submittal deadline. Corrections may be made to proposals submitted if prior to the submittal deadline.

11. **Rejection:** The City reserves the right to reject any or all proposals and to waive any minor informalities or irregularities in proposals received, if it is determined by the Purchasing Agent that it is in the City's best interest to do so. If Offerors fail to provide any requested information in the consideration stage of the evaluation process, their proposals can be rejected. The City may reject any proposals from Offerors who are in arrears or in default to the City on any contract, debt, or other obligation. The City may reject a proposal if the Offeror has been debarred per Fairbanks General Code Sec. 54-297 or has violated any other section of the Fairbanks General Code. The City may reject a proposal if the Offeror has been debarred by the State of Alaska or any Federal agency. The City has the right to reject all non-conforming, non-responsive, and unbalanced proposals. Discrepancies in the multiplication of unit price and quantity will be resolved in favor of unit price, as the requested quantities remain the same.

12. **Procurement Policy:** Procurement for the City is based on the Fairbanks General Code Sec. 54 and any applicable State of Alaska statutes. The Fairbanks General Code is available online at www.fairbanks.gov.

13. **Non-Discrimination:** The City will not contract with any persons or entities that discriminate against employees or applicants for any reasons other than those related to job performance. All prospective Offerors will comply with all Federal, State, and local laws and policies that prohibit discrimination in the workplace. The City will not discriminate because of race, religion, color, national origin, ancestry, sex, sexual orientation, age, marital status, change in marital status, pregnancy, parenthood, physical or mental disabilities, genetic information, or political affiliation.

14. **Proposal Signatures:** An authorized official must sign all proposal documents. This signature will represent the company or entity and their ability to commit to the requirements in this document.

15. **Contract Award:** The City has the right to award by item, group of items, total proposal, or any combination found to be in the best interest of the City. The City also reserves the right to contract with multiple entities for the same or like goods or services, if it is found to be in the City's best interest. The Offeror who the Notice of Award is made to will be notified at the earliest possible date. Notice of Intent to Award and actual Award will be submitted to the Offeror in writing. After receipt of Notice of Award, or the Notice to Proceed for all construction projects, the Offeror will execute and perform said contract.

16. **No Response:** If Offerors do not respond to this document, the City will continue to keep Offerors' information for future proposals unless they specifically ask to be removed from the Bidders list.

17. **Public Records:** All proposals are subject to public records requests after award, apart from confidential and proprietary information. See paragraph 6 above for more information.

18. **Local Bidder Preference:** Per Fairbanks General Code Sec. 54-168, the awarding authority may award a contract based on solicited bids to the lowest responsive and responsible Bidder, after a local Bidders preference has been applied. Local Bidder preference is the lesser of 5% or $50,000 for a construction contract and 5% or $5,000 for any other contract. Local Bidder preference does not apply to bids involving federal funds.

19. **Disqualification of Offerors:** Any one or more of the following reasons may cause proposals to be rejected:

    A. Communication with any other employees or agents of the City of Fairbanks during the RFP process, excluding those specifically listed in this document.
    B. Evidence of collusion or other anticompetitive practices among Offerors.
    C. Lack of competency as revealed by financial, experience, or equipment statements.
    D. Lack of responsibility as shown by past work with the City of Fairbanks.
    E. Uncompleted work under other current contracts which in the judgment of the City of Fairbanks, may prevent the prompt completion of additional work in this document.

20. **Discussions:** Discussion with Offerors may commence after opening of all proposals to further clarify and or assure full understanding of solicitation requirements.

21. **Subcontractors:** All Offers must disclose all subcontractors regardless of the dollar amount and the services they will provide within 7 days of Notice of Intent to Award. The list must include the company or subcontractor's name, business location, and evidence of the subcontractor's state business license.

22. **Offeror's Responsibilities:** The Offeror must be capable of providing all goods or services in this document, described in Section 2 – Specifications and / or Scope of Services. The Offeror must maintain these qualities until completion of the contract. If requested by the City, Offeror may be required to provide proof that Offeror is the manufacturer or an authorized dealer or re-seller. City requires manufacturer's warranty with all first holder benefits when applicable. The successful Offeror is responsible for all goods and services in this document whether they are provided or performed by successful Offeror or their subcontractor.

23. **City Participation:** The City of Fairbanks will provide appropriate personnel to support the successful Offeror during the course of the contract. The Project Manager will be named in this document, or the Purchasing Agent will act as contact until additional personnel are named specifically.

24. **Disclosure of Contents:** All information in this document will be held in confidence and not discussed with other Offerors until award. All proposals become the property of the City upon opening. Please review paragraph 6 above for additional information.

25. **Unusual Circumstances:** Where any unusual circumstances unforeseen by the City or the Contractor and which significantly affect the Contractor's ability or cost in providing goods or services, the Contractor may request cancellation of contract or adjustment to the costs. Significantly, this paragraph is defined as being beyond the control of the Contractor. The request must be documented in writing and may be denied.

26. **Contract Commencement:** Commencement of a contract shall not begin until all necessary documents are received and reviewed, all City approvals have been completed, including City Council approval for projects over $250,000, and a purchase order is complete. Commencement of a contract without these requirements will be at the Offeror's sole risk and not compensated by the City.

## SECTION 2 – SPECIFICATIONS AND/OR SCOPE OF WORK

1. **Introduction:** Through this solicitation, the City invites Offerors who meet the qualifications and specifications in this document to submit bids or proposal for the purpose of managing City's Permanent Fund ("the Fund") investment portfolio.

2. **General Information:** It is the intent of these specifications to describe the minimum requirement for an Investment Management Service provider.

   The City is soliciting proposals from experienced, licensed, and insured investment advisory firms (Firm) for the City's Permanent Fund (Fund) investment portfolio. All the Fund's assets are held in the name of the City by a third-party custodian bank, US Bank Company. Currently, Alaska Permanent Capital Management Company is managing approximately **$182,715,194** which is invested in the Fund. The current management firm's contract expires on December 31, 2026. The current contractual fees being paid by the City are listed below.

| Portfolio Market Value (PMV) | | Multiply | Basis Points | Equals | Management Fee |
|---|---|---|---|---|---|
| PMV up to | $ 10,000,000 | X | 0.0035 | = | $35,000 |
| PMV on the next | $ 20,000,000 | X | 0.0025 | = | $50,000 |
| PMV on the next | $ Above 30,000,000 | X | 0.0000 | = | $0 |
| PMV on the next | $ | X | | = | |
| PMV on the next | $ | X | | = | |
| PMV on the next | $ | X | | = | |
| | | | | | |
| **Total Management Fee** | | | | | Fee Capped at $85,000 |

   The Fund was established by the voters of Fairbanks who adopted and ratified Proposition F2 on October 8, 1996, which established Charter section 8.8. The voters also approved proposition F1, the sale of the Fairbanks Municipal Utility System, the net proceeds of which were used to establish the Fund. In addition, the net proceeds from the sale of specified City real property are deposited into the Fund. The City Charter provides for limited withdrawals from the Fund to provide funding for capital and operating expenses of the City and to preserve, in trust, assets of the City for present and future generations of City residents. The City Charter allows an annual appropriation from the Fund not to exceed four and a half (4.5%) of the Fund's five (5) year average fair market value.

The Fund is managed by the head of the City finance department under the oversight of a five-person Permanent Fund Review Board (PFRB). The PFRB establishes rules of procedure and conducts a regular public meeting of the board once every quarter. The chair or majority of board members are authorized to call a special meeting. Firm Managers responsible for the account are required to attend the quarterly meetings and any special meetings. In addition, the Firm will be asked to testify before the City Council when the PFRB recommends amending or adopting new investment policies.

The City retains a bank custodian to hold all invested cash and securities in the name of the Fund. The City has contracted US Bank Company to hold and safeguard all assets of the Fund. All transactions must be processed through the custodian who holds the assets for the benefit of the City. All deposits and requests for withdrawal are transacted through the custodian. The custodian provides monthly reports regarding assets held at both book and market values and individual transactions which have taken place. The monthly reports are reconciled to the independent monthly reports provided by the Firm.

The governing ordinances provide that the City retain a professional firm to manage, design portfolios, and invest funds held by the custodian in accordance with the written investment policies adopted by the City Council. The Firm must be a registered investment adviser with both the United States Securities and Exchange Commission and the State of Alaska and may not serve in multiple roles as Investment Manager or Securities Broker Custodian. In accordance with the Fairbanks Code of Ordinances (FGC), the Firm's contract shall be for a period not to exceed five years, and during the final year of the contract, the city shall issue a new request for proposals (RFP) for professional investment services.

The Fairbanks City Charter provides that the Fund shall be invested in accordance with policies set by City Ordinance. The policies for guiding the investment of the Fund are codified in FGC Section 2-260, and the Fund’s asset allocation plan and performance measurement targets are codified in FGC Section 2-261. The City's investment policies do not allow holding of individual stocks; equities are owned through index funds and ETFs.

<u>Ordinances Governing the Fund</u>
Home Rule Charter, Article VIII, Section 8.8.
FGC Sec 2-256 – Creation; composition; appointment of members; qualifications; duties.
FGC Sec 2-257 – Compensation; indemnification.
FGC Sec 2-258 – Removal of Members.
FGC Sec 2-259 – Meetings; quorum; rules of procedures; records.
FGC Sec 2-260 – Permanent fund investment policy, procedure, and governance.
FGC Sec 2-261 – Permanent fund asset allocation plan and performance measurement targets.
FGC Sec 2-602 – Permanent Fund.

Copies of these ordinances and the relevant FGC sections are available at www.fairbanks.gov.

On June 30, 2026, the Fund had a market value, excluding accrued interest, of $182,715,194, which was invested as follows:

- Equities $118,429,363
- Fixed income $ 23,511,816
- Mutual Funds - Fixed Income $ 28,615,433
- Mutual Funds - Balanced $ 8,272,440
- Cash equivalent $ 3,886,142

3. **Minimum Qualifications:** Offerors will be deemed non-responsive and rejected without any further evaluation if they do not meet the following mandatory minimum qualifications:

   A. The proposer must be registered with the SEC and the State of Alaska as an investment advisor.
   B. The proposer must be licensed and properly registered to do business within the State of Alaska and, if required, within the City of Fairbanks.
   C. Proposer must have five years of experience as advisors with portfolios and municipalities of similar size to the City. The proposer must have more than $1 billion in institutional funds under management, including experience with governmental fund management.

4. **Scope of Services**
   Firm Responsibilities

   A. The Firm shall act as the City's fiduciary responsible for providing investment services to the City for such funds as may be designated by the City.
   B. The Firm will separately assign managers (Managers) to the Fixed Income and Equity portions of the engagement.
   C. The Firm Managers will manage and invest the Fund's assets in compliance with the City's investment policies. Investment policies will be adhered to without exception. The performance of the Managers will be measured against such benchmarks designated by the FGC.
   D. The Firm Managers will periodically reassess the Fund's investments and the City's investment policies and make recommendations for changes to the Fund's investments and the City's investment policies to achieve the City's goals. The Managers will work with the PFRB to implement any approved changes. The Managers may be asked to provide input in the development of ordinances involving the City's investment policies.
   E. The Firm Managers will provide information to the City's Chief Financial Officer on an as needed basis for the proper accounting of the Fund's activities.

F. The Firm Managers will provide the City Finance Department and or the City's auditor with any information necessary to complete the City's annual audit of the Fund.

G. Monthly statements in such form (electronic preferred) as may be reasonably directed by the City, members of the PFRB, or its designated agent. Such statements are to be delivered to the City's Chief of Staff, Chief Financial Officer, and each member of the PFRB within fifteen calendar days following receipt and reconciliation of custodial reports for the month on which the report, and shall include, but not limited to:

1. A listing of all cash, cash equivalents and securities in the account and their respective cost, market values in U. S. dollars, percentage of portfolio by investment, percentage total by type, interest rates and maturities for fixed income investments and accrued interest as of the close of business on the last business day of each month,
2. A listing in chronological order of each purchase and sale transaction for the account during the month,
3. A listing of transactions resulting in realized capital gains or losses in U. S. dollars during the month,
4. Independent confirmation of all securities transactions to the City and the custodian bank,
5. Credit ratings for the appropriate investment types from Standard and Poor's and Moody's investors' services,
6. A narrative analysis of the past month's activity with an evaluation of performance as it is related to both the Manager's management style and market conditions. The narrative will also include the accounts return versus the appropriate benchmarks for the month,
7. A narrative of economic analysis to include the Manager's approach for the next monthly period, and
8. An annual analysis of the City's success in inflation-proofing the portfolio.

H. The Firm Managers shall make a physical presentation to the PFRB, in Patrick B. Cole City Hall, Fairbanks, Alaska, for a minimum of four quarterly meetings per year to discuss and present written reports of, but not limited to, their investment activities, portfolio composition, yields, market projections, and investment strategies. The reports will include account performance versus the appropriate benchmark on a quarterly, year to date, one year, five years, and since inception basis. The Firm Managers will also discuss and provide a written report verifying the Firms and Managers' compliance with the restrictions contained in the City's investment policies. The Managers will also provide additional reports or information as requested by the City and PFRB.

I. The Firm Managers will be required to attend meetings at the request of the City or PFRB as may arise from time to time.

J. The Firm Managers shall make an annual presentation to the City Council on, but not limited to, the performance of the portfolio and market conditions. The annual presentation may be coordinated with a quarterly meeting.

K. Exclusive responsibility for the custody and safekeeping of the cash and securities held in the Fund shall remain with the custodian and safekeeping agent. All transactions, cash, and securities, unless otherwise specifically agreed to in writing by the City, will be held in and transacted through a sub-account held with the Custodian. All instructions given by the Firm Managers to the Custodian shall be in writing, signed by an authorized representative of the Firm; provided, however, that the Custodian may accept oral instructions from the Firm Managers, subject to confirmation in writing within ten days. Fax transmissions may be used when acceptable to both parties.

L. The Firm Managers must agree to cooperate with the City and the Custodian, including but not limited to:

   1. timely reporting of all transactional information to the Custodian,
   2. reconciling reports to the City with similar reports by the Custodian,
   3. cooperating in the identification and remedy of failed transactions,
   4. responding in a timely manner to all reasonable requests for information by the Custodian.

M. In carrying out its functions, the Firm Managers will use its best efforts to obtain prompt execution of orders at the most favorable prices reasonably obtainable and in doing so will consider a number of factors, including, the overall direct net economic result to the City, the financial strength and stability of the broker, the efficiency with which the transaction is effected, the ability to effect the transaction at all where a large block is involved, the availability of the broker to stand ready to execute possible difficult transactions in the future and other matters involved in the receipt of "brokerage and research services" as defined in and in compliance with Section 28(e) of the Securities Exchange Act of 1934, as amended, and regulations thereunder.

N. In making investments, the Manager shall exercise the judgment and care under the circumstances then prevailing that an institutional investor of ordinary prudence, discretion, and intelligence exercises in the management of large investments entrusted to it, not regarding speculation but regarding the long-term investment of the City considering the probable safety of capital as well as probable income.

5. **Contract Term:** The contract will be for **five** years, with no options to renew. It is anticipated this contract will commence on **January 1, 2027**. The City and successful Firm may extend current contract if in the best interest of both parties and authorized by City Council.

6. **Award:** The City of Fairbanks anticipates awarding this contract **as a whole.**

## SECTION 3 – STANDARD TERMS AND CONDITIONS

1. **Assignment / Transfer:** Assignment or transfer of this Agreement or Contract without written consent of the City of Fairbanks may be construed by the City as a breach of contract sufficient to cancel any Agreement or Contract at the discretion of the City.

2. **Inspection:** All goods and services are subject to inspection and approval by the City at all reasonable times, including inspection during manufacturing. Inspection and approval by City at Contractor's place of business or work site does not preclude rejection for defects upon discovery by subsequent inspection. Any goods or services rejected by the City shall be promptly repaired or replaced at Contractor's expense. Any and all costs incurred by the City in connection with the return of goods or rejection of services shall be at the Contractor's risk and expense.

3. **Risk of Loss**: Regardless of FOB point, Contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction shall not release Contractor from any obligation hereunder.

4. **Warranty:** Contractor warrants that it has good and merchantable title to the goods sold hereunder and that said goods shall conform to the descriptions and applicable specifications. Such goods shall be of good merchantable quality and fit for the known purposes for which sold and are free and clear of all liens and encumbrances. Contractor and City agree that this order does not exclude, or in any way limit, other warranties provided for in this Agreement or Contract or by law.

5. **Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Contractor when submitting invoice for payment. An Exemption Certificate is available upon request.

6. **Invoices:** Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of services. Payment will be delayed if the invoice fails to reference the purchase order number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the purchase order. The City will provide payment 30 days after satisfactory delivery, acceptance, and receipt of invoice.

7. **IRS Form W-9 and Vendor Information:** Contractor must have on file with the City a current IRS Form W-9 and complete a vendor registration form before City will issue a purchase order to the Contractor.

8. **Compliance with Laws:** Contractor represents and warrants that the performance of this order and furnishing goods or services required shall be in accordance with the applicable standards, provisions, and stipulations of all pertinent Federal, State, and City laws, rules, regulations, resolutions, and ordinances including, but not limited to, the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, and the Occupational Safety and Health Acts.

9. **Amendments:** No amendments, modifications, or supplements to this contract shall be binding unless in writing and signed by all authorized representatives of both parties.

10. **Termination:** When it is in the City's best interest, City may unilaterally cancel this Agreement or Contract at any time whether or not Contractor is in default of any of its obligations hereunder. With any such cancellation, Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City agrees that Contractor shall be paid for items and/or services already accepted by City, but in no event shall the City be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this Agreement or Contract at any time for the failure of the other to comply with any of its material terms and conditions. All Offerors recognize that the City is a government entity, and that payment obligation is subject to yearly appropriations by the City's governing body and that if funds are not appropriated, this Agreement or Contract will terminate without penalty to either party.

11. **Waiver of Breach:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.

12. **Complete Agreement:** The parties agree that the conditions of purchase stated herein and the Offeror's proposals set forth their entire Agreement or Contract and there are no promises or understandings other that those stated herein, and that any prior negotiations between the City and Contractor or terms and conditions set forth in the Contractor's quotation, order, or sales acknowledgment shall not constitute a part of the Agreement or Contract between the City and Contractor concerning this purchase. The terms "Agreement" and "Contract" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

13. **Liability and Indemnity:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after

completion of the Contractor's operations or expiration of this Agreement or Contract, except for damage, loss or injury resulting from the City's gross negligence or willful misconduct solely.

14. **Insurance Requirements:** Contractor must furnish a certificate of insurance within ten (10) days of receipt of the Notice-of-Intent to Award and must endorse policies to provide for a thirty (30) day prior notice to the City of cancellation, non-renewal, or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy is a material breach of the contract and grounds for termination of this Agreement or Contract. Each policy shall be endorsed with a waiver of subrogation in favor of the City. All other insurance policies required of the Contractor shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the City will be excess only and will not contribute with the insurance required by this Agreement or Contract. All other insurance policies required of the Contractor and subcontractors shall be endorsed to name the City as additional insured. All insurance shall be on an occurrence form acceptable to the City and having an A.M. Best rating of "A" or better.

    A. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than $500,000 each accident for bodily injury, $500,000 policy limit for bodily injury by disease and $500,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.
    B. Commercial General Liability Insurance: The Contractor is required to provide Commercial General Liability (CGL) insurance with limits not less than $5,000,000 for any contract over $1,000,000 and not less than $1,000,000 for contracts under $1,000,0000 combined single limit per occurrence and $5,000,000 for any contract over $1,000,000 and not less than $1,000,000 for contracts under $1,000,0000, in the aggregate not excluding premises operations, independent Contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.
    C. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than $1,000,000 single limit per occurrence bodily injury and property damage.
    D. Property Insurance: The Contractor shall submit to the City evidence of All Risk Builder's Risk Insurance for all physical loss, including earthquake and flood (100% completed value basis) upon the entire work naming the City, the Contractor and the subcontractors as additional insured parties and as their interests may appear to the full contract sum thereof, until the

project is completed by the Contractor and accepted by the City. The policy, by endorsement, shall specifically permit partial or beneficial occupancy at or prior to substantial completion or final acceptance of the entire work.

PROOF OF INSURANCE: The Contractor shall furnish the City with a Certificate of Insurance or, where requested by the City, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates, and dates of expiration of all policies. All endorsements shall reference the policy number and the project name and project number. The owner is the City of Fairbanks and is to be identified on all certificates and endorsements.

Without limiting its indemnification, the Contractor shall maintain, until termination of Agreement or Contract or completion and acceptance of the project by the City, occurrence type coverage of the kinds and minimum amounts set forth above. All insurance limits are minimum. If the Contractor's policy contains higher limits, the City shall be entitled to coverage to the extent of such higher limits. The City, at its sole discretion, may raise or lower the limit.

15. **Records:** The City reserves the right to inspect all vendor documents relating to this Agreement or Contract for up to three (3) years after expiration.

16. **Acceptance of Proposals:** As soon as practicable after opening, proposals valued over $250,000, the City Council is the approving body. The rights and obligations of the contract will become effective and binding upon the contracting parties only after formal execution of a purchase order signed by the Purchasing Agent or a contract form signed by the Contractor and City Mayor. No other act whether oral, written or implied shall constitute acceptance of a proposal.

17. **Postponement:** The City reserves the right to postpone the date of the opening of proposals and will give written notice of any such postponement to all known holders of the contract documents.

18. **Delivery:** Successful Offerors may be required to provide reasonable evidence from their source of supply or manufacturer to justify the delivery dates furnished in their proposal. Any unreasonable deviation from the proposed delivery dates shall constitute a breach of contract and shall entitle the City to cancel all obligations to the Contractor.

19. **Time is of the essence:** The Offeror is expected to deliver goods or services that conform in all material respects to the contract specifications on or before the date provided herein. This date may be amended by written agreement between both parties.

20. **Safety Data Sheets:** For all materials supplied under this offer, the Offeror will provide to the City the applicable Safety Data Sheet (SDS). SDS must be received prior to final payment.

21. **Cooperative Purchasing:** Any other State of Alaska government entity may exercise their option to use this same contract to make similar purchases of like items, based on similar quantity. The City is not liable for any other State of Alaska government entity or their purchases.

22. **Facility Security and Background Checks:** For all services provided at the Fairbanks Police Department, located at 911 Cushman Street, Fairbanks, Alaska 99701, access is controlled by the rules, regulations, and laws related to the Federal Criminal Justice Information System (CJIS) and the Alaska Public Safety Information Network (APSIN). All vendors are considered a visitor or guest unless they are fully cleared by APSIN, including a background check and fingerprinting. Ultimately, the State of Alaska has the authority to award APSIN clearance, and it may be denied. If APSIN clearance is not necessary, a criminal history check will be required, which may allow access to the building with fully cleared personnel. All visitors and guests will have to be accompanied by fully cleared personnel while in the building. If you are the successful Offeror and your services are to be performed within this facility you will be provided with the proper paperwork based on the appropriate level of access required.

## SECTION 4 – EVALUATION CRITERIA

1. **Initial Evaluation:** Initially, all proposals will be reviewed by the City Purchasing Manager to determine if they are administratively responsive to the RFP. Proposals that are administratively responsive will be distributed to the evaluation committee.

2. **Evaluation Committee:** Proposals will be reviewed and scored by an evaluation committee made up of the PFRB. The proposal selected by the PFRB shall be subject to approval by the Fairbanks City Council. During the evaluation process, the PFRB and the City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow for corrections of errors or omissions other than the requirements for timeliness and manual signature.

   At the discretion of the City or the PFRB, Managers submitting proposals may be requested to make oral presentations as part of the evaluation process. Each Manager selected for a presentation will be allotted sufficient time to present its proposal and to answer any questions that may be posed by the City or PFRB.

   It is anticipated the selection will be completed no later than the **November 23, 2026,** council meeting, with the contract executed as soon as possible thereafter.

   Responsive proposals will be evaluated based on the criteria set below.

3. **Evaluation Criteria:** Each criterion identified below has an assigned weight that is used to establish their relative importance in the evaluation process. The criterion for this RFP is listed and defined in further detail below.

| Criterion | Points |
|---|---|
| Organizational & Personnel | **15** |
| Investment Management Approach, Discipline, & Research | **25** |
| Portfolio Strategy, Characteristics, & Risks | **20** |
| Performance & Reporting | **20** |
| Compliance & Internal Controls | **5** |
| References | **5** |
| Cost | **10** |
| Total Weight of All Criterion equals | **100** |

**A. Organization and Personnel [15 Points]**

1. The overall experience, resources, and qualifications of the firm.
2. The City's evaluation of the overall capabilities of the firm to meet the required service levels described in this RFP.
3. The credentials and experience of the person(s) assigned to the "City's" accounts.
4. The location where the primary services are to be provided and the ability to meet in person with City personnel and the PFRB when required during the performance of the contract.

**B. Investment Management Approach, Discipline, and Research [25 Points]**

1. The firm's investment management approach and discipline, including the development of investment policies and portfolio management guidelines for governmental operating funds.
2. Understanding of the City's overall investment policies
3. Resources available to the firm that indicates it has access to the services necessary to perform the work.

**C. Portfolio Strategy, Characteristics, and Risks [20 Points]**

1. The firm's portfolio strategies, characteristics, and risks related to the goals of the permanent fund.

**D. Performance and Reporting [20 Points]**

1. The quality of the firm's standard account analysis statements/reports.
2. The City will contact Proposers' current and former clients to inquire as to client satisfaction, and Proposers' performance in meeting client's benchmarks or other standards.

**E. Compliance and Internal Controls [5 Points]**

1. The firm's compliance and internal controls responses.

**F. References [5 Points]**

1. References and other factors that the City believes would be in the best interest of the City to consider which were not previously described

**G. Cost [10 Points]**

1. Charges relative to services provided.

## SECTION 5 – REQUIRED FORMS AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below.

1. **Title Page:** Show the Request for Proposal subject, the name of your firm, address, telephone number, name of contact person, and date.

2. **Table of Contents:** Clearly identify the material by section and page number.

3. **Letter of Transmittal:** Limited to not more than two printed pages.

   A. Briefly state your firms understanding of the work to be done, the firm's organization, and its accounting environment.
   B. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
   C. The transmittal letter must include the original signature of an individual authorized to represent your firm.

4. **Minimum Qualifications**: Minimum Qualifications are listed in Section 2 of this document. Provide all required documentation for this section.

5. **Organization:** Describe your organization, date founded, ownership of your firm and any subsidiaries and affiliates relevant to the City. Include the following:

   A. Have there been any significant changes in ownership within the past five years?
   B. Are you affiliated with any other companies involved in some component of the financial services industry (such as brokerage, banking, insurance, mutual fund)?
   C. Describe your firm's primary sources of revenue, categorized, if possible, between retail and institutional accounts.
   D. Do you have any sources of compensation other than fees you receive from clients for investment management services? If yes, please describe.
   E. Do you provide any additional services not covered by the fee quote you have provided herein? If so, please describe, including the percentage of revenue derived from non-investment management activities.
   F. Does your firm solicit or accept any form of compensation from any service provider under contract with the clients to whom you provide investment management services?
   G. Describe the nature and extent of any "soft dollar" arrangements currently in place.

H. Identify and provide background information on the key person or personnel who take the most active role(s) in the administration and management of the firm.
I. Provide an organizational chart.
J. Provide a copy of the firm's succession plan.
K. Provide a summary of your firm's disaster recovery plan.
L. What do you consider to be your firm's strengths and limitations?

6. **Personnel:** Identify the number of investment professionals (portfolio managers, analysts, and researchers) employed by your firm, by classification, and specify the average number of accounts handled by portfolio managers.

   A. Identify the size and key personnel of your staff committed to public sector accounts, along with their credentials.
   B. Identify the staff that will be assigned to the City's account.
   C. Are there any established limits on accounts or assets under management?
   D. How many Investment Professionals has your firm gained or lost in the past three years?

7. **Investment Management Approach and Discipline:** Briefly describe your firm's investment philosophy. How has this philosophy changed over time?

   A. Describe how your firm organizes its investment management process. What oversight is provided to portfolio managers?
   B. Does your firm have an Investment Committee? If so, how frequently does it meet?
   C. What factors would typically form the basis for a recommendation to change the Fund's asset allocation Policy?
   D. Does your investment management process make use of market timing regarding the allocation and movement of monies among the various asset classes employed?
   E. What is your firm's experience in developing investment policies and portfolio management guidelines for governmental funds?
   F. Within our current investment policy (excluding private equity and private credit), what, if any, changes would you recommend to exceed the current benchmarked rate of returns?
   G. Provide the process you would follow for recommendations to change City investment policy.
   H. How are portfolios managed (e.g., team, individual manager)? Provide biographical information on the investment professional(s) who will be directly responsible for managing the Fund. What is the back-up when the manager is away?
   I. Is there a firm-wide investment process or is the process dependent on the portfolio manager's style and outlook?
   J. Using the City Charter and FGC describe your understanding of the restrictions on the types of investments authorized in relation to the Managers' investment authority.

8. **Research:** Briefly describe your firm's research process; include a breakout between in-house and external research.

    A. What types of research do your strategies make use of (fundamental, technical, or quantitative analysis?
    B. What systems and information sources do you use during the research process?
    C. Please provide a copy of your most recent economic and market commentary.
    D. Explain how your firm uses modeling in asset class allocation recommendations.
    E. Provide projected future returns (for equities, real assets, and fixed income) for one, three and five years.

9. **Portfolio Strategy & Characteristics:** What role does interest rate forecasting play in the management of your clients' fixed income portfolios?

    A. Is the average duration of a client's portfolio maintained within a specific range of the duration of the appropriate benchmark?
    B. Are there any securities currently within your clients' fixed income portfolios that are illiquid?

10. **Portfolio Risk:** Describe what measures are used to track portfolio risk and what policies and processes exist to help your firm control risk. Do you stress test your portfolios? If so, please describe the process.

11. **Performance & Reporting:**
    A. For the period 12/31/21 through 12/31/25, provide relevant performance data, on both a total portfolio and equity-only and fixed income-only basis for at least five clients compared to industry averages and the client benchmark(s). Please specify if the performance reported is gross or net of fees and, if net, specify the nature of the fees that have been taken out.
    B. Does your firm track composite performance of accounts invested in the various strategies offered? If so, are such composites calculated in compliance with GIPS standards?
    C. For the past five years, provide a review of your firm's performance relative to peer groups, specifically noting periods of substantial outperformance or underperformance and the reasons for such.

12. **Compliance and Internal Controls:** Please describe your firm's compliance assessment process, including period covered and frequency.

    A. Does your firm employ a full-time compliance officer? If so, to whom does the officer report?
    B. Provide the name of the regulatory body that oversees your firm.
    C. When was your firm's last regulatory inspection? Please provide a summary of the results of that inspection.

D. Has the firm been the subject of any orders or other sanctions by any regulatory or market authority within the past five years?
E. Is your firm, including any employee, officer or agent, or any affiliated company currently the subject of pending or ongoing litigation, formal investigation, or administrative proceeding relating to the management of client assets? If so, please describe.
F. Please provide a copy of your Forms ADV I and II with this proposal.
G. Describe any potential conflicts of interest that may exist in the management of the Fund's portfolio. How does your firm propose to address any such conflict? How does your firm monitor the potential for such conflicts to develop over time?
H. Have there been any instances within the past five years in which a client portfolio has been caused to violate its policy?

13. **References:** Provide at least three current and former clients references (comparable sized accounts); including length of time you have managed their assets, client name, contact person, address, and phone number. In addition, please indicate if your performance was measured against a benchmark.

14. **Cost Proposal Preparation Requirements:** Proposers must fill in each line of the Cost Proposal Form, and all proposals shall follow the format on the Cost Proposal Form with respect to price quotations. Forms included in this solicitation or required when submitting Proposal:

    A. Proposal Form
    B. Proposal Fee Form
    C. Assets Under Management Form
    D. Copy of State of Alaska business license and City of Fairbanks business license, or applicable waiver (attached)
    E. Copies of all licenses, certificates, registrations, and any other credentials required to perform under this contract.

15. **Proposal Copies and Electronic Public Copy:** Proposers must submit one (1) original proposal clearly labeled "Master," six (6) additional physical copies, and one (1) electronic copy suitable for public release. The electronic copy must exclude confidential or proprietary information and must be emailed to purchasing@fairbanks.gov by the proposal deadline.

    The electronic copy will be retained by the Purchasing Department for public records purposes and will not be provided to the evaluation committee. Submission of the electronic copy does not constitute submission of the proposal. The Master proposal and all required physical copies must be received by the proposal deadline for the proposal to be considered responsive.

# PROPOSAL FORM
# City of Fairbanks

**PERMANENT FUND INVESTMENT SERVICES**

**RFP #26-17**

**Failure to complete this form shall result in your Offer being deemed non-responsive and rejected without any further explanation.**

**Offer and Obligation:**
The undersigned hereby offers and agrees to be bound and obligated to this offer, to furnish the goods and / or services in compliance with all Terms and Conditions, Scope of Work, Specifications, and Addendums in this solicitation and, if awarded, enter into an Agreement or Contract with the City.

**Addendums:**
The undersigned has read, understands, and is fully cognizant of all parts of this solicitation, together with any addendum issued in connection with this document. The undersigned hereby acknowledges receipt of the following addendum(s). In addition, the undersigned has completely and appropriately filled out and submitted all required forms. Initial next to each applicable addendum number(s) or, if none, leave blank.

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____ Addendum #4 _____

If additional addendums were issued, list numbers here and initial. ______________________

**Compliance:**
The undersigned hereby accepts all administrative requirements of the solicitation and will be in compliance with such requirements. By submitting this Proposal Form, the Offeror represents that they are in compliance with all applicable provisions of the City of Fairbanks Code of Ordinances Chapter 54 – Procurement, and if awarded a contract to provide the construction, goods, or services required in this solicitation will comply for the entire length of the Agreement or Contract.

**Non – Collusion:**
The undersigned, by submission of this Proposal Form, hereby declares that this offer is made without collusion with any other business or person making any other offer, or which otherwise would make an offer.

**Performance Guarantee:**
The undersigned further agrees that if awarded the Agreement or Contract, it will submit to the City any required performance guarantee (i.e. irrevocable letter of credit or cash deposit), if applicable.

**Proposal Price:**
The undersigned agrees to abide by the pricing contained on the Price Form.

**NO OFFER WILL BE ACCEPTED WHICH HAS NOT BEEN MANUALLY SIGNED IN INK IN THE APPROPRIATE SPACE BELOW**
I certify, under penalty of perjury, that I have the legal authorization to bind the company hereunder:

| | For clarification of this offer, contact: |
|---|---|
| Company Name | Name |
| Address | Title |
| City State Zip | Phone |
| Signature of Person Authorized to Sign | Email |
| Printed Name | |
| Title | |
| Federal Tax ID | City of Fairbanks Business License Number |
| Alaska Business License Number | Contractor's License Number |

# PROPOSAL FEE FORM
# City of Fairbanks

**PERMANENT FUND INVESTMENT SERVICES**

**RFP #26-17**

**Failure to complete this form shall result in your Offer being deemed non-responsive and rejected without any further explanation.**

**Balanced Portfolio – Managing total portfolio**

| Portfolio Market Value (PMV) | Multiply | Basis Points | Equals | Management Fee |
|---|---|---|---|---|
| PMV up to $________________ | X | | = | |
| PMV on the next $________________ | X | | = | |
| PMV on the next $________________ | X | | = | |
| PMV on the next $________________ | X | | = | |
| PMV on the next $________________ | X | | = | |
| PMV on the next $________________ | X | | = | |
| | | | | |
| **Total Management Fee** | | | | |

# ASSETS UNDER MANAGEMENT FORM
# City of Fairbanks

**PERMANENT FUND INVESTMENT SERVICES**

**RFP #26-17**

**Assets under Management**: Summarize your total assets under management over the past five (5) years. Specify what portion of these assets consisted of governmental funds. Identify separately what portion was invested in Equity versus Fixed Income assets.

| | **Assets** | | |
|---|---|---|---|
| | **Government** | **Other** | **Total** |
| **2026 YTD** | | | |
| **2025** | | | |
| **2024** | | | |
| **2023** | | | |
| **2022** | | | |

| | **Investment Class** | | |
|---|---|---|---|
| | **Equity** | **Fixed Income** | **Total** |
| **2026 YTD** | | | |
| **2025** | | | |
| **2024** | | | |
| **2023** | | | |
| **2022** | | | |

On a separate page, please include the following information:

A. Identify the types of accounts primarily managed by your firm.
B. List your five largest clients.
C. List your five similar sized governmental or municipal clients.
D. Identify the number of clients gained and lost over the past five (5) years. Discuss reasons for accounts indicated as lost.

# BUSINESS LICENSE WAIVER FORM
# State of Alaska & City of Fairbanks

**PERMANENT FUND INVESTMENT SERVICES**

**RFP #26-17**

All RFP responses must be completed as described in this solicitation. For all Offerors who are located and or solely operate outside the State of Alaska and/or the City of Fairbanks, license requirements are waived to submit this proposal. If you receive Notice of Intent to Award from the City, both licenses will be required within the terms listed in said letter.

Please initial below of this waiver currently applies to your entity.

_____ Waiver for State of Alaska Business License

_____ Waiver for City of Fairbanks Business License

By submitting this form, Offeror understands waiver and potential requirements if selected as successful Offeror and receives Notice of Intent to Award.