Request for Proposal

Investment Consulting Services

August 22, 2011

Issued by:

The Board of Investors of the

Oklahoma Tobacco Settlement Endowment Trust Fund

Oklahoma State Treasurer's Office
2300 N. Lincoln, Room 217
Oklahoma City, OK 73105
(405) 521-3191 – phone
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SECTION I - INTRODUCTION

This Request for Proposal ("RFP") is issued by the Board of Investors ("Board") of the Oklahoma Tobacco Settlement Endowment Trust Fund ("Fund") for the purpose of seeking proposals from qualified investment consulting firms ("Firms") to provide investment consulting services and to assist the Board in managing a current portfolio of approximately **$650 million**. The fund will continue to receive additional funds and is expected to grow substantially over the term of the contract. The Board will select the most qualified investment consulting firm ("Firm") to provide investment consulting services based on the response to this RFP and presentations by the top candidates to the Board.

SECTION II - MANDATORY REQUIREMENTS

To be considered for the investment consulting mandate, the firm must meet the following minimum requirements:

1. The investment consulting firm must be a registered investment advisor under the Investment Company Act of 1940.

2. The investment consulting firm must have been in business for a minimum of eight years with a record of high quality service to public fund clients.

3. The investment consulting firm must be providing investment consulting services to at least three (3) other public funds, which are similar in size and complexity.

4. The investment consulting firm and its employees assigned to the Board shall be registered with the Oklahoma Department of Securities pursuant to 71 O.S. § 201 et seq.

5. The investment consulting firm must be able to maintain a satisfactory data processing interface with the Board' custodian bank by tape, disk, on-line connection or other electronic means at the firm's expense.

6. The investment consulting firm must agree to disclose all potential conflicts of interest as such exist or occur, and annually disclose all sources of revenue and all affiliations.

7. The investment consulting firm's lead consultant must have a minimum of five years professional experience in investment consulting with public funds.

8. The investment consulting firm must demonstrate compliance with all EEOC requirements.

SECTION III - BACKGROUND

In November 2000, the people of the State of Oklahoma enacted Article X, Section 40 to the State Constitution. This new provision created the Tobacco Settlement Endowment Trust Fund into which a substantial portion of the State's share of the national tobacco settlement payments would be deposited.

Earnings from the Trust Fund may be expended for research to fight cancer and other tobacco-related diseases, tobacco prevention and cessation, programs to promote public health, programs to enhance the provision of health care, a variety of education programs, and programs to enhance the health and well-being of senior citizens. A different board, the Board of Directors of the Tobacco Settlement Endowment Trust Fund, makes all spending decisions for the earnings.

A. Legal Authorization

The Board is charged with the investment of the Trust Fund. In addition to Article X, §40 of the Oklahoma Constitution, the Board's investment authorization is set forth in Title 62, §2306 of the Oklahoma Statutes. Copies of the constitutional and statutory language are attached as Exhibits A and B.

B. Board Composition

The investment management of this Trust Fund is vested in a five person Board of Investors chaired by the State Treasurer. The remaining members of the Board are appointed by the Governor, State Auditor and Inspector, the President Pro-Tem of the Senate and the Speaker of the House of Representatives.

C. Support Services

The Board is administered by 2 FTE (employees) within the Oklahoma State Treasurer's office.

D. Investment Guidelines

The Board has adopted an investment policy attached to this RFP as Exhibit C. All assets in the FUND are invested through professional investment managers and are held by the Bank of Oklahoma, master custodian. FUND also retains the services of an independent external auditor.

E. Allocation of Assets

The current policy allocation for FUND:

U.S. Equities	30%
International Equities	15%
Domestic Fixed Income & Senior Secured Debt	45%
Absolute Return	10%
Cash	0%

F. Investment Services Providers

The investment managers listed below manage the equities, cash, and fixed income portfolios for the Tobacco Settlement Endowment Trust. Although there are no investment manager searches planned during the next year, responding Vendors should anticipate that there could be one or more searches if needed.

Company Name	**Type of Investment**
Bank of Oklahoma	Custodial Bank, Securities Lending, and Commission Recapture Services
Finley & Cook CPA	Auditing Firm
Barrow, Hanley, Mewhinney & Strauss, Inc.	Large Cap Value Equity
State Street Global Advisors	Equity Growth Index
Earnest Partners	Small/Mid Cap Equity
Bank of Oklahoma	Core Domestic Fixed Income
Reams Asset Management	Core Domestic Fixed Income
Schroder Investment Management	International Equity
Western Asset Management	Absolute Return
Post Advisory Group	Fixed Income – High Yield

SECTION IV - ADMINISTRATIVE INFORMATION

A. CONTACT PERSON

The contact person, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful firm.

Oklahoma State Treasurer's Office (Tobacco Board of Investors)
Attention: Susan Bateman, Assistant to Deputy Treasurer
2300 N. Lincoln, Room 217
Oklahoma City, OK 73105
Susan.Eubanks@treasurer.ok.gov
(405) 521-4994 – facsimile

B. WRITTEN QUESTIONS AND ANSWERS

In an effort to clarify any issues in this RFP, the Board will respond only to questions that are presented in writing and received by mail, facsimile, or e-mail transmission. Questions should be addressed to the contact person. The Board will consolidate all questions and its answers into a single Q&A document. The Q&A document will be made available on the State Treasurer's web-site at www.treasurer.ok.gov. **Questions must be received by 4:00 p.m. CDT, May 5, 2006. Responses will be provided on May 12, 2006.**

C. TIMELINE

The following schedule has been set for informational and planning purposes; however, the Board reserves the right to change the dates:

RFP Release	August 22, 2011
Submission of Questions	September 5, 2011
Response to Questions	September 12, 2011
Proposal Responses Due	September 26, 2011
Evaluation of Proposals	October 10, 2011
Finalist Presentations	October 17, 2011
Board of Investors Selection	November 16, 2011
Effective Date of Contract	December 1, 2011

D. EXPLANATION OF TIMELINE

The RFP will be released August 22, 2011.

Deadline to submit written questions is 4:00 p.m. CST September 5, 2011. All questions must be clearly labels as for the Oklahoma Tobacco Fund Consultant Search and addressed to Susan Eubanks. E-mail address susan.eubanks@treasurer.ok.gov

BOARD MEMBERS AND STAFF OF THE STATE TREASURER WILL ACCEPT NO TELEPHONE INQUIRIES OR OTHER NON-WRITTEN INQUIRIES FROM PROSPECTIVE MANAGERS.

Telephone calls to verify receipt of written questions only are allowed to (405)521-3191. Please ask for Susan Eubanks.

Submission of Acknowledgment of Receipt From: Only managers who return this form by **4:00 p.m. CST, September 5, 2011** will be accepted for this search. See **Exhibit D** for the Acknowledgement of Receipt Form.

Responses to written questions will be emailed to all managers by September 12, 2011.

The Board must receive the firm's proposal before 4:00 p.m., CDT, on September 26, 2011. Firms should send proposals to the contact person listed above. Managers may attach a brief (not to exceed three pages) summary of qualifications to their response to the questions included within this RFP.

Proposals shall be packaged together in an envelope or other container for shipping or delivery, which shall be clearly marked:

PROPOSAL TO SERVE AS AN INVESTMENT CONSULTANT

FOR THE OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST FUND

OKLAHOMA STATE TREASURER'S OFFICE

Any proposal received after the deadline will be rejected and returned unopened to the firm. Firms mailing proposals must allow ample time for delivery. It is the firm's responsibility to ensure that the proposal is received prior to the deadline. Post marking by the due date will not substitute for actual receipt of the proposal.

The costs of preparation and delivery of the proposal are solely the responsibility of the firm.

The Board reserves the right to waive or permit cure of nonmaterial variances in a bid proposal, if in the Board's judgment, it is in the Board' best interest to do so. No such waiver or permission to cure shall modify the RFP requirements or excuse the firm from full compliance with the RFP specifications or other contract requirements if the firm is awarded the contract.

All timely proposals become the property of the Board. Upon final selection of a Consultant and execution of a contract, all proposals will be considered to be public records and shall be available for viewing and reproduction as the law provides.

The Board reserves the right to contact a firm after the submission for the purpose of clarifying a proposal to ensure mutual understanding.

E. FORMAT OF PROPOSALS

These instructions prescribe the format of the proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the proposal.

1. The proposal shall be typewritten on 8.5" x 11" paper.

2. One (1) original, executed paper copy of the proposal along with one (1) duplicate paper copies of the completed proposal shall be timely submitted to the contact person. In addition, two (2) copies of an electronic version of the proposal in either Microsoft Word or "pdf" format shall be provided to the contact person on compact disc. A proposal is incomplete until both the paper and electronic copies are submitted.

3. The proposal cover sheet – vendor non-collusion affidavit **(Exhibit E)** shall be the first page of the submitted document.

4. Proposals shall not contain promotional or display materials.

5. Attachments shall be referenced in the proposal.

F. EVALUATION OF PROPOSALS

The Board intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. The support staff of the Board will evaluate proposals received in response to this RFP and make a recommendation to the Board. The Board will make the final decision as to which firm's proposal will be accepted.

G. FINALISTS' PRESENTATIONS

If the Board requests presentations by finalists, each finalist will have a scheduled time to meet with the Board. At that time the firm may present additional written information. It is highly recommended that the lead consultant be present at the finalist's presentation.

H. CONTRACT TERMS AND CONDITIONS

Firms are expected to express their comments, reservations and objections to the contract terms proposed under this RFP, and the Board intends to evaluate those responses as part of the selection process. Subject to negotiation that will be limited to the matters reserved by each firm at the time of making its proposal, the final contract between the Board and the firm will incorporate the specifications, terms and conditions of the RFP, any written clarifications or changes made to this RFP, the offer contained in the proposal, and any additional contractual terms and conditions agreed to mutually and in writing by the parties. The Fund's model contract is attached in Exhibit F.

SECTION V - SCOPE OF WORK

The Board is seeking proposals from qualified investment consulting firms to provide the following services:

1. The Consultant will assist in the establishment of appropriate performance benchmarks, goals, objectives and guidelines for each manager and annually conduct a review of the investment policy and guidelines and if necessary, make recommendations for amendment. The Consultant shall provide advice to the Board in the implementation of the Board's investment policy and strategies.

2. Quarterly and annually review the performance of the Board's investments to ensure conformity to the investment policy and guidelines.

3. Annually provide asset allocation reviews and recommendations, including annual reports that state specific forecasts of returns, risk and correlations for all asset classes. An annual report for presentation to the Board detailing the asset allocation return, risk and correlation assumptions utilized for the Board, the results of asset allocation simulation modeling performed by Consultant, and the recommended asset allocation policy for the Board.

4. Analyze and advise on the capabilities of current and prospective investment managers. Oversee current investment managers, including periodic reviews, interviews, and on-site visits. Advise with respect to termination and selection decisions. Portfolios will be monitored by the Consultant to ensure the effective application of investment strategy by each manager and adherence to the risk controls as stated in the investment contract and guidelines with each manager. The performance of the managers will be considered in accordance with the established goals, objectives and guidelines for the individual portfolios. The Consultant will provide reports that reflect each public securities manager's return, tracking error and information ratio over various time periods and relative to their benchmark and any confidence bands established by the Board. The Consultant will make recommendations for determining termination of manager contracts.

5. Advise on rebalancing the portfolio.

6. Advise on management structure (e.g. active vs. passive, investment style mix).

7. Advise on risk management issues.

8. Advise on prospective alternate asset classes and alternate investment vehicles as appropriate.

9. Prepare a monthly "flash" report of manager's performance in comparison to benchmarks and appropriate peer groups, together with commentary, as appropriate.

10. Prepare a quarterly comprehensive performance evaluation report by manager, asset class and total fund, including benchmark and peer universe comparisons and present quarterly findings to the Board.

11. Prepare a quarterly Executive Summary Report to accompany the comprehensive performance evaluation report.

12. Reconcile quarterly the security holdings of each manager and report any exceptions. In the validation of performance calculations, Consultant will reconcile individual portfolio performance to the appropriate manager's calculations, and notify the Board in writing of any discrepancies outside of acceptable tolerances as determined by the Board and its investment management guidelines and other policies, and resolutions. Consultant acknowledges the importance of Board obtaining accurate performance information for its managers and their respective benchmarks as Board may use such information in determining any performance-based fees of its managers.

13. Provide quarterly rolling 3-year and 5-year performance for all investment managers.

14. Provide an annual fee analysis of all investment fees, and make recommendations as appropriate.

15. The Consultant will participate in the conduct of searches for investment service providers (primarily but not exclusively managers and custodian banks) and will specifically without limitation provide the following services:

    a. Develop Request for Proposals and criteria for selection;
    b. Conduct interviews with the Board and general screening of prospective managers and recommendation of semifinalists and finalist;
    c. Assist in contract and fee negotiations with prospective and existing managers, as requested by the Board;
    d. Conduct due diligence on potential candidates;
    e. Prepare background material for the Board;
    f. Make available to the Board summaries of periodic due diligence meetings that Consultant's staff holds with existing managers.

16. Provide educational sessions for the Board. The Consultant shall provide training for the Board and staff upon the Board' reasonable request. Such training shall include any subject applicable to investing endowment fund assets including, without limitation, investment strategy and objectives, asset allocation, manager selection and monitoring, investment performance measurement and analysis, fiduciary duties, investment trends and economically targeted investing. The Consultant shall notify the Board of all training conferences sponsored by the Consultant.

17. Attend the regular quarterly Board meetings and any special meetings of the Board.

18. Provide an annual report to the Board describing all business lines from which the Consultant receives revenue, the amount of such revenue, and any potential conflicts of interest such business lines could have with Consultant's ability to provide the services described in this Contract.

19. Prepare reports containing information relating to institutional investors, investments, economic conditions, markets or securities periodically as requested by the Board.

20. Provide an annual report to the Board containing the Consultant's Conflict of Interest policy and a description of any changes made to the policy in the previous year.

21. Prepare other reports, studies and projects to be determined and agreed to by Board and Consultant.

22. Consultant will analyze the fund to determine its financial condition and analyze alternative asset mixes to determine their effect on the fund over alternative planning horizons and recommend the appropriate investment structure in light of the current and projected financial characteristics of the fund.

23. The Consultant shall periodically produce quality research of investments and/or strategies used and make that research available to the Board. The Consultant is expected to anticipate the needs of the Board rather than simply responding to the Board's requests in conducting its research on relevant topics.

24. Provide other data and assistance to the Board as may be necessary to assist the Board in fulfilling its fiduciary responsibilities.

SECTION VI - CONTENT OF PROPOSALS

The following documents and responses shall be included in the proposal in the order given below:

A. TRANSMITTAL LETTER

1. An individual authorized to bind the firm shall sign the transmittal letter. Include the firm's mailing address, electronic mail address, fax number and phone number.

2. The firm must certify in the transmittal letter that the contents of the proposal are true and accurate, and that the firm has not made any knowingly false statements in its proposal.

3. An individual authorized to bind the firm shall sign and attach the **Contract Non-Collusion Affidavit** to the transmittal letter to the original proposal only. **(Exhibit E)**

B. ORGANIZATIONAL SUMMARY

1. Briefly describe your firm's background, history, and ownership structure, including any parent, affiliated or subsidiary company, and any business partners or joint ventures.

2. Is your firm registered with the SEC or a state securities regulator as an investment advisor? If yes, please provide the firm's SEC file number. Have you provided the Board with all the disclosures required under those laws?

3. What types of regulatory audits and oversights is your firm subject to?

4. Will the firm contractually agree to be a "fiduciary" to the Board as defined in Section 3(21)(A) of the Employee Retirement Income Security Act of 1974 ("ERISA"), and to perform the fiduciary duties imposed on an ERISA fiduciary under that Act, regardless of the scope of ERISA application to the Board?

5. Does the firm consider itself a fiduciary under ERISA with respect to the recommendations provided to clients?

6. Describe the services your firm provides and give the percentage of revenue derived from investment consulting. Of your affiliate group, what percentage of total revenues for that group is derived from investment consulting?

7. Provide an organization chart of your firm and describe the relationship between each component and your consulting group.

8. Within the past three years, have there been any significant developments in your organization such as changes in ownership, restructuring, personnel reorganizations, terminations or investigations? Do you anticipate future significant changes in your organization?

9. List the address of your main corporate office and indicate which office(s) will service the Board.

10. Describe any services of your organization that may not be offered by other consultants.

11. Describe the total staff of the firm and designate support staff, analysts and professionals.

12. Provide a listing of current and former public fund clients. Include the size of the client organization, the type of organization and the number of years services were provided by your firm to each.

13. Describe the types of services the firm provides to investment management firms and the fee arrangements that typically apply. Does your firm directly or indirectly charge money managers to be included in the firm's manager research database?

14. Does the firm receive revenues or other considerations from investment management firms for their attendance at conferences for meetings sponsored by the firm? Does the firm receive any revenues or other considerations from custodian banks? If yes, please describe the types of services provided and the fee arrangements that typically apply.

15. Has your firm ever received loans from any investment management firms, their subsidiaries, or principals? If yes, please explain.

16. Does your firm, its principals, or any affiliate, own any part of a investment management firm, broker-dealer, or other organization that sells services to institutional investors and/or SEC registered investment advisors? If so, identify the firm(s) and describe the service and the relationship to the consulting group.

17. Does your firm, its principals or any affiliate have any "strategic alliance" with any broker or investment management firm? If yes, please disclose with whom and describe the nature of the alliance.

18. Do you offer a broker/dealer facility to plan sponsor clients to pay for or offset your fees? Are there additional services you offer plan sponsors through your broker/dealer?

19. Does your firm receive any soft dollar revenues from investment managers through an affiliate broker? If yes, what percentage of soft dollar revenues in each of the last three calendar years was due to client direction?

20. Describe the firm's philosophy as it pertains to investment consulting. What role does the firm see itself playing for an endowment fund client such as the Board? What do you consider to be your firm's consulting specialties, strengths, and limitations?

21. Are there common beliefs about the investment markets which underpin the firm's investment advice across all clients? If yes, please describe them.

22. In your view, how should a client measure its investment consulting firm's "performance"? Please explain.

23. Briefly describe your firm's disaster recovery plan.

C. CONSULTANTS

1. How many investment consultants does your firm have?

2. Discuss the ways you manage growth, including any limits to the client/consultant ratio.

D. STANDARDS OF CONDUCT

1. Does your firm have a written code of conduct or a set of standards for professional behavior? If so, how are they monitored and enforced?

2. Has your firm adopted AIMR's Code of Ethics and Standards? If so, how is employee compliance monitored?

3. How are consultants' recommendations to clients reviewed and monitored by your organization? Does your firm adhere to a level of consistency in consultant recommendations?

4. Within the last five years, has your organization or an officer or principal been involved in actual or threatened litigation, administrative or regulatory, or similar investigation proceedings relating to your investment consulting assignments? If so, provide an explanation and indicate the current status or disposition. Under disposition, include any censures or reprimands received from regulatory bodies.

5. Has your firm ever been required to pay damages or penalties or trade or relinquish something of value under any of its existing or past contracts as it relates to services similar to those contemplated by this RFP? If so, describe the situation.

6. Does your firm have Compliance Officers registered with the NASD?

E. CONFLICTS OF INTEREST

1. Based on the list of investment managers currently managing assets for the Board disclose any business your firm, affiliates, or parent company does with any of the Board's investment managers. Are there any potential conflict of interest issues your firm would have in serving FUND? A complete list of investment managers can be found in Section III Background Information.

2. Does your firm, affiliates, or a parent company have relationships with money managers that you recommend, consider for recommendation, or otherwise mention to the plan for consideration? If so, describe those relationships.

3. Does your firm, affiliates, or parent company receive any payments from money managers you recommend, consider for recommendation, or otherwise mention to plans for consideration? If so, what is the extent of these payments in relation to your other income (revenue)?

4. Does your firm have any policies or procedures to address conflicts of interest or to prevent these payments or relationships from being considered when you provide advice to your clients?

5. What percentage of your plan clients utilize money managers, investment funds, brokerage services or other service providers from whom you receive fees?

6. Are there any potential conflict of interest issues your firm would have in serving the Board? If so, describe them.

7. How does your firm identify and manage conflicts of interest?

8. Does your firm hold or sponsor money manager or client conferences? If so, describe all conferences your firm has held or sponsored in the past two years.

F. CONSULTING TEAM

1. Provide contact information for each consultant that will be assigned to the Board in a grid similar to this.

Name	Address	Business Phone	Business Fax	E-mail Address

2. Describe the role of each consultant for this assignment.

3. Provide the primary location of the team.

4. Describe your team's experience with similar work performed for other public funds or similar institutional investors.

5. Do any of your investment consultants have portfolio management or plan sponsor experience? Please give details.

6. Detail all appropriate licenses and registrations (NASD) of the team members. Please provide documentation of professional licenses.

7. Detail any enforcement action taken by regulatory agencies against any team member.

8. State whether the individuals assigned to the work have any responsibilities other than providing consulting services, and if so, specify such responsibilities.

9. Describe your firm's backup procedures in the event that key personnel in this assignment should leave the firm or become incapacitated.

10. Describe your firm's preferences for client communication. For example, does your firm prefer to have all client communications flow through one contact person?

11. Describe the firm's compensation and incentive program for its consultants and other professionals. What incentives are provided to attract and retain superior individuals? How does the firm tie client performance and satisfaction to a consultant's compensation? What percentage of a consultant's annual compensation is based on client performance or satisfaction?

G. CLIENT PROFILE

1. ENTIRE CONSULTING GROUP – **Number of endowment clients**:

Size (millions $)	Endowments/ Foundations	Other
0-500		
501-1,000		
1,001-10,000		
Over 10,000		

2. PROPOSED CONSULTANT ONLY - **Number of endowment clients**:

Size (millions $)	Endowments/ Foundations	Other
0-500		
501-1,000		
1,001-10,000		
Over 10,000		

3. How many clients retain your firm's services? What is the total of those clients' assets?

4. Provide a list of three clients including name, contact, telephone number, asset values and number of years the client has retained your firm, and product(s) or service(s) the client uses. After first informing you of our intentions, FUND may contact any of these clients as references.

5. Provide the name, contact, title, telephone number and asset size of all clients who have terminated your firm's services in the last three years. In each case, detail the reason for termination.

H. ASSET ALLOCATION

1. Is your firm capable of performing asset/liability modeling studies?

2. Detail the methodology of the asset allocation models your firm employs. How do you develop asset class assumptions?

3. Detail your firm's position/approach on the use of active versus passive management in the major asset classes.

4. Describe your policy for changes to an endowment fund's asset allocation with changes in the market environment.

5. Detail the background and expertise of the analyst that leads your asset allocation modeling.

6. Describe how your firm manages its advisory role to the Board with its supportive role with staff.

7. Describe your firm's capabilities and experience in illiquid investments such as real estate and alternative investments. List the factors you would consider in recommending real estate and alternative investment options. Describe the elements of a due diligence process for assessing the risk control and performance characteristics of such investments.

8. Describe your firm's capabilities and experience in the area of derivatives. List the factors you would consider in recommending derivative options. Describe elements of a due diligence process for assessing the risk control and performance characteristics of such investments.

9. Describe your firm's methodology for identifying and evaluating new investment opportunities.

10. What distinguishes your firm in the investment consulting industry?

11. Please note any significant contributions your firm has made in developing and defining "best practices" in the endowment fund investment consulting field.

I. INVESTMENT POLICIES

1. Describe your approach in assisting the Board of Investors in maintaining the Investment Policy Statement.

2. Describe your capabilities in developing policies and procedures to ensure that the Policy Statement is routinely reviewed and revised.

J. INVESTMENT MANAGER SEARCHES

1. Describe your experience in selecting investment managers.

2. Describe your firm's process for evaluation and selection of investment managers.

3. Do you actively include minority investment managers in your searches?

4. Do you charge investment managers direct or indirect fees to be included in searches or require them to direct transactions towards favored broker/dealers?

5. Please attach a copy of the comparison materials that your firm recently presented to a client involved in a large-cap domestic equity investment manager search.

K. INVESTMENT MANAGER DUE DILIGENCE

1. Does your firm maintain an in-house database of investment managers? If not, from what vendor do you purchase the database? Do you utilize both? How many managers/products are contained in the database(s) that you use?

2. For firms that have an in-house database, do you charge investment managers direct or indirect fees to be included in your firm's database? If so, describe the fees.

3. For firms that have an in-house database, do you sell it to third parties? How do you receive compensation selling it?

4. For firms that have an in-house database, describe your methodology and criteria for classification of manager by investment style, size, etc. How do you monitor consistency of style?

5. For firms that have an in-house database, how often are managers in your database reviewed? Under what circumstances are managers added to your database? Deleted?

6. For firms that have an in-house database, describe how your firm gathers, verifies, updates, and maintains the data collected on managers for the database. Do you use surveys or meetings with managers?

7. For firms that have an in-house database, how often do you meet with managers that are included in your database? What is the nature of those visits?

8. Do you use additional databases in addition to your internal one? If so please describe.

L. CUSTODIAN BANK

1. Does your firm maintain an in-house database of custodian banks? If not, from what vendor do you purchase the database? Do you utilize both? How many banks/products are contained in the database(s) you use?

2. For firms that have an in-house database, do you charge custodian banks direct or indirect fees to be included in your firm's database? If so, describe the fees.

3. For firms that have an in-house database, do you sell it to third parties? Do you receive compensation for selling it?

4. For firms that have an in-house database, describe any advantages that you perceive your in-house custodian bank database has over your competitors.

5. For firms that have an in-house database, how often are custodian banks in your database reviewed? Under what circumstances are banks added to your database? Deleted?

6. For firms that have an in-house database, describe how your firm gathers, verifies, updates, and maintains the data collected on custodian banks for the database. Do you use surveys or meetings with custodian banks?

7. What are your criteria for selecting a custodian bank?

8. Describe your experience in conducting analyses of custodians.

9. Describe how your firm's process for evaluation and selection of custodian banks adds value beyond the mere provision of raw data.

10. How many custodian banks has your firm assisted in selecting?

M. PERFORMANCE EVALUATION

1. Does your firm meet the requirement that all performance reporting complies with CFA Institute Performance Reporting Standards?

2. Describe how the Fund's performance would be compared to similar portfolios and universes? Specifically, do you have access to a universe of domestic government endowment funds? If so, describe.

3. Can your firm provide custom benchmarks, including investment style benchmarks and universe rankings? Are the returns in your universe rankings actual client returns or composite returns as reported by managers?

4. What amount of input does the client have in the content and format of an investment performance evaluation report?

5. Discuss the portfolio analytics your firm is capable of providing. Do you have international analytics capabilities?

6. Describe your capabilities in the production/interpretation of securities lending.

7. Describe your capabilities in the development of risk/return characteristics of the asset mix as a whole and of each asset category and manager style.

8. What asset classes are tracked in your performance measuring system? How many managers are included within each asset category? How many years of performance data are on the system for each asset class?

9. What factors do you consider to be critical in reporting performance? Do you have the ability to customize reports for your clients?

10. How are performance benchmarks for the total fund, different asset classes and investment manager styles chosen and constructed?

11. Do you use investment style benchmarks in your performance measurement process? What are the sources of the underlying data and how are these benchmarks calculated and maintained?

12. Do you reconcile your calculated performance with investment managers' and custodians reports? If yes, please describe process and how any discrepancies are resolved.

13. Describe your firm's performance attribution process and reports.

14. Do you conduct regular internal audits of your performance measurement systems and the staff creating the reports?

N. REPORTING

1. What period of time is required to prepare reports after the end of each month?

2. Give a brief overview of the hardware and software systems used in the production of performance reports.

3. Provide a discussion of your general approach, philosophy, capabilities and experience in providing performance evaluation services.

4. Please attach sample performance reports.

O. RESEARCH

1. Describe your firm's process for monitoring industry and market trends affecting investment funds with similar balances and characteristics.

2. Describe any external resources and sources of information that is used in your firm's research. How does your firm integrate external and internal research?

3. Describe the internal structure and organization of your research department.

P. TRANSITION METHODOLOGY

1. If your firm was selected to provide investment consulting services to the Board please describe the key activities that would be performed in the first 30, 60, 90, and 180 days.

2. Describe the process and timing that your firm would deploy when terminating one investment manager and moving funds to another manager. Please specifically address the moving of both equities and fixed income.

Q. EDUCATION FOR BOARD OF INVESTORS

1. Detail your firms approach to conducting education and training for trustees. Provide examples of training materials and a calendar of training sessions.

R. REFERENCES

1. Please provide five public fund client references for which work similar to that requested in this RFP has been performed.

S. PREVIOUS CLIENTS

1. Please list the names of any clients lost during the past three years and the reasons that services were terminated.

T. INSURANCE AND LIABILITY

1. Please describe the levels of coverage for error and omissions insurance and fiduciary or professional liability your firm carries. Is the coverage on a per client basis, or is the dollar figure applied to the firm as a whole? Please provide a copy of your error and omissions policy.

2. Is your firm rated by a rating agency? If so what is your rating?

U. FEES

1. Provide a proposal regarding the fees to be paid to your firm for the services identified in the Scope of Work. The proposal should provide a fee that will cover all services. Please indicate if there would be any other ancillary costs.

2. Provide a timeline for how long the fees will stay in effect.

3. State any additional assumptions required for the quote.

	Total Fee
Initial Contract Period	
Year 1	
Year 2	
Year 3	
Year 4	

V. BIOGRAPHIES

1. Please provide biographies for all members of your team both locally and in your corporate headquarters that will be assisting the Board. Please list their experience, education, expertise, professional designations, relevant publications and presentations.

W. FORM ADV PART I AND PART II AND AUDITED FINANCIAL STATEMENTS

1. Please attach your firm's current Form ADV Part I and II and audited Annual Financial Report. If your firm pays referral fees, list here and please provide further details. Also, please provide a copy of the most recent SEC Deficiency Letter.

X. PROPOSED CONTRACT REVISIONS

1. The Board proposes use of the Investment Consulting Services Agreement attached as **Exhibit F**. Please provide any comments, reservations, objections and contract revisions you require with your response to the RFP.

Y. ADDITIONAL INFORMATION

1. Describe areas or processes, not included in the scope of this engagement that your firm may examine in order to provide more complete and thorough services.

2. Provide any additional information that you believe to be relevant to the RFP and your capability to provide the services requested.

NOTE: Do not include any promotional or display material to supplement your proposal.

EXHIBIT A

Oklahoma

Oklahoma Constitution

Article 10 - Revenue And Taxation

Public Indebtedness

Section Article 10 section 40 - Tobacco Settlement Endowment Trust Fund

Cite as: OKCONST O.S. § Article 10 section 40 (OSCN 2006), Public Indebtedness

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§ 40. Tobacco Settlement Endowment Trust Fund

A. There is hereby created a trust fund to be known as the " Tobacco Settlement Endowment Trust Fund". The trust fund principal shall consist of the portion of monies which are received by the State of Oklahoma on or after July 1, 2001, pursuant to any settlement with or judgment against any tobacco company or companies as provided by subsection B of this section, and any other monies that may be appropriated or otherwise directed to the trust fund by the Legislature.

B. 1. Deposits into the trust fund from monies which are received by the State of Oklahoma pursuant to any settlement with or judgment against any tobacco company or companies shall be based on the following schedule:

Fiscal Year	Minimum Percentage of Payments
Ending June 30, 2002	50%
Ending June 30, 2003	55%
Ending June 30, 2004	60%
Ending June 30, 2005	65%
Ending June 30, 2006	70%
Ending June 30, 2007	75%

2. Deposits into the trust fund in subsequent fiscal years shall never be less than seventy-five percent (75%) of the payments.

3. The monies received by the State of Oklahoma pursuant to any settlement with or judgment against any tobacco company or companies after June 30, 2001, not deposited into the trust fund as provided in this section, shall be deposited into a special fund established by the Legislature solely for the purpose of receiving the payments; provided, the Legislature may, by law, direct a certain portion of such monies to the Office of the Attorney General. The special fund shall be subject to legislative appropriations.

C. There is hereby created the Board of Investors of the Tobacco Settlement Endowment Trust Fund. The Board of Investors shall have the duty of investing monies in the trust fund, subject to restrictions and limitations provided by law for and in accordance with laws applicable to the investment of monies in state retirement funds.

The Board of Investors shall consist of five (5) members as follows:

1. The State Treasurer who shall be the chair;

2. An appointee of the Governor;

3. An appointee of the Speaker of the House of Representatives;

4. An appointee of the President Pro Tempore of the Senate; and

5. An appointee of the State Auditor and Inspector.

The initial appointees shall serve staggered terms of office as provided for by law. Thereafter, appointees shall serve four-year terms of office. No more than two appointees shall be appointed from any single congressional district. All appointed members shall have demonstrated expertise in public or private investment funds management.

D. There is hereby created the Board of Directors of the Tobacco Settlement Endowment Trust Fund. The Board of Directors shall consist of seven (7) members, one appointed by each of the following appointing authorities:

1. The Governor;

2. The President Pro Tempore of the Senate;

3. The Speaker of the House of Representatives;

4. The Attorney General;

5. The State Treasurer;

6. The State Auditor and Inspector; and

7. The State Superintendent of Public Instruction.

The initial appointed members shall serve staggered terms of office as provided for by law. Thereafter, the appointed members of the Board of Directors shall serve seven-year terms of office. At least one appointee shall be appointed from each congressional district, and not more than two appointees shall be appointed from any single congressional district. Not more than four appointees shall be members of the same political party. An appointee shall have been a member of the political party to which the appointee belongs for at least one (1) year prior to the date of appointment . Appointees shall have demonstrated expertise in public or private health care or programs related to or for the benefit of children or senior adults.

The Board of Directors shall meet at least one time each calendar quarter.

E. Earnings from the trust fund, including but not limited to interest, dividends, and realized capital gains from investments of the trust fund shall be expended as provided in subsection F of this section for the following purposes:

1. Clinical and basic research and treatment efforts in Oklahoma for the purpose of enhancing efforts to prevent and combat cancer and other tobacco-related diseases;

2. Cost-effective tobacco prevention and cessation programs;

3. Programs other than those specified in paragraph 1 of this subsection designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular emphasis on such programs for children;

4. Programs and services for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and pre-school programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children;

5. Programs designed to enhance the health and well-being of senior adults; and

6. Authorized administrative expenses of the Office of the State Treasurer and the Board of Directors.

F. Each fiscal year, the Board of Directors may expend the amount of earnings which actually accrued to the trust fund during the preceding fiscal year. Any amount not so expended shall remain in the trust fund. The Board shall direct specific expenditures to be made for the purposes specified in subsection E of this section.

G. The Legislature may enact laws to further implement the provisions of this section.

EXHIBIT B

Oklahoma Statutes Citationized

Title 62. Public Finance

Tobacco Settlement Endowment Trust Fund Act

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§ 2301. SHORT TITLE

Sections 1 through 10 of this act shall be known and may be cited as the "Tobacco Settlement Endowment Trust Fund Act".

§ 2302. PURPOSE

The purpose of the Tobacco Settlement Endowment Trust Fund Act is to further implement the provisions of Section 40 of Article X of the Oklahoma Constitution that:

1. Created the Tobacco Settlement Endowment Trust Fund, the Board of Investors of the Tobacco Settlement Endowment Trust Fund, and the Board of Directors of the Tobacco Settlement Endowment Trust Fund;

2. Directs the apportionment of revenues from settlements with or judgments against tobacco companies between the Tobacco Settlement Endowment Trust Fund and a special fund established for the purpose of receiving tobacco settlement payments not deposited to the trust fund; and

3. Authorizes the Board of Directors of the Tobacco Settlement Endowment Trust Fund to expend trust fund earnings for specific purposes.

§ 2303. TOBACCO SETTLEMENT ENDOWMENT TRUST FUND

A. Section 40 of Article X of the Oklahoma Constitution created a trust fund to be known as the “Tobacco Settlement Endowment Trust Fund”. The trust fund principal shall consist of the portion of monies which are received by the State of Oklahoma on or after July 1, 2001, pursuant to any settlement with or judgment against any tobacco company or companies as provided by subsection B of this section, the Fifty Million Dollars ($50,000,000.00) transferred to the Tobacco Settlement Endowment Trust Fund pursuant to Section 29, Chapter 8, 1st Extraordinary Session, O.S.L. 2000, and any other monies that may be appropriated or otherwise directed to the trust fund by the Legislature.

B. The trust fund principal shall consist of monies which are deposited to the trust fund. Notwithstanding any other provisions of law, income and investment return on trust fund principal shall accrue to the trust fund.

§ 2304. Appointments to the Board of Investors of the Tobacco Settlement Endowment Trust Fund

A. Appointments to the Board of Investors of the Tobacco Settlement Endowment Trust Fund shall be staggered as provided in this section, pursuant to the provisions of Section 40 of Article X of the Oklahoma Constitution. The initial staggered terms of office of persons appointed prior to April 10, 2001, or persons appointed to fill the remainder of an initial term of office shall be as follows:

1. The term of office of the person appointed by the Speaker of the House of Representatives shall expire June 30, 2001;

2. The term of office of the person appointed by the President Pro Tempore of the Senate shall expire June 30, 2002;

3. The term of office of the person appointed by the Governor shall expire June 30, 2003; and

4. The term of office of the person appointed by the State Auditor and Inspector shall expire June 30, 2004.

Thereafter, persons shall be appointed for terms of four (4) years beginning July 1. Any vacancy shall be filled by the appointing authority for the remainder of the unexpired term.

B. Appointments to the Board of Directors of the Tobacco Settlement Endowment Trust Fund shall be staggered as provided in this section, pursuant to the provisions of Section 40 of Article X of the Oklahoma Constitution. The initial staggered terms of office of persons appointed prior to April 10, 2001, or persons appointed to fill the remainder of an initial term of office shall be as follows:

1. The term of office of the person appointed by the Speaker of the House of Representatives shall expire June 30, 2001;

2. The term of office of the person appointed by the President Pro Tempore of the Senate shall expire June 30, 2002;

3. The term of office of the person appointed by the Governor shall expire June 30, 2003;

4. The term of office of the person appointed by the Attorney General shall expire June 30, 2004;

5. The term of office of the person appointed by the State Treasurer shall expire June 30, 2005;

6. The term of office of the person appointed by the State Auditor and Inspector shall expire June 30, 2006; and

7. The term of office of the person appointed by the State Superintendent of Public Instruction shall expire June 30, 2007.

Thereafter, persons shall be appointed for terms of seven (7) years beginning July 1. Any vacancy shall be filled by the appointing authority for the remainder of the unexpired term.

§ 2305. Board of Investors of the Tobacco Settlement Endowment Trust Fund

A. Section 40 of Article X of the Oklahoma Constitution created the Board of Investors of the Tobacco Settlement Endowment Trust Fund.

B. The members of the Board of Investors shall receive no salary for serving on the Board. All members shall receive necessary travel expenses for the performance of their duties in accordance with the provisions of the State Travel Reimbursement Act.

C. The terms of the Board of Investors shall be staggered as provided by subsection A of Section 2304 of this title.

D. The Board shall annually elect a vice-chair, who shall preside over meetings in the absence of the State Treasurer, and any other officers, provided that no member shall be elected vice-chair for more than two (2) consecutive years. The Board shall meet at least quarterly.

E. Staffing for the Board of Investors shall be provided by the Office of the State Treasurer.

§ 2306. Duties of the Board of Investors of the Tobacco Settlement Endowment Trust Fund

A. The Board of Investors of the Tobacco Settlement Endowment Trust Fund shall discharge their duties as trustees of the Tobacco Settlement Endowment Trust Fund:

1. With the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims;

2. By diversifying the investments in the trust fund so as to minimize the risk of large losses, unless, under the circumstances, it is clearly prudent not to do so; and

3. In accordance with the laws, documents, and instruments governing the trust fund.

B. The Board of Investors shall retain qualified investment managers to provide for the investment of the monies of the trust fund. The investment managers shall be chosen by a solicitation of proposals on a competitive basis pursuant to standards set by the Board of Investors. The investment managers shall manage those monies of the trust fund allocated to the investment managers in compliance with the overall investment guidelines set by the Board of Investors. The monies of the trust fund allocated to the investment managers shall be managed by the investment managers in accordance with the investment guidelines and other directions of the Board of Investors. The investment managers may sell investments and realize losses if such action is considered advantageous to longer-term return maximization. Because of the total return objective, no distinction shall be made for management and performance evaluation purposes between realized and unrealized capital gains and losses. The Board of Investors may have the State Treasurer manage those monies not specifically allocated to the investment managers.

C. The trust fund may be invested in the manner in which a prudent person would invest it and consistent with the manner that state retirement funds are invested.

D. The Board of Investors shall select a custodial bank to settle transactions involving the investment of funds in the trust fund and to hold custody of the securities in the trust fund portfolio. The custodian shall be a bank or trust company offering pension fund master trustee and master custodial services. The custodian shall be chosen by a solicitation of proposals on a competitive basis pursuant to standards set by the Board of Investors. The Board of Investors may also select professional investment consultants, auditors, and actuaries to assist the Board of Investors in carrying out its fiduciary responsibilities. All these professionals shall be selected by a solicitation of proposals on a competitive basis pursuant to standards set by the Board of Investors.

E. The Board of Investors shall choose the professional custodians and managers of the assets of the trust fund, shall establish investment and fund management guidelines, and shall adopt an investment policy. The selection of investment managers, investment consultants, auditors, and actuaries, and a custodian bank shall be exempt from the provisions of the Oklahoma Central Purchasing Act.

F. The Board of Investors shall set aside cash reserves from the earnings of the Tobacco Settlement Endowment Trust Fund if requested by the Board of Directors of the Tobacco Settlement Endowment Trust Fund pursuant to subsection B of Section 10 of this act.

G. The State Treasurer shall provide any necessary staff support to the Board of Investors. The cost of up to two full-time-equivalent employees for the Office of the State Treasurer may be considered as an administrative expense of the trust fund. However, the amount provided to the State Treasurer for this purpose shall be determined by the Board of Directors of the Tobacco Settlement Endowment Trust Fund.

§ 2307. Earnings of the Tobacco Settlement Endowment Trust Fund

A. On or before September 1 of each year, the Board of Investors of the Tobacco Settlement Endowment Trust Fund shall determine the earnings of the trust fund for the previous fiscal year ending June 30. In determining earnings, the Board of Investors shall certify an amount which is prudent under the standard set forth in paragraph C of this section. The earnings so determined and certified by the Board of Investors for each fiscal year shall constitute the earnings of the Tobacco Settlement Endowment Trust Fund for the purposes of Section 40 of Article X of the Oklahoma Constitution.

B. "Earnings" consist of dividends and interest, less fees to manage the fund.

C. In the administration of the powers to determine earnings, to make and retain investments, and to delegate investment management of institutional funds, the Board of Investors shall exercise ordinary business care and prudence under the facts and circumstances prevailing at the time of the action or decision. In so doing, the Board of Investors shall consider:

1. Long- and short-term needs of the trust fund in carrying out its purposes;

2. The present and anticipated financial requirements for programs funded by the Board of Directors of the Tobacco Settlement Endowment Trust Fund;

3. Expected total return on its investments;

4. Price level and inflation trends; and

5. General economic conditions.

§ 2308. Board of Directors of the Tobacco Settlement Endowment Trust Fund

A. Section 40 of Article X of the Oklahoma Constitution created the Board of Directors of the Tobacco Settlement Endowment Trust Fund.

B. The members of the Board of Directors shall receive no salary for serving on the Board. All members shall receive necessary travel expenses for the performance of their official duties in accordance with the provisions of the State Travel Reimbursement Act, provided that members of the Board of Directors shall be paid necessary travel expenses pursuant to the State Travel Reimbursement Act by their appointing authority until the Board of Directors adopts its initial budget and monies are made available for expenditures pursuant to the budget.

C. The terms of the Board of Directors shall be staggered as provided by subsection B of Section 2 of Enrolled Senate Bill No. 372 of the 1st Session of the 48th Oklahoma Legislature, as amended by Section 4 of Enrolled House Bill No. 1003 of the 1st Session of the 48th Oklahoma Legislature.

D. The Board of Directors shall annually elect a chair and any other officers, provided that no member shall be elected chair for more than two (2) consecutive years.

E. The initial meeting of the Board of Directors shall be called by the Attorney General and the State Treasurer.

§ 2309. Powers of the Board of Directors - Tobacco Settlement Endowment Trust Fund

A. The Board of Directors of the Tobacco Settlement Endowment Trust Fund shall be empowered to appoint an executive director and other staff necessary to perform the duties of the Board of Directors.

B. The Board shall develop a multiyear strategy by January 1, 2002, and annually update it in order to guide the Board's funding for those programs set forth in Section 40 of Article X of the Oklahoma Constitution. The strategy shall be used to maximize the outcomes of the grants awarded by the Board of Directors.

C. The Board of Directors shall develop grant programs for private, nonprofit, and public entities for the purposes set forth in Section 40 of Article X of the Oklahoma Constitution.

D. The Board of Directors shall encourage grantees to match grant monies awarded with monetary commitments and in-kind matches.

E. The Board of Directors shall be required to develop a performance evaluation component for the Board of Directors' activities and those of its grantees so that the performance of grantees can be measured by their attainment of outcomes.

F. The Board of Directors shall contract periodically for performance evaluations. Copies of the evaluations shall be filed with the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate.

G. The Board of Directors shall prepare an annual report detailing the Board of Directors' activities and reporting its expenditures and the outcomes achieved by the expenditures. A copy of the report shall be submitted to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate.

H. All records associated with the expenditure of monies received by the Board of Directors or its grantees pursuant to the Tobacco Settlement Endowment Trust Fund Act shall be subject to the Oklahoma Open Records Act.

§ 2310. Budget

A. The Board of Directors of the Tobacco Settlement Endowment Trust Fund shall adopt a budget for each fiscal year after the Board of Directors has been notified by the Board of Investors of the amount of earnings available for distribution. The budget shall be broken out into an operating budget and a programs budget. The budget shall be presented to the Board of Investors of the Tobacco Settlement Endowment Trust Fund and filed with the Office of State Finance. Operating expenses of the Board of Directors shall not exceed Five Hundred Thousand Dollars ($500,000.00) in any fiscal year. This budget shall include the operating expenses of the State Treasurer approved by the Board of Directors of the Tobacco Settlement Endowment Trust Fund. Operating expenses include salaries, travel, and other operating expenses of the Board of Investors and Board of Directors of the Tobacco Settlement Endowment Trust Fund but do not include expenditures which support the programs funded by the Board of Directors or the professional expenses paid by the Board of Investors related to the management of the Trust Fund. The fees paid to investment managers and the custodian bank must be properly disclosed and approved by the Board of Investors or authorized staff in the Office of the State Treasurer, but the fees may be paid from assets under management. All operating expenses and program expenses shall be paid out against the amount of earnings from the Tobacco Settlement Endowment Trust Fund.

B. The Board of Investors shall ensure that sufficient cash is transferred at appropriate times to honor these claims, but shall keep as much as possible of the trust fund invested at all times. The operating budget of the Board of Directors shall be allotted in twelve substantially equal amounts throughout the fiscal year. Amounts to be distributed to carry out the purposes of the Tobacco Settlement Endowment Trust Fund Act shall be made available as needed and determined by the Board of Directors of the Tobacco Settlement Endowment Trust Fund.

C. The Board of Directors shall direct the Board of Investors of the Tobacco Settlement Endowment Trust Fund to set aside sufficient cash reserves out of earnings from the Tobacco Settlement Endowment Trust Fund to ensure that the expenses of the Board of Directors and Board of Investors of the Tobacco Settlement Endowment Trust Fund and the State Treasurer may be funded in the event that there is insufficient earnings achieved in a future year to cover those expenses. Earnings from a fiscal year may be carried over or used as reserves for expenditure in future fiscal years.

D. The Board of Investors shall calculate earnings of the Tobacco Settlement Endowment Trust Fund for the fiscal year ending June 30, 2003, and future fiscal years pursuant to this act.

EXHIBIT C

Investment Policy is a separate document

EXHIBIT D

OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST FUND BOARD OF INVESTORS REQUEST FOR PROPOSALS (RFP)
FOR
INVESTMENT CONSULTANT SERVICES
ACKNOWLEDGMENT OF RECEIPT FORM

The undersigned acknowledges that he/she has received a complete copy of RFP beginning with the title page and ending with the Questionnaire. This acknowledgment of receipt should be signed and returned to the contact person (see below) no later than **4:00 PM, CST on September 5, 2011**. Only offerors who elect to return this form and who intend to respond will receive copies of all offeror written questions and the Board's written responses to those questions.

FIRM: _____

ADDRESS: _____

_____

PHONE #: _____ FAX # _____

EMAIL ADDRESS: _____

REPRESENTED BY: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

Return this form to:
Susan Eubanks
Oklahoma State Treasurer's Office (OST)
2300 N. Lincoln Blvd., Suite 217
Oklahoma City, OK 73105
E-Mail: susan.eubanks@treasurer.ok.gov

Exhibit E

Vendor Identification:
Name of Firm:
Address:
Telephone Number:
Facsimile Number:

AFFIDAVIT

State of _____)

) SS:

County of _____)

_____(Print Name), of lawful age, being first duly sworn, on oath, says that (s)he is the agent authorized by _____ (Consultant), to submit the attached contract to the State of Oklahoma. Affiant further states: (1) Consultant has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the contract; (2) Consultant has not previously entered into a contract with the agency or other state agencies which would result in a substantial duplication of the final product required by the proposed contract; and (3) Consultant certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed to provide any of the services required by the contract.

_____
AFFIANT

Subscribed and sworn to before me this _____ day of _____ , 20____ .

_____
NOTARY PUBLIC

My Commission Expires _____

Commission No. _____

Exhibit F

Model Investment Consultant Agreement is a separate document