

REQUEST FOR PROPOSAL – 2009

INVESTMENT ADVISOR

I. INTRODUCTION

The City of Jonesboro, located in Arkansas, is conducting an investment manager search for its defined benefit plan (hereinafter known as Plan). The Plan has approximately \$5.1 million in total assets. All proposals will be evaluated by the Finance Committee and City Finance Director. Recommendations will be forwarded to the City Council for a final decision.

II. TIMETABLE

DATE PROPOSALS ARE DUE: August 17, 2009, 5:00 PM EST, NO EXCEPTIONS.

Prior to the awarding of the contract, the Finance Committee, or a subcommittee thereof, plans to interview the finalists. The interviews will be forty-five minutes in length, with twenty-five minutes for a presentation and twenty minutes for questions. Finalist candidates should plan to bring the portfolio manager as well as the client service person that would be responsible for the account.

III. PROPOSAL FORMAT/SUBMISSION

PROPOSALS SHOULD CONFORM TO THE FOLLOWING SPECIFICATIONS:

1. Include a cover letter signed by the individual authorized to bind the firm contractually. The letter should be brief and provide an overview of the proposal.
2. Submit one (1) unbound, printed proposal. The proposal should include at a minimum the following information:
 - a) Any applicable methods that will be utilized in assisting City to achieve desired benefit levels.
 - b) Information regarding the portfolio advisor responsible for the review, including how long that person has been in that position, and appropriate experience.
 - c) An explanation of any changes within the last year or contemplated within the year with respect to the firm, the ownership structure, or personnel should be explained.
 - d) Affirmation that the proposal is irrevocable for 120 days.
 - e) A copy of the firm's Form ADV Parts I and II with the proposal.
 - f) Detailed fee schedule.
3. The proposal package including the cover letter and proposal should be sent to:

MR. JIM BARKSDALE, FINANCE DIRECTOR
CITY OF JONESBORO
515 WEST WASHINGTON STREET
JONESBORO, AR 72401

Hard copy submissions should be labeled "INVESTMENT ADVISOR" on the envelope used for shipping.

4. Submit an electronic copy of the firm's proposal in Adobe "pdf" via e-mail to jbarksdale@jonesboro.org by submission deadline. Receipt of the electronic version will not be used in determining compliance with the proposal's due date.

City reserves the right to accept or reject any or all proposals or any parts thereof, and to waive any formalities in the submission of proposals if it is deemed in the best interests of the City to do so.

If there are any questions with respect to this investment advisor search please contact Jim Barksdale at jbarksdale@jonesboro.org.