Request for Information (RFI)
Investing Consulting Services

I. INTRODUCTION

The Frankfort Chamber of Commerce (FCC) is soliciting proposals from investment firms to provide certain investment consulting services.

This Request for Information (RFI) outlines the required information to be included in each response. Responses must address each item listed.

Proposals must be submitted by no later than 5:00 PM, May 1, 2026, to:

Pauline Modjeski
Frankfort Chamber of Commerce
pauline@frankfortchamber.com

II. PROPOSAL REQUIREMENTS

Firms should provide detailed responses to the following:

1. Company information

    1.1. Year organized

    1.2. Regulatory registration (e.g., SEC, state, etc.)

    1.3. Number of clients

    1.3. Type of clientele (defined by industry and size of portfolio)

1.4. Number of licensed and non-licensed staff

1.5. Assets under management (AUM), by registration if applicable

1.6. Number of offices

1.7. Location of corporate headquarters

1.8. Related companies or organizations (i.e. any company with common ownership, any organization that may conflict with FCC, any other interest that may pose a conflict of interest)

1.9. Disclosure of any past or present litigation or regulatory actions involving the firm or its principals (include details if applicable)

2. The qualifications of your firm and its ability to provide investment management services

2.1. Qualifications of licensed staff

2.2. Years of experience in investment management

2.3. What is your investment philosophy and approach

2.4. What is your client service philosophy and approach

3. Relevant experience

3.1. Experience working with not-for-profit and/or institutional clients

3.2. Percentage of assets under management represented by these clients

4. Reporting, portfolio evaluation and review of accounts

4.1. Frequency of reporting to clients (e.g.: monthly, quarterly)

4.2. Format and content of reports (please provide sample)

4.3. Frequency of portfolio evaluation

4.4. Frequency of account review by your firm and willingness to meet with FCC Board of Directors to discuss performance and recommendations

5. Fees

5.1. What is your fee structure and range (include all applicable dees and any additional costs)

6. Other Services

6.1. Please describe any alternative or additional services that you can provide that may be of benefit to FCC

III. SELECTION PROCESS AND TIMING

The FCC Finance Committee will review all submitted proposals based on the criteria outlined above.

Firms selected for further consideration may be invited to participate in an in-person or virtual presentation with the committee.

V. CONTACT INFORMATION

All inquiries regarding this RFI should be directed to:

Pauline Modjeski
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pauline@frankfortchamber.com