



CALL FOR PROPOSALS

Investment Advisor Services

ISSUE DATE: June 21, 2024

Introduction

The College of Physicians and Surgeons of Newfoundland and Labrador (The College) is inviting proposals for Investment Advisor Services.

It is expected the successful firm will be contracted for a period of five (5) years, subject to annual review and extension by the Finance, Audit and Risk Committee. The College reserves the right not to extend.

Background

The College of Physicians and Surgeons of Newfoundland and Labrador regulates the practice of medicine in the public interest.

It is governed by a 15-member Council which includes the CEO and Registrar and Deputy Registrar, who are medical practitioners, and are ex-officio members.

Of the remaining 13 members, seven are licensed medical practitioners elected by their peers and six are appointed by the Minister of Health and Community Services. Two of the six are nominated by the Newfoundland and Labrador Medical Association. Of the remaining four appointed by the minister, three are public members and are not medical practitioners; one is appointed from a list submitted by the Board of Regents of Memorial University.

The College fulfills its mission by:

- Setting qualifications for registration and licensure;
- Conducting a rigorous licensing process;
- Investigating complaints;
- Conducting disciplinary hearings;
- Setting standards for ethical, professional behaviour;
- Setting standards for medical practice;
- Promoting continued competence;
- Registering professional medical corporations (PMCs); and
- Maintaining physician registers.

Deliverables and Responsibilities

Commencing on or before September 1, 2024, the firm shall:

1. Fulfil the College's asset allocation strategy;
2. Provide monthly, quarterly and annual performance returns for Management, Committee and Council;



3. Present to the College's leadership team, as well as the Finance, Audit and Risk Committee, as required.

Response Format

Proposals should be brief and concise (maximum 10 pages in length) and consist only of the following information:

- Executive summary;
- Key investment advisors, and a brief profile;
- Current Investment strategies and changes in the last five (5) years;
- Type and number of clientele (defined by industry and portfolio size);
- Fee schedule; and
- Two references from comparable organizations.

If the proposals do not clearly demonstrate these requirements, they will be disqualified.

Evaluations

The following factors will be considered in these evaluations:

- Firm capability (60%);
- Cost to perform the work (25%);
- References (10%); and
- Completeness and presentation of proposal (5%).

Proposal Deadline

To be eligible for consideration, firms **must** provide a signed and dated proposal as follows:

- One (1) electronic copy of the proposal. The electronic version can be delivered via e-mail to: cpsnl@cpsnl.ca.

Proposals **must** be clearly marked with the number and "The College of Physicians and Surgeons of Newfoundland and Labrador – Investment Advisor Services." It **must** be delivered no later than 2:00 PM Newfoundland Standard Time (NST) Friday, **July 19, 2024**.



Questions

Questions can be directed to Mr. Jamie Osmond by telephone at (709) 726-8546 or by email at cpsnl@cpsnl.ca. Deadline for questions is 4:00 PM NST Friday, July 12, 2024.

Subsequent Phases of Work

Should The College require additional work to be performed (that fits the overall spirit and intent of the work performed under this contract, it reserves the right to retain the successful firm who is awarded this proposal to complete this additional work under separate contract or purchase order (if performance matches expectations).

Additional Considerations

Prior to submitting a proposal in response to this Call for Proposals, all respondents must consider any potential conflicts of interest that may arise in relation to fulfilling the scope of this proposal.

The successful firm will not have exclusive rights to complete work at the College. The College reserves the right to engage other firms for the completion of any work at its discretion.

The College reserves the right to review and evaluate service delivery throughout the relationship period. Poor or inadequate performance will be noted, and repeated incidents of such performance may be grounds for dissolving the contractual relationship.

Confidentiality Agreement

The Firm and/or Consultant(s) performing the work as described in this Call for Proposals document will be required to sign College confidentiality agreements.