



Request for Information – **DOMESTIC EQUITY**

Your Firm's Name:

Your Product's Name:

1. We currently use the Plan Sponsor Network manager database. Do you provide information regarding your firm and this product to PSN? If not, please identify the database services you do support.
2. Please describe the ownership of your investment management organization, detailing each individual, group, or entity, which controls greater than 10% of the voting shares or partnership interests. If more than 33% of the firm's ownership has changed hands within the past 3 years, please elaborate on the transaction(s).
3. Please describe very briefly the full range of investment services that you offer, including that of the strategy in question.
4. What are your firm's strategic business objectives? What major initiatives are currently underway?
5. Who are your auditors?
6. What is the firm's capital? Are there any parent guarantees? What professional indemnities insurance do you have?
7. Please send us a copy of any regulatory filings that are publicly available, e.g. ADV
8. In specific terms please detail the account *structure* option(s) our client will have in accessing this product as follows:

	Separate Account	Commingled Fund(s)	Mutual Fund
Name of this product in PSN			
Minimum Account Size (\$mil)	\$	\$	
Annual Management Fee (%)			

9. Please review with us with your firm's assets under management as of **(fill in date)**, as follows:

Total Client \$ (millions) invested in the product, by Account Structure Option				
	As of (fill in date)	Separate Account	Commingled Trusts	Mutual Fund
Currently	(fill in date)	\$	\$	\$
One Year Ago	(fill in date)	\$	\$	\$
Two Years Ago	(fill in date)	\$	\$	\$
Three Years Ago	(fill in date)	\$	\$	\$



Total # of Clients in Each Option				
	As of (fill in date)	Separate Account	Commingled Trusts	Mutual Fund
Currently	(fill in date)			
One Year Ago	(fill in date)			
Two Years Ago	(fill in date)			
Three Years Ago	(fill in date)			

Total Client Assets (\$ millions) Under Management				
	As of (fill in date)	All Products, Firmwide	This Product, Firmwide	This Product's Composite
Currently	(fill in date)			
One Year Ago	(fill in date)			
Two Years Ago	(fill in date)			
Three Years Ago	(fill in date)			

10. Please state how you deal with growth in assets under management. What are the capacity constraints in this product/strategy?
11. Which investment market benchmark do you use internally and/or in communication with your clients, to gauge the performance of this product? Why is this the best index benchmark? *(Please be specific)*
12. Over the last 3 years, how much of this product's assets (on average) have been invested in various market cap ranges, as follows:

	Date: (fill in)	Date: (fill in)	Date: (fill in)
Large Cap Stocks (>\$10 billion)	___%	___%	___%
MidCap Stocks (\$2 – 10 billion)	___%	___%	___%
Small Cap Stocks (\$200mm – 2bn)	___%	___%	___%
Micro Cap Stocks (<\$200 mm)	___%	___%	___%

13. Give a brief statement of your investment philosophy and performance expectations with respect to the strategy in question.

14. Please describe your investment process in detail, ensuring the response covers the generation of both top down and security selection ideas for all asset classes within the proposed mandate.

- a. What is the distinct securities universe you initially use for portfolio construction purposes (e.g., “we only consider those stocks in Russell 2000 index that have market caps greater than \$100MM”):
- b. What is the initial selection/screening criteria you apply to this universe?
- c. What is your secondary selection/screening criteria, if any?
- d. What is your tertiary selection/screening criteria, if any?
- e. How many securities do you typically hold in each client portfolio?
- f. How frequently do portfolio holdings turnover? (% per annum)

15. We would like to gain some insight into the relative importance of the following factors in their contribution to total performance:

Individual stock selection decisions:	___%
Portfolio sector weightings:	___%
The timing of purchases (buying strategy):	___%
The timing of sales (selling strategy):	___%
Trading execution tactics:	___%
	100%

Feel free to provide additional commentary on the rankings you’ve provided above:

16. How would you describe this product’s “typical” tracking error?

17. How has your investment process evolved over the last three years and what changes are in progress or planned?

18. Please describe the structure of the research/portfolio management/trading teams, which are relevant to this strategy, including the degree to which the teams overlap. Please identify the person or persons ultimately responsible for deciding what securities are held in (or sold from) the portfolio. If final decisions are in the hands of more than one party, how do these individuals share the responsibility?

19. Please describe the circumstances under which securities are sold from the portfolio.

20. How much flexibility do individual managers have in interpreting team model portfolios and views?

21. Please describe the steps taken to control the portfolio’s risk. Do you explicitly put limits on portfolio concentration by holding or economic sector?

22. What specific attributes of your organization and this product, in terms of organizational resources, people, or investment process lead you to believe that our clients should engage your firm.

23. Please identify the product’s Top 10 Holdings and their portfolio weights as of **(fill in date)**:

	DATE: <i>(please fill in)</i>	Portfolio weighting (%)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Aggregate Weighting of Top 10 Holdings:	

24. Please provide us the following “snapshot” portfolio sector allocation as of the dates listed below, *compared to the index benchmark identified in Question #11*. **Sector classifications are those used for the Russell indices, which our client uses as its primary domestic equity benchmark(s).**

SECTOR ALLOCATION	Current Portfolio As of: <i>(please fill in)</i>		One Year Ago As of: <i>(please fill in)</i>		Two Years Ago As of: <i>(please fill in)</i>	
	Portfolio %	Benchmark %	Portfolio %	Benchmark %	Portfolio %	Benchmark %
Information Technology						
Health Care						
Consumer Discretionary						
Consumer Staples						
Integrated Oils						
Other Energy						
Financial Services						
Materials & Processing						
Autos & Transportation						
Utilities						
Miscellaneous						

25. Please summarize this composite, in accordance with AIMR-PPS™.

With reference to this product, is your firm in compliance with AIMR Performance Presentation Standards (AIMR-PPS™)? Level I? Level II?

- Has your claim of compliance been verified by a third-party? If so, how may we obtain independent confirmation of this verification?

26. How does your firm control and account for account performance dispersion with regard to this product’s composite? Please provide us with annual dispersion amongst accounts within the composite or group of relevant accounts, plus explanations for any years in which you consider dispersion to have been wide.

27. Please describe the trade execution, confirmation and post-trade accounting and valuation processes, identifying which stages are automated.
28. How do you allocate trades among your chosen counter parties?
29. What do you do to monitor trading effectiveness and costs?
30. What are your procedures for evaluating whether you are obtaining best execution of segregated account trades
31. Describe your organization's soft dollar policy. Please delineate your three largest soft dollar arrangements, as measured by the estimated market value of goods and services received by your firm.
32. What is your policy on securities lending?
33. What are your compliance monitoring arrangements, broken down into the following:
 - Structural, highlighting the separation of duties between compliance, operations/administration and investment management
 - Details of the systems in place for Pre-trade compliance checks to investment guidelines -- regulatory and client specific. Detail who has this responsibility
 - Details of the systems in place for Post-trade compliance checks to investment guidelines -- regulatory and client specific. Detail who has this responsibility
 - Details of how breaches in investment guidelines are reported, monitored and controlled
34. Please identify the people at your firm who are dedicated to managing this investment product, in the following areas ("dedicated to" means > 50% of their responsibilities).
 - Portfolio Management
 - Securities Selection/Portfolio Construction
 - Securities research
 - Trading
 - Client Services

Please include bios of these people, making sure to disclose how long has each person worked in their present capacity at your firm, how long has each person worked at your firm overall, where they worked prior to joining your firm, and their educational background.

35. Do you pay incentive compensation of any kind to any of the persons listed above? If so, what are the two key factors determining the incentive compensation calculation?
36. Please describe your process for recruiting investment professionals. Have you added or reduced personnel over the past 12 months?