

Request for Proposals (RFP)
Investment Management Services for Endowed Fund
Peak Education
Date: August 2025

I. Introduction

Peak Education is seeking proposals from qualified and experienced financial planners or registered investment advisors to manage an endowed fund. The selected firm or individual will provide investment management services aligned with our mission, values, and fiduciary responsibilities.

The purpose of this RFP is to identify and engage a partner who will help us prudently manage our endowed assets, ensure long-term sustainability, and support our organization's strategic objectives.

II. Organizational Background

At Peak Education, we're more than a college and career resource—we're a dynamic, mission-driven team committed to unlocking the full potential of students throughout the Pikes Peak Region. We envision a world in which all youth have equal opportunities to reach their dreams, and in which educational attainment and meaningful careers are open to all regardless of their circumstances. We believe that self-determined and fulfilled individuals strengthen our collective future. Since our founding in **1997**, Peak Education has been a trusted and engaged force in the Pikes Peak Region. What began as a scholarship and support program for a handful of high school students has grown into a full-scale college and career readiness initiative serving over 400 students and families annually. Our deep roots and longstanding relationships with schools and community partners make us uniquely positioned to create real, lasting change.

III. Fund Overview

- **Fund Type:** Endowed fund
- **Estimated Fund Size:** \$150,000–\$500,000
- **Investment Objective:** Long-term capital appreciation with moderate income to support annual programmatic needs
- **Spending Policy:** 4% annual distribution based on 3-year rolling average

IV. Scope of Services

The selected advisor or firm will be responsible for:

- Developing and managing an investment strategy tailored to the organization's goals and risk tolerance
- Complying with the organization's Investment Policy Statement (IPS)
- Quarterly performance reporting to the board or designated finance committee
- Regular rebalancing and oversight of asset allocation

- Providing annual projections, benchmarking, and recommendations
- Attending periodic meetings (virtual or in-person) with board or staff
- Ensuring all services comply with applicable laws, regulations, and fiduciary standards

V. Proposal Requirements

Please include the following in your proposal:

1. **Firm/Advisor Overview**
 - Company or advisor name, address, and contact information
 - Brief history and ownership structure
 - Number of years in business and nonprofit experience
2. **Team Qualifications**
 - Bios of individuals who will directly support the account
 - Relevant licenses and certifications (e.g., CFP®, CFA®, RIA status)
3. **Investment Philosophy and Approach**
 - Description of investment strategy and asset allocation philosophy
 - Risk management practices
 - Alignment with ESG or socially responsible investing (if applicable)
4. **Services and Deliverables**
 - Frequency and format of reports
 - Communication and meeting structure
 - Availability for consultations
5. **Fee Structure**
 - Clear explanation of all fees and compensation models
 - Any minimum asset requirements or custodial fees
6. **References**
 - At least one nonprofit or similar clients with contact information

VI. Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience with nonprofit or endowed fund management
- Qualifications and certifications of assigned personnel
- Investment performance and strategy alignment
- Fee structure and overall value
- Quality of references and client satisfaction
- Commitment to fiduciary standards and nonprofit values

VII. Submission Timeline

- **RFP Release Date:** August 22, 2025
- **Proposal Deadline:** September 18, 2025
- **Anticipated Decision:** September 28, 2025
- **Contract Start Date:** October 1, 2025

VIII. Submission Instructions

Please email your complete proposal in PDF format to:

Claudia De Santiago
Director of Development
Peak Education
Claudia@peakedu.org
719-492-1046

IX. Additional Information

- Peak Education reserves the right to reject any or all proposals, to request additional information, or to negotiate with any respondent.