

I. Detail List of Products and Services – Governance

- ❖ Advising and collaborating with client executives and oversight boards and committees on investment guidelines and policies, including the development of new guidelines and policies and the amendment of existing ones.
- ❖ Advising on strategic and tactical investment issues
- ❖ Advising on asset allocation
- ❖ Advising on the development of guidelines and procedures for portfolio rebalancing.
- ❖ Advising on asset management structure (active vs passive, investment style mixes)
- ❖ Advising on asset structure, including advice on additional asset classes
- ❖ Advising on rebalancing policies
- ❖ Providing compliance reports including adherence to Investment Policy and investment manager compliance.
- ❖ Providing recommendations on benchmarks.
- ❖ Providing on-site consultation and assistance
- ❖ Attending periodic oversight board meetings.
- ❖ Meeting with staff as needed.
- ❖ Assist pension Boards with reviews of the defined contribution plan's unitized and standalone investment options offered to fully vested members that have elected to remain in the plan and self-direct their investments. Provide advice on asset class groupings, standalone products and fee disclosures, and participant educational materials.

II. Detail List of Products and Services – Due Diligence

- ❖ Assist investors source, analyze, assess, invest in, monitor, and terminate investments in managers.
 - Operational Due Diligence Reviews
 - Investment Due Diligence Review
- ❖ Providing manager searches, selections and terminations
- ❖ Evaluating and overseeing managers, including periodic reviews and interviews of managers
- ❖ Assisting in custodian bank and security lending agent searches and selection

III. Detail List of Products and Services – Reporting and Analytics

- ❖ Computing rates of return for investment managers based on market values, cash flows and security listings provided to the firm by the Systems' custodial bank.
- ❖ Performing performance analysis by portfolio, asset class and investment. Custom reports to clients include various analytics such as:
 - a. Review of asset allocations compared to targets.
 - b. The rates of return for various composites, each asset class and each investment manager for current and prior periods.
 - c. Comparative returns for appropriate benchmarks and peer group rankings assigned to each manager for current and prior periods.
- ❖ Prepare condensed monthly performance reports
- ❖ Prepare annual consultant's reports of annual investment performance and including information regarding current market conditions, the Clients' investment objectives, and any other topics deemed relevant.
- ❖ Preparation details as requested for items such as:
 - a. Ten Largest Equity Holding by Fair Value
 - b. Ten Largest Fixed Income Holding by Fair Value
 - c. Investment Summary by Type of Investment
 - d. Country, currency and industry exposures
 - e. Brokerage Commissions
- ❖ A comparison of performance to universe rankings.
- ❖ Providing research on special projects
- ❖ Presenting economic forecasts
- ❖ Risk-adjusted performance evaluation.
- ❖ Performance attribution analysis.
- ❖ Written comprehensive executive summaries that provide detailed information on the economy, overall Portfolio performance, benchmark comparisons and interpretation of investment manager performance on an individual basis. The summary may also include pertinent information related to investment management firms or Funds and specify any recommended action steps.

- ❖ Performing periodic asset and liability analysis
- ❖ Advising on rate of return assumption
- ❖ Performing trading cost analyses
- ❖ Performing management fee analysis
- ❖ portfolio customization, beta calibration, and stress testing.

IV. Detail List of Products and Services - Media

- ❖ Written content:
 - i. Publications and Articles
 - ii. Manuals
 - iii. Reports
- ❖ Educational sessions:
 - i. Employee
 - ii. Oversight Boards and Committees
- ❖ Speaking and Panel Engagements