



MATCH-E-BE-NASH-SHE-WISH BAND OF POTTAWATOMI INDIANS
Independent Institutional Investment Advisor
Request for Proposals
October 24, 2025

I. INTRODUCTION

The Match-E-Be-Nash-She-Wish Band of Pottawatomi, also referred to as the Gun Lake Tribe, received Federal recognition on August 23, 1999. The Tribe's Constitution was adopted in 2000, as amended, and continues to guide the Tribal Government. The seven-member popularly elected Tribal Council has authority over all affairs of the Tribe and its subsidiaries. The Tribal Council, through the Tribal Treasurer, is responsible for administering and monitoring the fiscal matters of the Gun Lake Tribe. The Finance and Audit Board is appointed by the Tribal Council, established pursuant to Article VII, Section 1 (d) and (g) of the Tribal Constitution, the Gun Lake Finance & Audit Act and is chaired by the Tribal Treasurer. The Finance and Audit Board is responsible for, among other things, the establishment of investment policies, the monitoring of investment performance and ensuring compliance with policy. We are committed to implementing the best investment practices and conforming to the Global Fiduciary Standard of Excellence as defined in the Prudent Practices for Investment Stewards.

II. MISSION STATEMENT

We, the members of Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians of Michigan, will maintain our elders' vision, integrity, spirituality, culture and economic self-sufficiency by protecting our sovereignty, treaty rights, traditions, land and natural resources for our future generations.

III. PURPOSE

The Gun Lake Tribe is seeking an experienced advisor(s) with demonstrated institutional investment consulting experience to assist the Finance and Audit Board in evaluating our current investment conditions, identifying long-term financial objectives, and developing a strategy to achieve our financial goals. The selected advisor(s) will be responsible for implementation and ongoing management of a comprehensive and coordinated investment program.

IV. AUDIENCE

The advisor(s) will directly support the fiduciary and managerial responsibilities of the Finance and Audit Board. Secondary audiences may include Tribal Council, Tribal Staff Members, and Citizens, when appropriate.

V. SCOPE OF WORK

- A. Educate the Tribe on fiduciary responsibilities and institutional best practices for investment governance.
- B. Assist the Finance and Audit Board with the development of bylaws and improving the existing ordinance.

- C. Facilitate discussion around goals and objectives for the different invested funds of the Tribe, including long-term, short-term and employee benefit funds.
- D. Evaluate the Tribe's current portfolios, outlining among other things the expected return and risk profiles for each portfolio combination and identifying areas of concern based on current portfolio positioning, market expectations, manager concerns, *etc.*
- E. Assist in shaping an investment plan for each fund including strategic asset allocation for expected returns and risk tolerance.
- F. Create a holistic investment outlook for all Tribal investment portfolios to assist in budgeting (including management of capital calls and reinvestment of alternative assets' cash flows), project prioritization, and goal setting.
- G. Create an expense analysis detailing all of the Gun Lake Tribe's investment related fees currently being paid; create a fee benchmarking analysis to evaluate the reasonableness of fees for all Gun Lake Tribal investments going forward. For alternative asset classes, an analysis of carry/promote and other miscellaneous fees should also be included.
- H. Work with the Finance and Audit Board to review and update the current Investment Policy Statements (IPS) for all funds. Such policy statements should reflect relevant funds investment objectives, investment guidelines, clearly define roles and responsibilities for all fund fiduciaries, cash requirements, funding requirements, procedures for selecting money managers, securities guidelines, and procedures for monitoring money managers.
- I. Implement approved changes based on the aforementioned analysis of all portfolios.
- J. Oversee the ongoing management of all assets and ensure continued compliance with both the guidelines defined within the approved IPS and fiduciary best practices.
- K. Provide recurring comprehensive portfolio performance evaluation, update the Finance and Audit Board and Tribal Council on total performance on at least a quarterly basis, and provide an annual open meeting for discussion of the portfolios in the context of expressed tribal priorities and existing and forecast market conditions.

VI. TIMELINE FOR SELECTION/IMPLEMENTATION

Step/Services	Deadline
Review the submitted proposals (Finance and Audit Board) and select finalists	December 16, 2025
Onsite or phone interview with finalists	First two weeks of January 2026
Selection of advisor(s) and formal contracting period	February 5
Start of service	end of period above

VII. REQUEST FOR PROPOSAL DOCUMENTS

The primary contact for this project is the Finance and Audit Board, and all questions during the proposal period can be emailed to financeboard@gltnsn.gov. Applicants will also be subject to completing a Nondisclosure Agreement (NDA) for any requested information that is sensitive in nature.

VIII. TERMS OF CONTRACT

- A. Proposals will be accepted from non-Indian and Indian-owned enterprises or organizations. The Gun Lake Tribe will provide preference to all qualified Indians and Indian-owned economic enterprises or organizations in accordance with applicable Tribal law.
- B. Any interested advisor seeking Native American Preference must provide evidence that it is Native American owned and controlled. If you are seeking Native American Preference, please contact the Tribal Court Administrator Amanda Sprague of the Native American Preference at (269) 397-1630 to receive a pre-qualification packet.
- C. The Gun Lake Tribe reserves the right to accept or reject any responses, to waive any irregularity and/or informality in any response, and to request and receive additional information from any contractor when such acceptance, rejection, waiver, or request is in the best interest of the Tribe.
- D. The Gun Lake Tribe reserves the right, despite the application of Native American Preference as noted above, to select the contractor with the proposal that the Tribe believes provides the greatest benefit in light of the estimated cost for contract services.
- E. The Gun Lake Tribe reserves the right to decline to select any contractor for this project.
- F. The contract will not create an employment relationship. The individual(s) performing work under the contract will not be employees of the Finance Department or the Gun Lake Tribe.
- G. The costs of travel, if required, will not be reimbursed separately from the fee to be awarded the contractor.

IX. RANKING CRITERIA

Award of the contract resulting from this RFP will be based upon the most responsive and responsible company whose offer will be the most advantageous to the Tribe in terms of cost, functionality, and other factors.

RFP REQUIREMENTS

All proposals must include the following information:

- I. Letter of Interest: not to exceed 20 pages including supplemental information. Supplemental Information is defined as a brief history of advisor's company, summary of qualifications (including résumés), project experience, description of the proposed methodology, proposed schedule for scope of work (see Section V), and a proposed budget.
- II. Pricing: Please submit an itemized quote for the expected annual cost to provide your advisory services. Please provide your proposed fee structure. The Tribe's preference would be a fixed fee arrangement. As part of your response, please include pros and cons of your proposed fee structure(s).
- III. Legal: identify any ongoing legal proceedings or pending legal proceedings, *i.e.*, arbitration, complaint, or court action filed against the advisor(s) company or any individual related to the work of the contractor(s) company for any project.
- IV. Proposal Due Date: **November 14, 2025, by 5:00 p.m. by email** to financeboard@glt-nsn.gov. Any proposals received after the specified date/time will not be accepted.
- V. **ADVISORY FIRM INFORMATION**
 - A. Firm name.
 - B. Firm headquarters mailing address.
 - C. Firm headquarters telephone number.

- D. Name of Primary Contact.
- E. Primary Contact's telephone number(s) and address(es).
- F. Primary Contact's e-mail address(es).
- G. Primary Custodian Used

VI. FIRM CLASSIFICATION

- A. Brief history of the firm, including ownership, with an emphasis on any material developments in the past three (3) years. Please include prior names and the length of time your organization has been in business under its present name and ownership. For Registered Investment Advisors (RIAs), please explain any LLCs or other entities that are listed as owners on your firm's Form ADV - Uniform Application for Investment Adviser Registration and Report by Exempt Reporting Advisers.
- B. Name of regulatory body overseeing the firm and the dates of registration, as appropriate. For RIAs, please provide your firm's Central Registration Depository (CRD) number.
- C. Firm's fidelity bond and fiduciary liability insurance policies, including coverage amounts.
- D. Must acknowledge in writing its status as a fiduciary and provide evidence of Centre for Fiduciary Excellence (CEFEX) certification or demonstrated adherence to the Global Fiduciary Standard of Excellence. CEFEX certification is strongly preferred.

VII. CLIENT SERVICE

- A. Interested firms must indicate the scope of services that will be provided for this relationship. Respondents must include a description of how client servicing/communication responsibilities are divided between portfolio managers and client service/marketing personnel and how often advisor meets with clients to review the portfolio.
- B. Interested firms must describe the client-reporting process, including how frequently reports are made available.

VIII. COMPLIANCE

Interested firms must describe the compliance assessment process, including the time period covered, testing methods, and frequency.

IX. GOVERNANCE

- A. Provide a summary of your firm's internal control structure.
- B. Describe any potential conflicts of interest your firm may have in the management of this account. If there are conflicts, please describe how they will be addressed.

X. PERSONNEL

Provide a list of all key personnel involved in the management of this relationship. For each individual, please include biographies and their CRD number. For credentials, please include in table format a brief description of the credentials, the requirements to obtain the credentials, and the ongoing requirements to maintain the credentials.

XI. CLIENTS

Provide a representative list of tribal clients including at least five tribal client references. For each reference, please include the client's name and the length of the relationship as well as the client's e-mail address and phone number.

XII. INVESTMENT PHILOSOPHY AND PROCESS

- Briefly describe your firm's investment philosophy. How has it changed over time?
- What is your firm's view on active vs passive investing?
- What is your firm's view on hiring third party managers?
- What is the expected percentage of the portfolio that will be managed by third party managers?
- How do you go about making hiring and firing decisions for third party managers?
 - What other aspects do you consider other than net performance?
- What is your firm's view on alternative investments such as private equity and private credit?
- How often would you plan on trading the accounts or making tactical changes to the underlying investments?
- What is your firm's view on rebalancing, including proposed timing and frequency?

XIII. PORTFOLIO RISK

Describe how your firm controls portfolio investment risk.

XIV. RESEARCH

Provide an overview of your research process and provide any aspects that are unique to your firm.

XV. FEES

Please provide a list of your fee schedule, and include any performance-based fees, the basis for those fees, and any other fees that may be applicable to the management of this relationship. For manager level fees, please provide a brief range of these fees and an explanation of how these fees fit into your firm's view on active vs passive investing. Additionally, please provide any custodian level and trading fees that would be incurred. Please disclose any soft dollar relationships your firm has and any commissions that you receive.

XVI. QUALIFICATIONS

- A. Does your firm hold any special Certifications? Please provide copies.
- B. Does your firm provide client specific training? If so, explain content and process.

QUALIFICATION STATEMENT FOR INVESTMENT ADVISORY SERVICES

General Information	
Date	
Firm Name	
Address	
City	
<u>Contact Person 1</u>	
Name	
Title	
Telephone	
Email Address	
<u>Contact Person 2</u>	
Name	
Title	
Telephone	
Email Address	
Type of Organization	
☐ Sole Proprietorship (individual)	☐ Partnership
☐ Professional Corporation	☐ Corporation
☐ Joint Venture	☐ Other _____
☐ Native - Owned	
Qualification Statement	
On a separate sheet, in a 100 word or less statement, please describe what makes your firm uniquely qualified to perform services outlined in this RFP including any superior qualities.	
THIS PAGE MUST BE RETURNED WITH THE RFP	