



CELEBRATING 50 YEARS
LIGHTHOUSE
OF BROWARD
Empowering the Blind and Visually Impaired

Request for Letter of Intent (RLI) – Endowment and Portfolio Management Services
April 1, 2025

Lighthouse House of Broward for the Blind & Visually Impaired (LHOB) is a mission-driven organization committed to long-term financial stewardship in service of our vision and values. As part of our strategic financial planning, we are seeking a trusted investment partner to manage our endowment and portfolio assets with an emphasis on growth, preservation, and alignment with nonprofit best practices.

Through this Request for Letter of Intent (RLI), we invite qualified firms to express their interest in providing endowment and investment portfolio management services, including asset allocation, risk mitigation, compliance, and performance reporting.

I. Scope of Services

We are seeking proposals that include but are not limited to:

- 1. Investment Policy Review & Development:** Assistance with development or refinement of LHOB's Investment Policy Statement (IPS), including risk tolerance, liquidity needs, and ethical investment criteria.
- 2. Portfolio Management:** Active management of endowment and reserve funds with diversified asset allocation strategies tailored to LHOB's objectives.
- 3. Performance Monitoring & Reporting:** Quarterly and annual investment reports, benchmarking, and performance evaluation against relevant indices.

4. **Advisory & Fiduciary Support:** Ongoing consultation with finance staff and the board's investment committee, including attendance at meetings as needed.
 5. **Compliance & Regulatory Oversight:** Assurance of compliance with UPMIFA, IRS requirements, and nonprofit fiduciary responsibilities.
 6. **Risk Management:** Strategies for volatility management, capital preservation, and market risk mitigation.
 7. **Socially Responsible Investing (SRI):** Option to incorporate ESG (Environmental, Social, Governance) or mission-aligned investment principles.
 8. **Custodial & Administrative Services:** Safekeeping of assets, execution of trades, cash management, and account reconciliation.
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II. Term of Engagement

The selected firm will be eligible for a **three-year contract** with the option to renew for **three additional one-year terms**, contingent upon satisfactory performance, continued need, and board approval.

III. Submission Requirements

Interested providers should submit a Letter of Intent (LOI) addressing the following:

1. **Firm Overview:** Background, team bios, assets under management, and experience with nonprofit clients.
2. **Investment Philosophy & Approach:** Description of portfolio construction, risk management strategies, and performance review process.
3. **Service Offering & Fee Structure:** Overview of services provided, fee arrangements (flat, percentage-based, or blended), and all associated costs.
4. **Technology & Reporting Tools:** Description of online reporting systems, client portals, and performance dashboards.
5. **Compliance & Fiduciary Standards:** Confirmation of regulatory compliance, SEC registration, and adherence to fiduciary best practices.

- 6. Nonprofit Sector Experience:** Specific examples of work with nonprofit or mission-driven clients, including references.
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IV. Submission Deadline & Process

- 1. Deadline for Submission:** April 9, 2025 by 5:00pm EST

Submission Method: LOIs should be submitted via email to jgonzaelz@lhob.org with the subject line:

“Letter of Intent – Endowment and Portfolio Management Proposal.”

- 2. Next Steps:** Upon review of submitted LOIs, selected firms may be invited for further discussions or to submit a detailed Request for Proposal (RFP).
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We appreciate your interest in partnering with LHOB to support our financial stewardship. For any questions, please contact Jillian Gonzalez, Senior Vice President of Operations via email only at jgonzaelz@lhob.org.