



KITSAP
COMMUNITY
FOUNDATION

REQUEST FOR PROPOSAL

Investment Management Services

Issued By	Kitsap Community Foundation
Issue Date	June 17, 2026
Proposal Deadline	July 10, 2026 by 12:00 PM
Interviews	Week of July 27, 2026 (in-person or virtual)

[kitsapfoundation.org](https://www.kitsapfoundation.org)



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1. Introduction

Kitsap Community Foundation is a leading partner and advocate for philanthropy and service in Kitsap and North Mason Counties. Founded in 1993, the Foundation manages more than 180 charitable funds with assets exceeding \$18.8 million.

The Foundation is seeking proposals from qualified investment management firms to manage approximately \$13.7 million in assets. Current investment accounts:

- KCF Main Fund – approximately \$13.1 million
- KCF SRI (Socially Responsible Investing) Fund – approximately \$300,000
- KCF United Way Fund – approximately \$300,000

More information about Kitsap Community Foundation is available at kitsapfoundation.org.

2. Scope of Services

The Foundation seeks proposals from qualified investment managers for both endowed and non-endowed funds. The primary investment objectives are:

- Long-term growth
- Capital preservation
- Protection of purchasing power

The selected firm will be expected to:

- Provide monthly statements for all accounts
- Provide quarterly performance reporting
- Meet with the Investment Committee at least twice annually

3. Proposal Response Requirements

Proposers must address all items in each subsection below. Responses should be organized in the same order as presented in this RFP.

3.1 Firm Information

- Year the firm was founded.
- Ownership structure of your firm, including information on any parent company and affiliated entities.
- Brief history of your firm, including any anticipated changes in ownership, leadership, or structure in the near future.
- Disclosure of any litigation in which your organization, any officer, or principal has been involved in the last five years, including current status or final disposition.
- Description of the insurance protection provided to clients (e.g., errors and omissions, fiduciary liability).



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- Identity of the custodian that holds invested assets (i.e., the third-party institution where client assets are held, separate from your firm).

3.2 Client Base

- Describe your overall client base, including the total number of clients served.
- Indicate the number of nonprofit organizations, foundations, and/or community foundations in your portfolio.
- Provide the average portfolio size and the asset values of your smallest and largest clients.
- Provide contact information for up to three foundation or nonprofit client references.

3.3 Asset Allocation and Investment Policy

- Provide a recommended portfolio allocation under current market conditions (by asset class and percentage) designed to achieve an annual return of 7% (5% for distributions and 2% for inflation).
- Describe how this type of portfolio has performed over the last 1, 3, 5, and 10 years.
- Describe how your firm can assist the Foundation in reviewing and updating its Investment Policy Statement.
- Describe your availability to meet with individual fundholders along with KCF staff.
- Provide the frequency of each of the following client services:
 - Portfolio evaluation
 - Report generation, including applicable benchmarks
 - Meetings with the Finance and Investment Committee

3.4 Employees and Regulatory Information

- How many individuals are employed in portfolio management and investment research?
- Describe your firm's compensation arrangements for professional staff (e.g., salary, bonus, fee-based).
- What credentials are required for portfolio managers and research staff (e.g., CFA, CFP, MBA)?
- What regulatory bodies oversee your firm's activities (e.g., SEC, FINRA)? Confirm whether your organization is currently in compliance with all applicable regulations.
- Provide biographical information on the specific portfolio managers and research professionals who would service the Foundation's account.
- Where is your client service team located, and what hours are service representatives available to assist Foundation staff?

3.5 Fees

- Please provide a complete fee proposal for all services outlined in this RFP, including any tiered fee schedules based on asset levels.
- Are fees guaranteed for a defined period, or are they negotiable?
- Does your firm engage in "soft dollar" arrangements? If so, please describe how this practice works and how it may affect the Foundation's net costs.



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4. Submission Instructions

Proposals must be received no later than 12:00 PM on July 10, 2026. Late submissions will not be considered. Proposals should be submitted electronically and organized to mirror the structure of Section 3 of this RFP.

Finalists will be invited to participate in an in-person or virtual interview the week of July 27, 2026. Kitsap Community Foundation reserves the right to reject any or all proposals and to waive any irregularities in the proposal process.

Questions regarding this RFP should be directed to:

Kitsap Community Foundation

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