



Nome Eskimo Community  
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**From: Tiffany Martinson, Executive Director**

**Date: June 15, 2018**

**RE: Request for Proposals: Investment Planning and Financial Advisory Services**

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### **Background**

For nearly 70 years, Nome Eskimo Community (NEC) has represented the political, social and cultural interests of our tribal members in and outside the community of Nome and has a strong commitment to our tribal membership. NEC is a federally recognized tribe led by a Tribal Council of seven (7) elected officials with corporate offices located in Nome, Alaska. NEC provides a multitude of services and programs to improve the life of our tribal members. More information about NEC is available at [www.necalaska.org](http://www.necalaska.org).

### **Project Overview**

NEC is requesting proposals for investment planning and financial advisory services to provide education, assist the Tribal Council with developing a financial plan and investment strategy as well as ongoing support. Enclosed is NEC's approved Investment Policy effective 10/13/2015.

### **Bid Delivery**

Bid's shall be accepted via email, fax or regular mail and must be received before the close of business on July 13, 2018.

### **Questions**

Direct any questions related to this RFP to:

Tiffany Martinson, Executive Director  
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Phone: 907-443-2246  
Fax: 907-443-3539  
Email: [tiffany.martinson@necalaska.org](mailto:tiffany.martinson@necalaska.org)

Nome Eskimo Community will hold its regular quarterly Tribal Council Meeting on August 2, 2018 and would like responses available to present at this meeting.

## APPENDIX 2

### **Nome Eskimo Community Investment Policy**

**PURPOSE:** The purpose of this investment policy is to guide the management of NEC's investments in accordance with the wishes of the Council.

**OBJECTIVES:** NEC's primary objective is to manage investments to maximize earnings with the principal returned in a time frame consistent with the anticipated funding needs. The basic objectives in order of importance are as follows:

1. Maximize safety of the principal of the funds.
2. Maintain sufficient liquidity to meet cash flow requirements.
3. Achieve a reasonable rate of return.

No undue risk shall be taken to maximize the return on investment at the expense of safety and liquidity objectives.

**AUTHORITY:** The Executive Director or his/her designee shall manage NEC's investments in accordance with this policy. All persons having responsibility for making decisions regarding the investment of NEC moneys shall utilize the same judgment and care, under the circumstances then prevailing, which persons of ordinary professional prudence, discretion and intelligence exercise with consideration for the investment objectives. The Executive Director or his/her designee, acting in accordance with this investment policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that a deviation is reported immediately and that appropriate action is taken to control adverse developments.

#### **INVESTMENT CATEGORIES:**

1. Current year operations (very liquid - will probably be spent within one year)
  - a. Time Certificates of Deposit
  - b. Money Market Funds and/or the individual securities underlying money market funds. Money Market securities are high-quality, short-term (less than 1 year) obligations issued by the U.S. Government, corporations, financial institutions, local and state governments, and other entities.
2. Two (2) to Five (5) years operations (not to exceed 50% equities)
  - a. Mutual funds and/or individual securities consisting primarily of high-quality, intermediate-term bonds. These consist of debt obligations issued by the U.S. Government, corporations, and other entities of good credit quality.
  - b. Money Market Funds and/or the individual securities underlying money market funds. Money Market securities are high-quality, short-term (less than 1 year)

obligations issued by the U.S. Government, corporations, financial institutions, local and state governments, and other entities.

3. Greater than Five (5) years:
  - a. Mutual funds and/or individual securities consisting primarily of longer-term which may be of various credit qualities. These consist of debt obligations issued by U.S. and/or foreign Governments, corporations, and other entities, meeting the objectives of high current income.
  - c. Mutual funds and/or individual securities consisting primarily of the common or preferred stock of U.S. and/or foreign corporations which may be of various (market capitalization) sizes. These securities may also include warrants and rights. The objective of these equity securities is capital appreciation and growth; income would be secondary.
4. Securities not considered appropriate under the NEC Investment Policy include, but are not limited to:
  - a. Futures and option contracts
  - b. Illiquid assets such as real estate, leases, and limited partnerships
  - c. Precious metals

The specific allocation to these types of investments will be adopted at the time the operating funds available for investment are identified as to their objective and investment time horizon. The amounts allocated to these categories shall be evaluated periodically, but not less frequently than annually.

**REPORTS:** The Executive Director or his/her designee will routinely monitor market conditions, the portfolio contents, the relative value of competing instruments and actual investment returns. Actual investments and returns will be presented regularly to the Council.

**REVISION AND AMENDMENT:** This policy may be revised or amended by resolution of the Council. The resolution shall specify the effective date of such changes. The Executive Director may waive specific investment policy criteria when in the Executive Director's judgment, in consultation with the President of the Council, if time permits, strict adherence would not be in NEC's best interests. In the event such waiver is exercised, the Executive Director shall report such action at the next Council Meeting.

**EFFECTIVE DATE:** This investment policy is effective upon adoption by the Full Council. This investment policy applies to investments decisions made on or after its effective date, however it in no way negates or nullifies existing investments which may or may not be in accordance with this policy until such investment is prudently re-invested.