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IMRF's Public 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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). Provide biographies of the investment team. 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 Product or Strategy |  | Benchmark |  |

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

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**Briefly describe the portfolio construction and risk management process.**

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**Briefly describe how the investment strategy will outperform its benchmark.**Describe the environments where your strategy will perform well or poorly.

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**Briefly describe how ESG is implemented in your strategy.**

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# Performance

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| Target Return |  | Gross |  | Net of Fees |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Strategy Inception Date: | **MTD** | **QTD** | **1 Year** | **3 Year** | **5 Year** | **Since Inception** |
| **Gross of fees** |  |  |  |  |  |  |
| **Net of fees** |  |  |  |  |  |  |
| **Benchmark Name** |  |  |  |  |  |  |
| **Over/Under**  **Benchmark Net of fees** |  |  |  |  |  |  |

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# Fees

**Provide a Fee Schedule.**

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# Diversity, Equity, & Inclusion

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| **Percentage of the MANAGEMENT TEAM** that is classified as minority, women, or disabled persons. (MWDBE Mgt. Team divided by Total Mgt. Team) |  |

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| --- | --- |
| **Percentage of the INVESTMENT TEAM** that is classified as minority, women, or disabled persons. (MWDBE Inv. Team divided by Total Inv. Team) |  |

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| --- | --- |
| **Percentage of the Firm** that is classified as minority, women, or disabled persons. (MWDBE Employees divided by Total Employees) |  |

**Describe your firm’s use of minority-owned broker dealers. Provide the percentage of the firm’s trades that are executed with MWDBE broker dealers annually.**

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**Describe your firm’s ability to meet IMRF’s minority brokerage goals and reporting requirements. See IMRF’s website for specific MWDBE brokerage goals by asset class.**

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**Describe your firm’s DEI initiatives (hiring practices, internships, community involvement, service providers, etc.)**

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# Portfolio Characteristics/Analytics (most recent time period)

For Domestic and International Equity complete the below tables:

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| --- | --- | --- |
| Key Characteristics | Portfolio | Benchmark |
| Number of Holdings |  |  |
| Weighted Avg Market Cap |  |  |
| Median Market Cap |  |  |
| Free Cash Flow Margin |  |  |
| Return on Capital |  |  |
| Return on Equity |  |  |
| Price to Earnings |  |  |
| Price to Book |  |  |
| Dividend Yield |  |  |
| Active Share |  |  |
| Annual Turnover |  |  |
| Information ratio |  |  |

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| --- | --- | --- |
| Sectors | Portfolio Weight | Benchmark Weight |
| Manager to fill in Sector names |  |  |
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For Fixed Income complete the below tables:

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| --- | --- | --- |
| Characteristics | Portfolio | Index |
| Yield to Maturity |  |  |
| Effective Maturity |  |  |
| Effective Duration |  |  |
| Average Quality |  |  |
| Holdings |  |  |

|  |  |  |
| --- | --- | --- |
| Quality Distribution | Portfolio Weight | Benchmark Weight |
| AAA |  |  |
| AA |  |  |
| A |  |  |
| BBB |  |  |
| <BBB |  |  |

|  |  |  |
| --- | --- | --- |
| Sectors | Portfolio Weight | Benchmark Weight |
| Manager to fill in Sector names |  |  |
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