

**FIXED INCOME MANAGER  
QUESTIONNAIRE**

**Organization:**

1. Provide the following general information:
  - Address of headquarters and affiliate locations.
  - Main contacts.
  
2. Summarize any key events or changes to the firm, including ownership, products offered or material developments that have occurred over the past 3 years.

3. Identify the Top 3 owners of the firm and their percentages:

Name	% Ownership

4. What percentage is employee ownership? Which employees are eligible? Management only, professionals only, or all employees?

5. Provide an organizational chart for the Fixed Income team. Identify the key professionals responsible for the Core Fixed Income Product, their titles and responsibilities; years of experience with Core Fixed Income management; total years of investment experience and their educational backgrounds.

6. Complete the following table regarding the firm’s Core Fixed Income Personnel:

Fixed Income Personnel	Current # Employed	As of Dec 31, 2020	As of Dec 31, 2019	Average Yrs Experience in Industry	Average Tenure with Firm
Management/Admin					
Portfolio Managers					
Research Analysts					
Operations/Compliance					
Traders					
Economists					
Client Service/Mktg					
Other					
<b>Total</b>					

7. Identify all additions/departures to the Core Fixed Income team over the past 3 years and the reason.

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8. Provide the following information regarding assets under management:

<b>Assets under management (in millions) as of:</b>	<b>Fixed Income</b>	<b>Equity</b>	<b>Total Firm Assets</b>
Dec. 31, 2020			
Dec. 31, 2019			
Dec. 31, 2018			

9. Complete the following table regarding the firm's fixed income clients:

<b>Client Type</b>	<b># of Clients</b>	<b>% of Total AUM</b>
Corporate		
Public Fund		
Union/Taft-Hartley		
Foundation/Endowment		
Insurance		
Sub-Advisor Assets		
High Net Worth		
Other		

10. Provide a distribution of the asset sizes of Core Fixed Income portfolios that your firm has managed for the past 3 years.

<b>Asset Range</b>	<b>Percentage of Total Assets by Year</b>		
	<b>2020</b>	<b>2019</b>	<b>2018</b>
Up to \$250 million			
\$250 million to \$500 million			
\$500 million to \$1 Billion			
\$1 billion to \$5 billion			
Over \$5 billion			
	<b>100%</b>	<b>100%</b>	<b>100%</b>

11. Is there a maximum capacity for the Core Fixed Income product? If so, explain.

12. Number of accounts gained/lost in Core Fixed Income over prior 3 years and reason.

<b>Accounts Gained</b>	<b>Number</b>	<b>Dollars (in millions)</b>	<b>Accounts Lost</b>	<b>Number</b>	<b>Dollars (in millions)</b>
2020			2020		
2019			2019		
2018			2018		

13. Separately managed Core Fixed Income: # of Portfolios\_\_\_\_\_, AUM \$\_\_\_\_\_; % of Total Assets\_\_\_\_\_

14. Provide a brief summary of your firm’s experience with managing core fixed income portfolios of approximately \$100 - \$500 million for federal, state or local government entities that require you to adapt quickly to policy modifications, liquidity needs, realized loss constraints, etc. while maintaining performance relative to the index.

15. Briefly explain the compensation structure for portfolio managers, analysts and traders.

16. Have any of the firm’s investment professionals ever been involved in a lawsuit related to their business activities? If so, explain.

17. Have any of the firm’s fixed income investment professionals been warned, sanctioned and/or fined by a regulatory body, exchange or court? If so, explain.

**Investment Strategy and Process:**

18. Describe your current investment strategy/philosophy. Identify where you add value and how you differentiate yourselves versus your peers.

19. Identify the normal, annual return attribution you expect from each of the following factors: duration, yield curve positioning, sector allocations and security selection.

20. What market conditions and/or circumstances cause this product to perform exceptionally well/poorly?

21. Describe your investment process (i.e. from idea generation to decision making to implementation) and how you construct a portfolio. Include your buy/sell discipline.

22. Provide an overview of your research capabilities, including the use of fundamental, technical and quantitative analyses. Provide any additional comments that are unique to your firm.

23. Who has ultimate decision-making authority on the account?

24. Describe your risk management process including quantitative models used. Explain the tools or processes used to monitor/prevent the account from deviating too far from benchmark measures.

**Characteristics & Performance:**

25. Provide the following information regarding your Composite Core Fixed Income product:

Characteristic	(%)
Active Risk – Security Level (maximum permitted)	
Active Risk – Security Level ( current highest)	
Active Risk – Sector Level (maximum permitted)	
Active Risk – Sector Level (current highest)	
Portfolio Beta (target)	

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Portfolio Beta (5 years ending 12/31/20)	
Tracking Error (target)	
Tracking Error (5 years ending 12/31/20)	
Information Ratio (target)	
Information Ratio (5 years ending 12/31/20)	
Number of Positions (average)	
Number of Positions (current)	
Targeted annual excess return to Bloomberg Barclays Agg	

26. Provide the Core Composite Quarterly Sector Allocations (based on S & P ratings):

Asset Class	Q420	Q320	Q220	Q120	Q419	Q319	Q219	Q119	Q418	Q318	Q218	Q118
Treasuries												
Agency Debt												
Prime Agency MBS												
AAA Prime Priv. MBS												
Sub-prime & Alt-A												
AAA rated CMBS												
Less than AAA CMBS												
ABS rated AAA												
ABS Less than AAA												
AAA Corporates												
AA Corporates												
A Corporates												
BBB Corporates												
Less than BBB- Corp.												
Munis												
CDOs												
Other												

27. Representative Fixed Income Composite Characteristics (most recent quarter):

Annual Average Turnover	
Turnover Range (Target)	
Weighted Average Coupon	
Yield to Maturity	
Yield to Worst	
Effective Duration	
Average Cash Position	

28. Current Fixed Income Composite Distribution:

<b>Number of Years</b>	<b>Average Maturity (%)</b>	<b>Avg. Effective Duration (%)</b>
Less than 1		
1 – 3		
3 – 5		
5 – 7		
7 – 10		
10 – 20		
Greater than 20		
<b>Total</b>	<b>100%</b>	<b>100%</b>

29. Current Fixed Income Composite Portfolio Quality:

<b>Credit Quality</b>	<b>% of Portfolio</b>
AAA/Aaa	
AA/Aa	
A	
BBB/Baa	
Below BBB-/Baa3	

30. Regarding corporate credit, provide the typical number and size of corporate positions held and issuer concentration limits as of the most recent quarter.

31. Has the firm been verified GIPS compliant? Provide a copy of the most recent verification letter. How many years has the firm been verified?

32. Fixed Income Composite Historic Performance:

<b>Year</b>	<b>Gross of Fees Return</b>	<b>Net of Fees Return</b>	<b>Benchmark Return</b>	<b>Number of Portfolios</b>	<b>Total Composite Assets</b>	<b>Total Firm Assets</b>	<b>Info Ratio</b>	<b>Tracking Error</b>
2020								
2019								
2018								
2017								
2016								
2015								
2014								
2013								

2012								
2011								

**Trading and Compliance:**

- 33. Identify the platform(s) utilized for trading.
- 34. Who trades our portfolio, PM or trader? How do you ensure best execution?
- 35. How are trades allocated between accounts?
- 36. Describe briefly your broker approval process.
- 37. How do you choose a broker/dealer when placing buy/sell orders?
- 38. How do you monitor and/or control trading costs?
- 39. Do you have any broker/dealer affiliates? Do you trade with them?
- 40. Do you use soft dollars? If so, explain.
- 41. Identify the platform/software utilized for compliance. Does it interact with the trading platform?
- 42. Describe your compliance process, identifying the party ultimately responsible for ensuring that the investment guidelines are not violated.
- 43. When was your firm’s last compliance assessment/audit conducted? Provide a summary of the report findings.
- 44. When was your firm’s last SEC regulatory examination conducted? Provide a summary or the exam’s findings.
- 45. What relationships do you have which could be perceived as having the potential for a conflict of interest? Does your firm maintain a Code of Ethics?
- 46. Briefly comment on management’s future commitment to trading and compliance systems, personnel, software/hardware, etc.

**Miscellaneous:**

- 47. Does your firm carry fiduciary liability coverage covering advisory services provided to all your clients? If yes, provide the coverage amount. If no, do you carry any other type of insurance coverage for the services your firm provides? Please explain.
- 48. Provide your fee schedule for the Core Fixed Income product. Are fees negotiable? Is there a minimum account size?

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49. Please include any other pertinent information that should be considered in evaluating your firm and the core fixed income product.

50. Do you use a third party (individual or firm) Placement Agent? If so, completely and accurately disclose all such relationships including the services provided and the compensation paid.

Upon completion, please email your response to [ken.gerzina@myfloridacfo.com](mailto:ken.gerzina@myfloridacfo.com).