The City of Medford Retirement Board is soliciting proposals from investment management firms to manage a passive S&P 400 Index mandate for the System's $198 million, defined benefit pension fund. The System will place up to $7 million with the passive S&P 400 Index manager. Investment managers selected must have familiarity with and agree to comply with Massachusetts G.L. Chapter 32 and Chapter 176 of the Acts of 2011 and all applicable investment guidelines administered by PERAC, including the restriction on investing in tobacco-related companies. In order to be considered, each firm’s passive S&P 400 Index product must meet the following minimum criteria: 1) Minimum passive S&P 400 assets under management of at least $500 million, 2) Minimum track record of at least ten years, 3) The product vehicle must be a pooled investment vehicle (mutual or commingled fund).

If you are interested in participating in the search, please complete the attached form in Appendix I and update eVestment through 2Q 2018 at [www.evestment.com](http://www.evestment.com). In addition, please provide NEPC with the following information:

1. A cover letter indicating your firm’s interest in the search. Please include the vehicle you are proposing for this search and the fee schedule you are proposing for this mandate.
2. An email copy of all eVestment information at the firm and product level for the proposed strategy. Please clearly indicate the product type category in which you classify your product.
3. Completion of the following PERAC forms: vendor certification, placement agent statement, disclosure of conflict of interest, disclosure of compensation received, and disclosure of compensation paid.

**All proposals must be submitted via email to Stephanie McMurray at** SMcMurray@nepc.com by 4:00 pm (EDT) on Tuesday September 25, 2018.No proposals will be accepted after this deadline. (All data should be updated through June 30, 2018.) The subject line of your e-mail should also include reference to **City of Medford Retirement Board.**

Please follow all directions carefully! Any response that is not completed according to the enclosed instructions will be rejected. Please do not fax your response. Thank you in advance for your participation in this search.

**Appendix I**

**OFFEROR MUST COMPLETE A SEPARATE QUESTIONNAIRE**

**FOR EACH PROPOSED PRODUCT**

**eVESTMENT DATABASE**

The Offeror’s product and performance data will be analyzed through the use of a third party database currently utilized by our Investment Consultant, New England Pension Consultants. The database is provided by eVestment, which can be located on the web at: [www.eVestment.com](http://www.eVestmentalliance.com).

Populating the eVestment database with your firm and product information is essential to the completion of the RFP process. If the database is not fully populated, your firm’s response will be considered incomplete and could be grounds for discontinuing consideration of your firm’s product for this search.

The eVestment database gathers firm and product data including but not limited to:

• Assets under management;

• Qualitative description of firm and product;

• Investment professionals gained and lost;

• Investment professional tenure, work experience and education;

• Product characteristics;

• Holdings;

• Performance for vehicle recommended;

• Composite description GIPS disclosures.

Please be sure to not leave fields blank. Respond as 0, none, or N/A only when necessary. You will not be contacted by our consultant or the System to fill in missing fields. Use additional comment fields provided to make qualifying notes as applicable.

In the space provided below, please list the name of the product, as it will appear in your entry in the eVestment database.

Product Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your firm does not already utilize the eVestment database, you can participate by sending an email with your contact information to: getmanager@evestment.com.

A representative from eVestment will contact you shortly after to establish the firm in the database. There is no charge for supplying data to eVestment.

**After you have provided the information to eVestment, please email a copy of the information you have provided and return it with your response to the RFP.**