The Community College System of New Hampshire, CCSNH, is soliciting proposals from financial service institutions for the investment of its cash-on-hand in short and intermediate term instruments. The purpose is to identify a financial services institution that has demonstrated capabilities which best meet our needs.

CCSNH will administer the proposal process in accordance with the terms and dates outlined in the Request for Proposal, RFP. CCSNH reserves the right to modify the activities, time line, or any other aspect of the process as deemed necessary.

By requesting proposals CCSNH is in no way obligated to award a contract or pay the expenses of proposing institutions in connection with the preparation or submission of a proposal. CCSNH reserves the right to further negotiate the terms, conditions and price with the successful bidder.
Background

The Community College System of New Hampshire includes seven colleges located around the state, (Concord, Berlin, Claremont, Laconia, Manchester, Nashua and Portsmouth) several Academic Centers and a system office in Concord. (It does not include the Community College Foundation.) CCSNH serves approximately 11,000 full time equivalent students. It employs approximately 730 full time employees, 150 part time employees and 300 to 400 adjunct instructors. It receives funding from the receipt of tuition and fees, appropriations from the State of New Hampshire, grants from the Federal Government, including federal financial aid, and grants from other non federal agencies. The fiscal year 2012 budget for CCSNH totaled approximately $110 million.

CCSNH is seeking to form a relationship with an institution that can help with cash management to maximize investment return

Timeline

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<td>Advertise RFP</td>
<td>November 18, 2013</td>
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<td>Proposal Due Date</td>
<td>December 20, 2013</td>
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<td>Anticipated Recommendation to Board of Trustees</td>
<td>January 14, 2014</td>
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CCSNH
Request for Proposal – Investment Management Services

Requirements of Institutions

The successful institution will

- Be authorized to do business in the State of New Hampshire
- Comply with all federal and New Hampshire state laws and regulations, statutes and policies
- Maintain adequate liability insurance coverage in an amount agreeable to CCSNH that will cover losses or reputation risk to CCSNH associated with electronic banking transactions, fraud and theft by employees of the institution, identity theft and violations of privacy.

Proposal Instructions

Proposals must be submitted to Michael Marr, Director of Finance, 26 College Drive, Concord, NH 03301 no later than December 20, 2013 by 4:00 pm est. Late submissions, or proposals submitted by fax or email will not be accepted.

Proposals shall consist of narrative materials and cost proposals. One original paper copy and one electronic copy are required. The original must be clearly marked and contain original signatures. When responding to the RFP, provide answers to questions in the order they are asked using the appropriate letter sequence.

If an institution cannot meet a requested service then that should be indicated in the appropriate section. Clearly indicate any services that will be provided by a third party.

Evaluation of Proposals

Proposals will be reviewed by CCSNH. At the end of the review process finalists might be asked to provide a presentation and product demonstration in Concord. CCSNH will select the proposal that best suits the needs of CCSNH and offers the best overall value. No single factor will determine the final award decision. CCSNH will negotiate with the successful institution to determine final price and contract form.
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Scope of Services

CCSNH has a fluctuating cash-on-hand balance that it wishes to invest in short term and intermediate term instruments. The balance on hand ranges from $1 million to $10 million depending on time of year. CCSNH wishes to be able to transfer funds in and out of the short term investments quickly to match its cash flow demands and to keep its intermediate investments ready for use when required. Our primary goal is to preserve our principal.

A – Institution Profile

Please give information on the institution’s profile including:

Overview of institution.
Corporate organization including location of corporate headquarters and branches.
and their scheduled hours of operation.

B - Experience

Describe the institution’s direct experience servicing higher education clients. Please include the number of higher education clients and the dollar amount of funds under management.

C - Relationship Management

Please identify the personnel who will work on the CCSNH account, their experience and their credentials. And please provide the name and title of the relationship manager who would handle the CCSNH account.

D – Ratings and References

Please provide industry ratings from three rating agencies
Please provide 3 public sector/ education references that are similar in size and scope of activity as CCSNH.

E - Balance and Detail Reporting

Please describe the institution’s on-line reporting system including,

Capability to tailor reports for end users
Time when current day data is available
Hardware and software requirements
Whether current day (intraday) information is available  
Ability to provide credit or deposit information by location or identifier number  
Number of months of history available online

F – Investing Policy

Please describe your investment policy for higher education clients where the goal is maximizing income while safeguarding principal. Please include a sample investment plan for an entity of this size.

G – Fees

Please describe your applicable fee structure and how those fees are generated in detail.

Q - Insurance Certificates

Please provide a list of the type and amounts of insurance carried that would benefit CCSNH.

R - Business Continuity Plan

Please describe the institution’s plan to provide banking services in the event of a major emergency or natural disaster. Please describe the institution’s compliance with state and federal regulations in this area.

S - Other Service Enhancements/ Information

Please provide information on other products and services that your institution provides, not identified in this RFP that you believe would benefit CCSNH in meeting the objectives of the RFP.
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Request for Proposal – Investment Management Services

Official Contact

All questions related to the RFP should be directed in writing to the person listed below. Questions and answers will be posted on our website without the identity of the inquiring organization. Unauthorized contact regarding this RFP with other CCSNH employees may result in disqualification. Any oral communication will be considered unofficial and nonbinding on CCSNH.

Name: Michael Marr
   Director of Finance

Address: CCSNH
   26 College Drive
   Concord, NH 03301

Telephone  603-271-2722
E-mail     mmarr@ccsnh.edu

Final Comments

CCSNH reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. CCSNH reserves the right to award or reject bids in part or in whole and on any basis it deems in the best interest of CCSNH. Please do not contact any CCSNH employee to gather information regarding this RFP except the Director of Finance.