February 5, 2018

To whom it may concern:

LCMHA is currently seeking a request for proposal from Institutional Investment Advisors to consolidate our resources and to govern the investment of public funds as required by Public Act 20 of 1943, as amended. We are asking several investment professionals to present information about investment philosophy and investment strategy along with their process and fees. Funds to be invested will be in the $2.5-$3m dollar range.

Please review the enclosed Investment Policy Statement as a guide for these funds stated purpose and time frame as you prepare your information within your proposal. Several items to include in your proposal are the following:

- Bios/data on firm and investment team members
- References of other non-profit/governmental organizations that you represent
- Investment strategy to meet the guidelines of our attached Investment Policy
- Examples of monthly/quarterly reporting including internet access
- Examples of executive summary for annual reporting to Investment Committee
- Summary of fee structure/commission and historical returns, net of fees
- State liquidity factor time frames associated to the different investments for accessing funds (account holding periods).

We are requesting your proposal back to us by April 1st, 2018. RFP’s will only be accepted in a sealed envelope which can be addressed to, or dropped off at the office:

Lenawee Community Mental Health, 1040 S. Winter Street, Suite 1022, Adrian, MI 49221

Attention: Investment RFP

The RFP will be available to view on the CMH website: www.lcmha.org. Questions should be submitted to: rfpadministrator@lcmha.org by February 21st. Answers will be published on the website on March 7th.

Sincerely,

W. S. Clites, LCMHA Board Chair