



Confidential Questionnaire:

1. Please provide a brief overview of your firm. Be sure to include historical overview, type of company, ownership structure, and total number of employees.
2. Please provide a detailed organizational chart of your firm.
3. Provide a detailed biography for all members of the investment staff.
4. Please provide a detailed list of employees that have left the firm; be sure to include their tenure at the firm and in what capacity they served.
5. Please identify which product(s) is under consideration (i.e. Domestic equity: Small Cap Growth)
6. Please complete the following for the last 12 quarters starting with the most recent quarter-end for each product under consideration, and for the firm. Please make sure numbers are cumulative.

Quarter	Number of Clients	Number of Accounts	Assets under management	Number of Clients lost	Assets Lost

7. In a Microsoft Excel document please provide monthly historical returns for the composite for each product under consideration. Please provide a brief description/ explanation of the calculation methodology used as well as audited status of the composite. Be sure to follow the format below:

Month	Return	Number accounts included in composite

8. Provide a detailed overview of your investment philosophy (be sure to include why you believe it is credible).
9. Please provide a detailed explanation of your investment process.
10. How do you define, identify and manage investment risk in your portfolios?
11. Please detail whether your firm has had any regulatory violations, judgments, or complaints brought against it or employees?
12. Please provide a detailed list of all third party tools used, (i.e., Bloomberg, administrator, etc.)