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IMRF's Private Prospective Manager Questionnaire provides IMRF Investment Staff with the opportunity to evaluate providers of investment management services. Please complete the questionnaire and send to: [investments@imrf.org](mailto:investments@imrf.org).

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# Investment Manager Information

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| --- | --- | --- | --- | --- | --- |
| Firm Name |  | Date |  | |  |
| Address |  | Website |  | |  |
| Contact Name |  | Title |  | |  |
| Email |  | Phone Number | |  |  |
| Asset Class |  | Minority Classification | | Choose an item. |  |

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# Organizational Overview

**Discuss the background of your firm in the space provided below**. Please include inception date, office locations, number of employees, and current ownership breakdown. Please breakdown your Firm’s assets under management by strategy.

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| --- | --- | --- | --- | --- |
| **Is your firm registered as an Investment Advisor?** If not, explain why and your plans to register in the area provided below. |  | Yes |  | No |
| **Is the firm 51% or more owned by Minorities, Women, or Disabled persons who are US citizens or lawful residents of the US?** |  | Yes |  | No |

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# Your Team

**IMRF wants to know about your Team’s background.** List the investment team members (diagram form is acceptable). Describe any plans to hire additional team members or add resources. Provide information on how long the investment team has worked together including prior firms, if applicable.

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# Philosophy, Strategy, & Process

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| Name of Investment Fund or Strategy |  |

**Briefly describe the Investment Philosophy, Strategy and Process.**

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**Briefly explain how ESG is implemented into your investment process. Confirm that your firm has an ESG policy.**

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# Performance

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| Target Return MOIC and IRR |  | Gross of Fees |  | Net of Fees |  |
| Target Yield, if applicable |  | |  |  |  |

Provide a performance table similar to below.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Vintage | Fund Size | # of Deals | Invested | Distributed | Valuation | TVPI Gross | IRR Gross | TVPI Net | IRR Net | DPI |
| Fund I |  |  |  |  |  |  |  |  |  |  |  |
| Fund II |  |  |  |  |  |  |  |  |  |  |  |
| Fund III |  |  |  |  |  |  |  |  |  |  |  |

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# Fundraising

**Describe current or future fundraising plans and closing schedule.**

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**Describe any fee discounts for commitment size or first closing.**

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# Fund Terms

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| **Fund Name (Fund #)** |  |
| **Fund Strategy** |  |
| **Management Fee** |  |
| **Carried Interest** |  |
| **Preferred Return** |  |
| **Fee Offsets** |  |
| **Waterfall Type** |  |
| **Investment Period** |  |
| **Fund Term** |  |
| **GP Commitment** |  |

# Diversity, Equity, & Inclusion

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| --- | --- |
| **Percentage of the MANAGEMENT TEAM** that is classified as women and diverse. (MWBE Mgt. Team/Total Mgt. Team) |  |

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| --- | --- |
| **Percentage of the INVESTMENT TEAM** that is classified as women and diverse. (MWBE Inv. Team/Total Inv. Team) |  |

|  |  |
| --- | --- |
| **Percentage of the Firm** that is classified as women and diverse. (MWBE Employees/Total Employees) |  |

**Describe your firm’s DEI initiatives at the firm and within its portfolio companies (hiring practices, internships, community involvement, service providers, etc.)**

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