

**AGENDA ITEM 7B.**

**COLLEGE ILLINOIS!<sup>®</sup> PREPAID TUITION PROGRAM  
INVESTMENT POLICY**

**Submitted for:** Information

**Summary:** A major revision to the Investment Policy was approved at the June 25, 2012 Commission meeting. Minor changes are needed to correct errors and provide clarification. Following is a summary of the changes and a “redline” copy of the entire Policy is attached for reference.

- The interim cash allocation is changed to 1.00% from 2.00% so that target weights sum to 100% instead of 101%. Page 9.
- The Policy benchmark is changed to match the interim target weights. The revised weightings will be used for periods beginning July 1, 2012. Page 10.
- Requirements for persons evaluating RFPs may have been overly restrictive and might have led to an inability to form a qualified evaluation committee. Evaluators must now have knowledge of investing instead of public funds investing and we now allow drawing from ISAC Staff instead of just Investment Staff. Page 12
- The Executive Director was added to the list of people to whom the quiet period notice is communicated. Page 14.
- There was one instance on page 15 where we replaced Consultant with Investment Consultant for consistency.

These changes were approved by the Investment Committee on August 29, 2012, subject to adoption by the full Commission. The proposed changes were sent to the Investment Advisory Panel on August 24, 2012 and there were no responding comments. We intend to seek adoption by the Investment Advisory Panel at their next meeting, however the changes will be effective immediately upon adoption by the Commission.

**Action requested:** Adoption of the changes to the Investment Policy as submitted.

***COLLEGE ILLINOIS!***<sup>®</sup>  
**529 Prepaid Tuition Program**

**STATEMENT OF  
INVESTMENT POLICY**

Initially Approved on January 22, 1999  
Last Revised January 22, 2010  
Approved by Commission on June 25, 2012

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## **I. BACKGROUND AND PURPOSE**

The College Illinois!® 529 Prepaid Tuition Trust Fund (the “Fund”) is subject to the provisions of the Illinois Prepaid Tuition Act, 110 ILCS 979/1 et seq. (the “Act”), as amended from time to time. The “Investment Policy” or “Policy” represents the comprehensive investment plan as referred to in the Act. The Policy identifies a set of investment objectives, guidelines, and performance standards for the investment of the assets of the Fund. The Policy represents the formal document governing the investment of Fund assets. This document will be used as the basis for future investment performance measurement and evaluation.

## **II. INVESTMENT OBJECTIVES**

Investments will be made in the sole interest of the participants and beneficiaries of the Fund and in accordance with the following objectives:

1. To ensure the assets of the Fund are invested with the care, skill, prudence and diligence that a prudent person acting in a like capacity would undertake.
2. To ensure the assets of the Fund are invested in a manner that minimizes and controls the costs incurred in administering and managing the assets.
3. To meet or exceed the return of the Policy Benchmark consistent with the actuarial soundness of the Fund and the risk level expected from the Commission-approved asset allocation.

The investment guidelines are based upon an investment horizon of greater than five years, so that interim fluctuations should be viewed with appropriate perspective. Similarly, the Fund’s target asset allocation is also based on this long-term perspective.

## **III. ROLES AND RESPONSIBILITIES OF FIDUCIARIES**

A person is a “fiduciary” with respect to the Fund to the extent that the person:

1. exercises any discretionary authority or discretionary control respecting management of the Fund, or exercises any authority or control respecting management or disposition of its assets;
2. renders investment advice or renders advice on the selection of fiduciaries for a fee or other compensation, direct or indirect, with respect to any moneys or other property of the Fund or has any authority or responsibility to do so; or
3. has any discretionary authority or discretionary responsibility in the administration of the pension fund or retirement system.

All fiduciaries to the Fund shall conduct their responsibilities with the care, skill, prudence, and diligence under the circumstances then prevailing which a prudent person familiar with these matters and acting in a like capacity would use in the conduct of an activity of like character and

purpose. Fiduciaries, their employees, agents, and designees shall discharge their duties with respect to the Fund solely in the interest of the participants and beneficiaries of the Fund.

## **B. THE ILLINOIS STUDENT ASSISTANCE COMMISSION**

In this Investment Policy, the Commission refers to the governing fiduciaries appointed as commissioners to the Illinois Student Assistance Commission by the Governor with the advice and consent of the Senate in accordance with section 15 of the Higher Education Student Assistance Act (110 ILCS 947/15). (In this document, the agency organization will be referred to as ISAC or the Agency.) The Commission has ultimate responsibility for the success and safety of the investment program. In accordance with the Prepaid Tuition Act, the Commission may not delegate its management functions, but may arrange to compensate for personalized investment advisory services rendered with respect to any or all of the investments under its control to an investment advisor registered under Section 8 of the Illinois Securities Law of 1953 or any bank or other entity authorized by law to provide those services. Specific responsibilities of the Commission include, but are not limited to, the following.

1. Adopting a sound investment policy. The Policy may be modified from time to time by action of the Commission and shall be adopted annually by the Commission in accordance with the Act.
2. Adopting a sound asset allocation policy. The asset allocation policy shall be reviewed and amended as necessary but at least every three years.
3. Approving any changes to the investment manager structure.
4. Approving all contracts for investment services and approving contract terminations.
5. Monitoring and evaluating the investment performance of the Fund with an emphasis on ensuring the risk profile is consistent with Policy objectives.
6. Establishing the primary duties and responsibilities of those accountable for achieving and reviewing investment results.

## **C. INVESTMENT COMMITTEE**

The Investment Committee (or “Committee”) refers to a committee consisting of at least three (3) members of the Commission with knowledge of institutional investing. Investment Committee members shall be selected by the Chair of the Commission and approved by a vote of the Commission. The Chair of the Commission may appoint members to the Investment Committee on an interim basis (subject to ratification at the next regularly scheduled Commission meeting) if necessary to ensure the prudent oversight of the Fund.

The Investment Committee shall meet at least quarterly with the Chief Investment Officer and the Investment Consultant.

The Investment Committee is generally responsible for monitoring Fund investments and performance to ensure compliance with the Investment Policy and considering investment

initiatives for potential recommendation to the full Commission. Specific responsibilities of the Committee include, but are not limited to, the following.

1. Recommending general investment policy for the Fund including:
  - a. Asset allocation policy, which establishes and communicates the Committee's return expectations and risk tolerance;
  - b. Investment manager structure policy, which establishes and communicates the Committee's decisions regarding the number and types of investment managers that are appropriate for the Fund; and
  - c. Investment manager guidelines, which establish and communicate risk parameters consistent with the overall risk level set for the Fund.
2. Recommending a bank as Custodian and an Investment Consultant to assist the Commission and the Investment Staff in developing and implementing policy and managing the Fund investments. All contracts are subject to final approval by the Commission.
3. Recommending investment managers to fulfill specific roles defined by the manager structure, subject to approval by the Commission.
4. Monitoring and evaluating each investment manager's performance relative to established guidelines and objectives.
5. Recommending the termination and, if appropriate, replacement of an investment manager when prudent. Termination rationale could include, but is not limited to, concerns related to performance, organization, process, or investment style.
6. Monitoring investment expenses, including investment manager fees, trustee and Custodian fees, and trading costs.

#### **D. INVESTMENT ADVISORY PANEL**

The "Investment Advisory Panel" (or "Panel") is established by the Act to provide advice and counsel to the Commission. The Commission appoints members to the Panel in a manner consistent with the representation prescribed in the Act. Specific responsibilities of the Panel include, but are not limited to, the following.

1. In accordance with the Act, the Panel shall meet at least twice annually. At least once each year the Commission Chair shall designate a time and place at which the Panel shall meet publicly with the Commission to discuss issues and concerns relating to the Illinois prepaid tuition program.
2. The Panel shall offer advice and counseling regarding the investments of the Illinois prepaid tuition program with the objective of obtaining the best possible return on investments consistent with actuarial soundness of the program and the risk level expected from the Commission-approved asset allocation.
3. The Panel is required to annually review and advise the Commission on provisions of the strategic investment plan (this Investment Policy) for the prepaid tuition program.
4. The Panel is also charged with reviewing and advising the Commission with regard to the annual report that describes the current financial condition of the program.
5. The Panel at its own discretion also may advise the Commission on other aspects of the program.

## **E. CHIEF INVESTMENT OFFICER**

The Chief Investment Officer (CIO) is responsible for the day to day operation and oversight of the Fund and for coordinating the activities of the Investment Committee, the Investment Advisory Panel, and investment related activities of the Commission. The CIO reports directly to the Executive Director and has a “dotted-line” reporting relationship to the Commission. The CIO has the authority and responsibility to ensure that the Commission is adequately informed on matters and concerns relating to Fund investments. The CIO will work closely with the Executive Director, Investment Consultant and Investment Staff to carry out the duties and responsibilities of this role. Specific responsibilities of the CIO include, but are not limited to, the following.

1. Monitoring the actions of service providers including custodian and Investment Consultant.
2. In conjunction with Investment Consultant, conducting on-going monitoring of the actions of investment managers, including periodic on-site visits, and reporting to the Commission regarding their findings.
3. In conjunction with the Investment Consultant, developing proposals to enhance the investment plan for consideration by the Commission. This includes periodic review of the Investment Policy, asset allocation, and investment manager structure.
4. Overseeing the process of procuring investment service providers to ensure the requirement of the Policy are met.
5. Preparing meeting agendas for the Investment Committee, Investment Advisory Panel, and investment related items for the Commission.
6. Directing rebalancing activity in accordance with the Policy, including the investment of cash and contributions and meeting the cash needs of the program.
7. Working with the Fund’s actuary and auditor.
8. Monitoring and evaluating applicable governmental regulations and consulting with legal counsel regarding Fund matters.
9. Verifying the Fund’s compliance with guidelines and reporting deviations to the Investment Committee.
10. Protecting Fund assets against fraud, error, misrepresentation by third parties and imprudent actions by employees and Fund agents or delegates.
11. Developing and maintaining a system of internal controls to assure compliance with this Investment Policy and investment objectives.
12. Providing guidelines to investment managers regarding their voting of proxies of investment securities managed on behalf of the Fund.
13. Establishing a process that encourages the utilization of qualified Emerging and Minority investment managers and broker dealers in managing the assets of the Program within the bounds of financial and fiduciary prudence.
14. Developing policies regarding trading practices, which meet the objectives of this Investment Policy.
15. Coordinating the production of an Annual Report covering the following subjects:



- a. Investment performance summary including comparisons to benchmarks, current, and historical asset allocation in the Program;
  - b. Progress toward the stated performance objectives in the Policy; and
  - c. Other pertinent matters.
16. The CIO shall keep the Executive Director informed regarding Fund activity and performance. The CIO shall coordinate joint meetings with the Executive Director and Investment Consultant as needed, but at least quarterly, to review Fund performance and investment plans and activity.

#### **F. INVESTMENT STAFF**

For purposes of this Investment Policy, Investment Staff refers to the CIO and investment professionals or support staff reporting directly to the CIO as well as individuals from other departments involved in the investment or administration of the Fund. All “Investment Staff” must be thoroughly familiar with this Investment Policy.

#### **G. INVESTMENT CONSULTANT**

The primary role of the Investment Consultant is to provide the information, analysis, and advice required by the Investment Staff, Investment Committee, and Commission to carry out their duties and to assist them in developing and implementing a prudent process for monitoring and evaluating Fund investments. The Investment Consultant will work closely with the CIO, but is expected to provide an independent perspective to the Investment Committee and Commission. Specific responsibilities of the Investment Consultant include, but are not limited to, the following.

1. Assisting in the development, implementation and evaluation of the investment policy for the Fund that reflects the Commission’s objectives for the Fund, including risk tolerance, performance, funded status, and expenses.
2. To assist in the development, implementation and evaluation of an investment manager structure that provides appropriate diversification with respect to the number and types of investment managers retained.
3. Making recommendations regarding the identification of appropriate market benchmarks and peer groups against which each investment option should be evaluated.
4. Assisting in the search process for service providers, including on-site due diligence as required.
5. Producing quarterly performance evaluation reports to assist in evaluating the investment plan and investment performance. Such reports will evaluate the performance and risk characteristics of each investment manager relative to established objectives. The Investment Consultant will also evaluate the investment style of each manager to determine if the manager is fulfilling the role for which they were hired. In conjunction with these reports, the Investment Consultant will provide the Commission with recommendations for action when appropriate or if required by the Commission.
6. Monitoring the investment management firms and products employed by the Fund on an on-

going basis and inform the CIO and Commission, as appropriate, of any developments that might impact performance of Fund investments.

7. Educating the CIO and the Commission, as appropriate, on investment issues that could impact the Fund.

## **H. CUSTODIAN**

The Custodian has three primary responsibilities, namely: (1) Safekeeping of Assets – custody, pricing and accounting and reporting of assets owned by the Fund; (2) Trade Processing – track and reconcile assets that are acquired and disposed; and, (3) Asset Servicing – maintain all economic benefits of ownership such as income collection, corporate actions, and proxy notification issues. Specific responsibilities of the Custodian include, but are not limited to, the following.

1. Safekeeping services for both domestic and international securities.
2. Timely settlement of securities transactions, including cross-border investments.
3. Proper pricing of equities, fixed-income and international securities.
4. Timely collection of income, including tax reclaim.
5. Prompt and accurate administration of corporate actions, including proxy issues.
6. Direct, accurate daily communications with investment managers to ensure trades are correct and confirmed.
7. Proactive reconciliation with investment managers at least monthly before monthly statements are rendered.
8. Immediate communication with the CIO regarding any concerns or issues with respect to services provided by the Custodian.

## **I. INVESTMENT MANAGERS**

The Commission may authorize the hiring of professional investment managers to manage the assets of the Fund. The specific duties and responsibilities of each investment manager include, but are not limited to, the following.

1. Managing those assets of the Fund that are under the supervision of the investment manager in accordance with their specific guidelines and objectives.
2. Exercising investment discretion in regard to buying, managing and selling Fund assets under the supervision of the investment manager, subject to any limitations contained in the Investment Policy or other governing document between ISAC and the investment manager (e.g. statement of work). In the event of conflicting guidance or limitations the Investment Policy shall take precedence.
3. The Commission considers proxy votes to be Fund assets. Investment managers have the responsibility for voting proxy issues on securities held. All proxies will be voted exclusively for the best interests of the Fund. Investment managers will maintain written policies for proxy voting and keep a proper record of all proxies to which the Fund is entitled. A written report will be provided semi-annually to the CIO and Investment

Consultant.

4. The Investment managers shall also provide written reports to the CIO and Investment Consultant, on at least a quarterly basis, detailing performance for the most recent period, net of all fees, as well as the current outlook of the markets related to the Fund assets managed by the investment manager.
5. The investment managers must execute all trading on the portfolios that they manage on a best execution basis and absolutely no soft-dollar trades may occur. (Soft-dollars refers to a method of paying brokers for non-trading services (e.g. research) through trading commissions.)
6. Investment managers must communicate on a timely basis to the CIO and Investment Consultant: (1) any significant changes regarding economic outlook, investment strategy, or any other factors which may have an impact upon the achievement of their portion of the Fund's investment objectives and (2) changes within the investment management organization within five (5) business days of such change(s). Examples include, but are not limited to: changes in portfolio management personnel, ownership structure, and investment philosophy or the initiation of any legal or regulatory action that could materially affect the investment manager's ability to properly manage the portfolio. Communicating with the CIO and Investment Consultant in writing regarding all significant changes pertaining to Fund assets under the supervision of the investment manager or relating to the investment manager itself such as changes in ownership, organizational structure, financial condition, and professional staff of the investment manager. This Communication must be received within five (5) business days after the change occurs.
7. Participation by Minority/Women/Disabled Owned Broker Dealers: It is the policy objective of the Commission to increase access and business with minority-owned brokers/dealers. The term "minority" will be used for all firms as defined in the Illinois Business Enterprise for Minorities (Black/African American, Asian American, Hispanic, Native American, or Alaskan Native), Females, and Persons with Disabilities Act. Broker/dealer transactions must be completed on a best execution basis. The investment managers shall provide written reports to the CIO and Investment Consultant on at least a quarterly basis detailing the use of minority brokers/dealers and the reason for any shortfall.

## **J. SECURITIES LENDING PROVIDER**

The Commission may authorize the use of a securities lending provider, which refers to any third-party firm (Agent) that lends the assets of the Fund to other parties in exchange for collateral and interest (income). Cash collateral received from securities borrowers will be deposited upon receipt in an approved short-term investment vehicle or vehicles. The Agent may lend financial securities (including but not limited to U.S. and non-U.S. equities, corporate bonds and U.S. and non-U.S. government securities). This Agent shall have full discretion over the selection of borrowers and shall continually review the creditworthiness of potential borrowers through extensive analysis of publicly available information and any other material available to them. All loans shall be fully collateralized with cash, government securities or irrevocable bank letters of credit. Initial collateral levels equal to a percentage of the market value of the borrowed securities shall not be less than one hundred two percent (102%) plus accrued interest for U.S. securities and non-U.S. fixed income securities, and one hundred five

percent (105%) plus accrued interest for non-U.S equity securities, except that if the borrowed securities are non-U.S. fixed income or equity securities denominated in the same currency as the collateral (currently, U.S. dollars only), the initial collateral level will be one hundred two percent (102%). Securities on loan should be marked-to-market on a daily basis to assess adequacy of collateralization. The Agent shall provide periodic performance reports to the Investment Staff and Investment Consultant. The securities lending program should in no way inhibit the portfolio management activities of the Fund’s investment managers.

**K. ADDITIONAL PROFESSIONALS**

Additional professionals, including but not limited to, attorneys, specialized investment consultants, actuaries and auditors may be retained by ISAC, as necessary, to assist the prudent administration of the Fund.

**IV. INVESTMENT STRUCTURE**

**A. ASSET ALLOCATION**

The asset allocation establishes target weights for each asset class and is designed to maximize the long-term expected return of the Fund within an acceptable risk tolerance while providing liquidity to meet program liabilities. The asset allocation is a key determinant of investment performance and should be established by the Commission based on a robust study by the Investment Consultant establishing the long-term expectations for returns, risk and correlation of the different asset classes and modeling of the efficient frontier of optimum allocations for various levels of risk. Descriptions of the asset classes and limitations to control risk and ensure adequate diversification are included in [Section VIII](#), Asset Class Definitions and Operational Guidelines.

The table below establishes the interim and long-term asset allocation targets. In order to minimize trading costs and market risk associated with transitioning to the long-term targets, fund cash flows will be used to move gradually toward the long-term target weights. Interim target weights are established for purposes of calculating the policy benchmark and for rebalancing controls.

| Asset Allocation | Targets |           | Rebalancing Range |             |
|------------------|---------|-----------|-------------------|-------------|
|                  | Interim | Long-term | Lower Limit       | Upper Limit |
| U.S. Equity      | 22.00%  | 26.00%    | 17.00%            | 29.00%      |
| Non-U.S. Equity  | 12.00%  | 22.00%    | 10.00%            | 22.00%      |
| Fixed Income     | 20.00%  | 25.00%    | 15.00%            | 25.00%      |
| Real Estate      | 17.00%  | 10.00%    | 10.00%            | 21.00%      |
| Infrastructure   | 5.00%   | 0.00%     | 0.00%             | 8.00%       |
| Absolute Return  | 10.00%  | 10.00%    | 5.00%             | 15.00%      |
| Private Equity   | 13.00%  | 7.00%     | 0.00%             | 16.00%      |

|      |        |       |       |       |
|------|--------|-------|-------|-------|
| Cash | 21.00% | 0.00% | 0.00% | 4.00% |
|------|--------|-------|-------|-------|

**Comment [KFC1]:** Cash allocation changed to 1.00% so that target weights sum to 100%

The asset allocation targets will be reviewed annually for reasonableness in relation to significant economic and market changes or to changes in the Commission’s long-term goals and objectives. A formal asset allocation study will be conducted as directed by the Commission, but at least every three years, to verify or provide a basis for revising the targets.

**B. INVESTMENT MANAGER STRUCTURE**

The investment manager structure establishes the investment manager roles that will be used to implement the asset allocation. The investment manager structure will emphasize simplicity and cost control and toward that end, the Commission will employ the minimum number of managers necessary to assure appropriate diversification within each asset class. The table in [Appendix A](#) lists the specific roles to which individual investment managers are assigned and the target allocation for each manager. In cases where there may be business or liquidity risk associated with allocating the full allocation to a single manager or where the Fund may benefit from complementary approaches, two or more firms may be employed in a similar role.

**C. REBALANCING POLICY**

One essential component of a strategic asset allocation policy is the development and use of rebalancing ranges for the target allocation. The ranges specified in the table above are a function of the expected volatility of each asset class, the interim target allocation, and liquidity needs of the Fund.

The CIO has the responsibility and authority to rebalance the Fund. Asset transfers required to carry out the operation of the Program (including cash flow and capital calls) shall be implemented with a bias toward moving the asset allocation closer to targets if possible. The Investment Consultant shall prepare quarterly reports reviewing the actual asset allocation percentages, demonstrating whether the lower or upper limits have been reached. When asset allocations exceed the prescribed limits, or when deemed prudent by the Investment Consultant or CIO, Fund assets may be rebalanced to the target levels or to some point within the target range.

The rebalancing policy recognizes that contractual commitments may limit the liquidity and rebalancing flexibility within the Real Estate, Infrastructure, Absolute Return, and Private Equity asset classes. Normally, the rebalancing bands should be set wide-enough to accommodate expectations for potential capital calls and distributions. No rebalancing action is necessarily required if an asset class weight exceeds a limit. However, the CIO shall document the rationale for not taking action if a rebalancing limit is exceeded.

#### D. TRANSITION MANAGEMENT

In the event of the need to transfer the management of the assets from one investment firm to another, investment staff will effect the change in as efficient and prudent a manner as possible. The use of transition manager(s) is permitted when deemed in the best interests of the Fund. Transition plans may include, but are not limited to, the following: a transfer of securities to an appropriate index fund, crossing securities with other institutional investors, or a transfer of securities to another approved investment manager. Transition managers shall be selected based on competitive bid and the selection rationale shall be documented and reported to the the Investment Committee.

#### E. POLICY BENCHMARK

The primary benchmark (the “Policy Benchmark”) for evaluating the performance of the Fund is a Target Index consisting of a market index or equivalent for each asset class, weighted in accordance with the target allocation (or interim target allocation if applicable). Over a three to five year period the Fund is expected to generate returns, after payment of all fees and expenses, which exceed the returns of the Target Index. The Target Index components are as follows.

| Asset Class     | Index                   | Weight   |
|-----------------|-------------------------|----------|
| U.S. Equity     | Russell 3000            | 22.00%   |
| Non-U.S. Equity | MSCI EAFE               | 12.00%   |
| Fixed Income    | Barclays U.S. Aggregate | 20.00%   |
| Real Estate     | NCREIF ODCE             | 17.00%   |
| Infrastructure  | 90-day T Bills +4%      | 35.00%   |
| Absolute Return | 90-day T Bills +4%      | 10.00%   |
| Private Equity  | Russell 3000 + 3%       | 1413.00% |
| Cash            | 90-day T-Bills          | 21.00%   |

Comment [KFC2]: Policy benchmark weight changed to match the interim allocation

#### V. INVESTMENT SERVICE PROVIDER HIRING GUIDELINES

The Commission has established the following hiring guidelines to assure all interested parties that decisions made in carrying out these actions occur in a full-disclosure environment characterized by competitive selection, objective evaluation, and proper documentation. The overriding consideration with respect to all decisions is that they shall be made solely in the best interest of participants and beneficiaries of the Fund.

##### A. CLEARLY DEFINED OBJECTIVES

Any action to hire an investment service provider shall be based on one or more of the following observations:

1. Pending expiration of fixed-length contracts;
2. Identification of a new asset class or approach;
3. A need for diversification of styles within an existing asset class; and/or
4. A need to replace an investment service provider terminated by the Commission or pending termination.

The Investment Committee and Commission shall be kept informed of planned search activity and ongoing status.

## **B. SEARCH AND SELECTION PROCESS**

The selection of investment service providers will adhere to a consistent process to ensure an open and competitive universe, proper evaluation and due diligence of all candidates, and selection of candidates that are best able to demonstrate the characteristics sought in a specific search. The process includes the following steps.

(Note: This process is supplementary to the applicable statutes and regulations. If there is a conflict, the applicable statutes and regulations take precedence.)

### **1. Establish Selection Criteria**

The initial step in every manager search process will be formulation of specific search criteria that establish the qualifications for the provider's role. Investment Staff, working with the Investment Consultant, will prepare a written candidate profile that lists specific requirements for each search. The profile will specify quantitative factors such as minimum assets under management, minimum track record, risk relative to benchmarks, return relative to benchmarks over various time periods, and correlation to other investment managers. The profile may also specify qualitative factors such as, size and tenure of professional staff, investment strategy and process, or organizational stability.

### **2. Develop Request for Proposal Template and Associated Evaluation/Scoring Template**

The Request for Proposal (RFP) template incorporates the manager selection criteria and the procurement regulations into a consistent format for each potential candidate to submit their information. The RFP also outlines the selection process minimum qualifications, and expected timeline. The evaluation template should be developed in conjunction with the RFP to ensure all potential evaluation considerations are considered prior to posting the RFP. The evaluation template should include a score for most questions in the RFP including guidance with respect to desirable and undesirable factors. The evaluation template may include multiple steps to narrow a field of numerous respondents.

### **3. Posting of the RFP**

The RFP is posted on the appropriate web-site. Answers to any RFP questions are posted publically so that all interested parties have access to this information. The Quiet Period, as discussed below, normally begins when the RFP is published.

#### 4. RFP Screening

Following the closing date of the RFP submission period, RFPs will be screened to exclude candidates that do not meet the published minimum criteria. The remaining candidates may then be screened or sorted based on previously established criteria to narrow the field to a manageable number for further evaluation. Screening will be based on objective, quantifiable information.

#### 5. RFP Evaluation

RFP evaluation will be conducted by persons with knowledge and expertise in the field of ~~public funds~~ investing and who hold a fiduciary responsibility to the Fund. The evaluation team should include representation from ~~Investment-ISAC~~ Staff, the Investment Consultant, ~~and-or~~ the Investment Advisory Panel if feasible. All RFPs not screened out in the screening phase will be evaluated by each member of the evaluation committee. Initial evaluation should be conducted independently. Following initial evaluation, a committee meeting will be held to review scores and discuss divergent scores. Evaluators may change their scores to resolve or correct inconsistent interpretations, but scores shall not be changed contrary to an evaluator's opinion.

**Comment [KFC3]:** Changes ensure we are not overly restricted in the formation of the evaluation committee.

#### 6. Interviews

Interviews may be conducted as part of the evaluation process. The candidate pool may be further narrowed to a manageable number using the RFP evaluation process. Interviews will be conducted by the same evaluation team that evaluated the RFPs, if possible. The interview evaluation process is similar to the RFP evaluation process with each manager being asked to address the same questions and being scored on a uniform template. Again, the evaluation committee will meet to review scores and address any inconsistencies.

#### 7. On-Site due diligence

One or more members of the evaluation team or other qualified persons may conduct on-site due diligence to gain further knowledge of key areas such as, but not limited to, candidates' organization, culture, investment personnel skill, and operational capabilities.

#### 8. Identification of prospective winner(s)

The prospective winning proposal(s) will be based on aggregate scoring of the RFP, interview, and on-site evaluations. Multiple providers may be selected, but the number of providers must be consistent with the RFP and explained in the recommendation to the Commission. The highest score(s) will be the winner(s) subject to negotiation of reasonable contracts and final approval by the Investment Committee and the Commission. Contract negotiation should be completed prior to submitting a recommendation to the Investment Committee. If extenuating



circumstances prevent completion of contract negotiation, then any outstanding items shall be fully disclosed to the Investment Committee.

#### 9. Recommendation to Investment Committee

A recommendation will be made to the Investment Committee as to the proposed manager selection. The recommendation shall include adequate documentation to support the recommendation and to demonstrate that the requirements of this investment policy have been met. The recommendation may include a backup proposal in case the proposed manager is not approved. The Investment Committee may request that the proposed investment manager(s) demonstrate their knowledge and skill in a presentation. The Investment Committee shall vote to approve or disapprove of the recommendation(s). The rationale for any disapproval shall be clearly stated for the record.

#### 10. Recommendation to Commission

If approved by the Investment Committee, a recommendation will then be made to the Commission as to the proposed manager selection. The recommendation shall include adequate documentation to support the recommendation and to demonstrate that the requirements of this investment policy have been met. The recommendation may include a backup proposal in case the proposed manager is not approved. The Commission may request that the proposed investment manager(s) demonstrate their knowledge and skill in a presentation. The Commission shall vote to approve or disapprove of the recommendation(s). The rationale for any disapproval shall be clearly stated for the record.

#### 11. Participation of minority-owned investment managers

It is the policy objective of the Commission to increase access and business with minority-owned investment service providers. The term “minority” will be used for all firms as defined in the Illinois Business Enterprise for Minorities (Black/African American, Asian American, Hispanic, Native American, or Alaskan Native), Females, and Persons with Disabilities Act. The CIO shall ensure that if there are qualified minority candidates then at least the top-scoring minority-owned candidate(s) are included in the entire search process. Minority-owned firms may be considered independently for inclusion in all or part of an RFP award if they are deemed as qualified and capable by the evaluation committee.

### **C. DEFINING EXPECTATIONS**

Each investment manager hiring recommendation submitted to the Investment Committee and the Commission shall include, but not be limited to, the following.

1. A full description of the organization and key people.
2. A full description of return expectations.
3. The absolute and relative risks inherent in the manager’s approach.
4. An analysis of the key concerns and/or risks inherent in the investment.

5. The proper time horizon for evaluation of results.
6. Identification of relevant comparative measures such as benchmarks and/or peer samples.
7. The suitability of the investment within the relevant asset class.
8. Terms and conditions of the investment fund.

Investment Staff shall incorporate the relevant factors related to expectations of the manager into the executed Investment Management Agreement and/or statement of work.

#### **D. CONTINGENT AND PLACEMENT FEES PROHIBITED**

No person or entity shall retain a person or entity to attempt to influence the outcome of an investment decision of or the procurement of investment advice or services of the Fund for compensation, contingent in whole or in part upon the decision or procurement. This requirement shall be stipulated and acknowledged in each RFP.

#### **E. QUIET PERIOD**

The following communication guidelines will be instituted during a search process for a service provider.

1. A Quiet Period will commence upon formal action to authorize a search for a service provider (normally publishing the RFP) and end once a selection has been approved by the Commission and accepted by the service provider.
2. Initiation and conclusion of the quiet period shall be communicated to [the Executive Director](#), Investment Staff, members of the Commission and Investment Advisory Panel, and any ISAC employees involved in the search process.
3. All applicable persons not directly involved in the search process, shall refrain from communicating with service provider candidates regarding any product or service related to the search offered by the candidate throughout the quiet period and shall refrain from accepting meals, travel, hotel, or other value from the candidates.
4. Throughout the quiet period, if any subject person is contacted by a candidate, that person shall refer the candidate to the Fund's CIO or ISAC's procurement officer.
5. All information related to the search process shall be communicated by the Investment Consultant, CIO or ISAC's procurement officer to the relevant Investment Committee or Commission as a whole, and not to individual Commission members.
6. The quiet period does not prevent approved due diligence, client conference attendance or communications with a service provider that happens to be a candidate in the ordinary course of services provided by such service provider; however, discussions related to the pending selection shall be avoided during those activities.
7. The provisions of the Policy will apply to service provider candidates throughout the quiet period and shall be communicated to candidates in conjunction with any competitive proposal process.
8. A service provider may be disqualified from a search process, in the sole discretion of the Commission, for a knowing violation of the Policy.

**Comment [KFC4]:** Executive Director is now included in the quiet period communication.

## F. INVESTMENT AGREEMENTS

It is the responsibility of the Fund's attorneys to review and negotiate all contracts for investment service providers. Investment Staff will assist in the review of all agreements and fee negotiations.

The investment agreement or contract shall include, but is not limited to, all of the following:

1. Acknowledgement in writing by the investment manager or Investment Consultant that they are a fiduciary with respect to the Fund.
2. Acknowledgement in writing by investment managers that they are currently registered and will maintain registration as an investment advisor under the Investment Advisors Act of 1940 ("40 Act"), a bank (as defined in the 40 Act), or an insurance company qualified to perform investment management services under the law of more than one state unless otherwise approved on an exception basis. Investment managers engaged to manage assets Real Estate, Absolute Return, Infrastructures, or Private Equity assets may not be required to be registered as an Investment Advisor under the 40 Act. Exceptions to this provision shall be reviewed by legal counsel and disclosed to the Investment Committee and Commission.
3. Reference to the Fund's Investment Policy and notice that the policy is subject to change. The investment manager or Investment Consultant shall acknowledge receipt of and duty to comply with this Investment Policy. This acknowledgement shall include specific reference to the Conflicts of Interests provisions of the Policy and any additional ethics policies and guidelines established by the Commission or pursuant to applicable law.
4. Acknowledgement in writing by investment managers that they have no legal or regulatory actions/judgments pending or outstanding that would have, as determined in the sole discretion of the Commission, an adverse effect on the investment manager's ability to continue managing assets of the Fund.
5. Acknowledgement in writing by investment managers that they have no other material issues that would negatively impact the Fund.
6. Acknowledgement in writing by investment managers that they have in effect the required insurance policies and/or bonds to protect the Fund against losses from the negligent acts and errors or omissions of the investment manager.
7. Full disclosure of direct and indirect fees, commissions, penalties, and other compensation, including reimbursement for expenses, that may be paid by, to, or on behalf of the [Investment](#) Consultant or others in connection with the provision of services to the Fund.
8. A requirement that the investment manager or Investment Consultant submit periodic written reports, on at least a quarterly basis. Performance reports shall include net returns on investments after payment of all fees, commissions, and any other compensation. All performance reports shall indicate whether the report is gross (before) or net (after) of fees.
9. Compensation to investment manager or Investment Consultant shall be limited to hard dollars for all services rendered and no other forms of compensation; including any type of soft dollar arrangements are allowed.
10. Disclosure of the names and addresses of: (i) the investment manager or Investment Consultant (ii) any entity that is a parent of, or owns a controlling interest in, the investment

Comment [KFC5]: Changed to Investment Consultant for consistency.

manager or Investment Consultant; (iii) any entity that is a subsidiary of, or in which a controlling interest is owned by, the investment manager or Investment Consultant; (iv) any persons who have an ownership or distributive income share in the investment manager or Investment Consultant that is in excess of 7.5%; or (v) serves as an executive officer of the investment manager or Investment Consultant.

11. Disclosure of the names and addresses of all subcontractors, if applicable, and the expected amount of money each will receive under the agreement, including an acknowledgement that the contractor must promptly make notification, in writing, if at any time during the term of the contract a contractor adds or changes any subcontractors. For purposes of this subparagraph, “subcontractor” does not include non-investment related professionals or professionals offering services that are not directly related to the investment of assets, such as legal counsel, actuary, proxy-voting services and investment fund-of-funds where ISAC has no direct contractual relationship with the investment managers or underlying partnerships.
12. A “Most Favored Nation” (MFN) clause assuring the Fund is paying the lowest comparative price.

## **VI. INVESTMENT MANAGER MONITORING AND EVALUATION**

### **A. MANAGER EVALUATION AND REVIEW**

Investment Staff and the Investment Consultant will evaluate each investment manager from a qualitative and quantitative standpoint on a quarterly basis.

1. Qualitative factors include, but are not limited to, the following.
  - a. Ownership changes (e.g. key people “cash out”).
  - b. Key people leave firm.
  - c. Conflicts of Interest.
  - d. Changes in investment strategy the investment manager was employed by the Committee to implement.
  - e. Investment manager is involved in material litigation or fraud.
  - f. Material client-servicing problems.
  - g. Minority brokerage utilization.
2. Quantitative Review.

Long-term performance standards should measure an investment manager’s performance from inception and on a rolling five-year returns basis in relation to a broad market index or indices that the investment manager previously agreed to be measured against. If an investment manager fails to generate a return premium in excess of the agreed-upon index or indices, then the CIO and Investment Consultant shall conduct due diligence and make a recommendation to the Investment Committee as to the appropriate action to take.

Shorter-term performance will be measured in relation to an appropriate style index and “Peer Group”. Each investment manager is to be measured against the median return of a peer group of investment managers with similar investment styles.

Managers are expected to maintain their stated investment style and philosophy. Quantitative measures of investment style and philosophy include style mapping, style attribution analysis, and tracking error relative to the benchmark. The Investment Consultant will report these factors to the CIO on a quarterly basis.

## **B. WATCH LIST PROCEDURE AND CRITERIA**

A number of factors may contribute to a manager’s over- or under-performance at any given time - market dynamics, investment skill, and/or pure chance. Given this uncertainty, it is unwise to mandate termination purely for lagging performance at any specific point. A Watch List will be utilized to identify managers of concern, due to performance or other issues.

At each quarterly meeting of the Investment Committee, Investment Staff shall recommend managers to be included on or removed from the Watch List. A manager may be recommended for the Watch List based on the qualitative or quantitative criteria described above or in the applicable guidelines or statement of work (SOW). Watch List managers will be closely monitored and scrutinized. Watch List managers may not receive new contributions (including rebalancing) without the approval of the Investment Committee.

## **VII. INTERNAL CONTROLS AND CONFLICTS OF INTERESTS**

### **A. INTERNAL CONTROLS**

The CIO shall establish a system of internal controls, which shall be documented and reviewed by the Investment Committee and the Investment Advisory Panel. The controls shall be designed to prevent losses arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees.

### **B. CONFLICTS OF INTERESTS**

The Commission and its members, employees and any other persons authorized to make or influence investment decisions, including members of the Investment Advisory Panel, investment managers, and other fiduciaries of the investment (either directly or through investment managers) of any Fund assets on behalf of the Commission must (1) comply with all obligations and requirements of ISAC’s Ethics Policy, applicable provisions of the Illinois Governmental Ethics Act and all other applicable laws pertaining to ethics, prohibited acts or gift bans and (2) refrain from personal business activity that could potentially conflict with proper execution of this Investment Policy or impair their ability to make impartial decisions.

Under no circumstances shall a participant in the investment process receive any type of financial gain, either directly or indirectly, from the investment of any Program funds. Any real or perceived conflict of interest shall be reported, in writing, to the CIO and Ethics Officer. This written report shall be communicated to the Commission at the next meeting of the Commission.

## **VIII. ASSET CLASS DEFINITIONS AND OPERATIONAL GUIDELINES**

### **A. DOMESTIC EQUITY**

#### 1. Asset Class Description

Domestic Equity generally refers to the common equity of companies domiciled in the United States. The asset class is characterized by favorable liquidity and relatively higher expected returns coupled with higher volatility.

#### 2. Approved Securities

- a. Common stock of any issuer traded on a U.S. stock exchange or in the U.S. over-the-counter markets which are denominated in U.S. dollars.
- b. Securities which take the form of sponsored and/or unsponsored American Depository Receipts (“ADRs”) Global Depository Receipts (“GDRs”) and/or European Depository Receipts (“EDRs”).
- c. Stock purchase rights and warrants of any issuer for which equity may be purchased.
- d. Preferred stocks (convertible and non-convertible) of any issuer for which equity may be purchased.
- e. Master limited partnership interests (if publicly traded).
- f. Securities of special purpose issuers of all types including without limitation unit investment trust (SPDRs), open-end and closed-end funds and real estate investment trusts.

#### 3. Limitations

- a. The following categories of equity securities are prohibited.
  - i. Securities of the investment manager or an affiliated organization.
  - ii. Short Sales.
  - iii. Put and call options.
  - iv. Futures.
  - v. Private placements, restricted stock, or venture capital.
  - vi. 144-A issues.
  - vii. Margin purchases.
  - viii. Commodities.
  - ix. Direct real estate investments.
  - x. Foreign listed stocks.
- b. The combined holdings of preferred stocks and convertible bonds shall not exceed 10% of the portfolio.
- c. Investment in any one issuer shall not exceed five percent of the market value of the portfolio at the time of purchase.

- d. No more than ten percent of the market value of the portfolio may be held in any one issuer at any time.
  - e. Investment in any one industry, as defined by the relevant index, shall not exceed 30 percent of the market value of assets in the portfolio.
  - f. Investment in any one company in the portfolio may be no more than ten percent of the total market value of that company.
  - g. At no point in time shall the portfolio hold a security in which the Investment manager's firm has an aggregate position in the security that exceeds 15% of the fair market value of the outstanding stock of the company.
  - h. Exchange traded funds shall not exceed ten percent of the market value of the portfolio.
  - i. Foreign securities shall be limited to 10 percent of the market value of the portfolio.
  - j. Cash and cash equivalents shall not exceed 5 percent of the market value of the portfolio.
4. Provisions for Passive Equity Managers
- a. The separate account will replicate the characteristics and weightings of the appropriate benchmark through full replication or sampling techniques. "Optimizing" techniques may be used to minimize trading costs, subject to a pre-determined tracking error.
  - b. Subject to prior approval from an Authorized Commissioner the CIO may purchase for the Fund an Exchange Traded Fund (ETF) to affect passive exposure to an equity index so as to replicate the characteristics and weightings of the appropriate benchmark. Authorized Commissioners are the Chair of the Investment Committee, Chair of the Commission or other Commission Member specifically designated in writing by the Chair of the Commission.

## **B. INTERNATIONAL EQUITY**

### **1. Asset Class Description**

International Equity refers to the common equity of companies domiciled outside of the United States. The asset class is characterized by favorable liquidity and relatively higher expected returns coupled with higher volatility. This asset class plays a growth role in the portfolio similar to Domestic Equity and serves to diversify the equity risk across the globe.

### **2. Approved Securities**

- a. Foreign equity securities, defined as equity securities that are issued by any company that is organized or headquartered in a foreign country, or whose primary business (75 percent or more) is conducted outside the U.S.
- b. Foreign securities may include preferred stock, stock purchase rights and warrants of any foreign issuer for which equity may be purchased.
- c. American Depository Receipts; European Depository Receipts; Global Depository Receipts; or similar instruments representing securities of foreign companies.
- d. Financial futures are allowed for hedging purposes only. They are not allowed for speculation or for leveraging the portfolio.

### 3. Limitations

- a. The following categories of equity securities are prohibited.
  - i. Securities of the investment manager or an affiliated organization.
  - ii. Short Sales.
  - iii. Put and call options.
  - iv. Private placements, restricted stock, or venture capital.
  - v. 144-A issues.
  - vi. Margin purchases.
  - vii. Commodities.
  - viii. Direct real estate investments.
- b. The combined holdings of preferred stocks and convertible bonds shall not exceed 10% of the portfolio.
- c. Investment in any one issuer shall not exceed five percent of the market value of the portfolio at the time of purchase.
- d. No more than ten percent of the market value of the portfolio may be held in any one issuer at any time.
- e. Investment in any one company in the portfolio may be no more than ten percent of the total market value of that company.
- f. At no point in time shall the portfolio hold a security in which the investment manager's firm has an aggregate position in the security that exceeds 15 percent of the fair market value of the outstanding stock of the company.
- g. Investment in any one industry, as defined by the relevant index shall not exceed 30 percent of the market value of assets in the portfolio.
- h. Exchange traded funds shall not exceed ten percent of the market value of the portfolio.
- i. No more than 25 percent of the portfolio may be comprised of companies domiciled in emerging countries.
- j. Domestic securities shall be limited to 10 percent of the market value of the portfolio.
- k. Cash and cash equivalents shall not exceed 5 percent of the market value of the portfolio.

### 4. Provisions for Passive Equity Managers

- a. The separate account will replicate the characteristics and weightings of the appropriate benchmark through full replication or sampling techniques. "Optimizing" techniques may be used to minimize trading costs, subject to a pre-determined tracking error.
- b. Subject to prior approval from an Authorized Commissioner the CIO may purchase for the Fund an Exchange Traded Fund (ETF) to affect passive exposure to an equity index so as to replicate the characteristics and weightings of the appropriate benchmark. Authorized Commissioners are the Chair of the Investment Committee, Chair of the Commission or other Commission Member specifically designated in writing by the Chair of the Commission.



## C. FIXED INCOME

### 1. Asset Class Description

The Fixed Income Asset Class has traditionally consisted of corporate or government debt securities that paid periodic interest and returned the principal amount at maturity. In recent years the types of fixed income securities has expanded to include a wide variety of instruments that generally represent a contract for payment or exchange of value. Expected returns and volatility are relatively low and the asset class serves a safe haven role to offset equity volatility. Fixed income may be vulnerable to loss of value during periods of inflation or rising interest rates.

### 2. Approved Securities

- a. Obligations, issues or guaranteed by the U.S. Federal Government, U.S. Federal agencies or US. Government sponsored corporation and agencies.
- b. Obligations of U.S. and non U.S. corporations such as mortgage bonds, convertible and non-convertible notes and debentures, preferred stocks, commercial paper, certificates of deposit and bankers acceptances issued by industrial, utility, finance, commercial banking or bank holding companies.
- c. Mortgage backed and asset backed securities.
- d. Obligations, including the securities of emerging market issuers, denominated in U.S. dollars or foreign currencies of international agencies, supranational entities and foreign government (or their subdivisions or agencies), as well as foreign currency exchange-related securities, warrants and forward contracts.
- e. Obligations issued or guaranteed by local, city and state governments and agencies
- f. Swaps, forward, options on swaps options on forwards.
- g. Securities defined under Rule 144A and commercial Paper defined under Section 4(2) of the Securities act of 1933.
- h. Mortgage-related securities, including CMO's, CMBS's, and mortgage derivatives (mortgage derivatives include Interest Only strips (IOs), Principal only strips (POs), inverse IOs, and inverse floating rate notes, CMO residuals).
- i. Collateralized repurchase agreements and reverse repurchase agreements.
- j. Loan participations.
- k. Variable and floating rate securities.
- l. Preferred Stock.
- m. Asset backed securities.
- n. Interest rate swaps and futures and options contracts on Treasuries, Agencies, Non-U.S. sovereign debt and interest rates.
- o. Credit default swaps.

### 3. Limitations

- a. The weighted average credit quality of portfolio holding will not fall below A- or equivalent.
- b. No more than 20% of the portfolio will be invested in issues rated below Baa3 or BBB-, A2 or P2.
- c. No more than 10% in non-U.S. securities (dollar and non-dollar) rated below

- investment grade.
- d. Should a security be downgraded to a rating of "B" or below, the investment manager will determine the appropriate action (sell or hold) based on the perceived risk and expected return of the position and will inform the CIO and the Investment Consultant in writing of the action taken.
  - e. No more than 20% of the portfolio may be invested in unhedged non-dollar bonds.
  - f. Obligations of national governments other than U.S. are limited to 10% per issuer.
  - g. Private mortgage backed and asset backed securities are limited to 10% per issuer, unless the collateral is credit-independent of the issuer and the security's credit enhances is generated internally, in which case the limit is 25% per issuer.
  - h. Obligations of other issuers are subject to a 5% per issuer limit excluding investments in commingled vehicles.
  - i. No more than 5% of the fixed income portfolio, at time of purchase, may be invested in any one company, except for government or agency issues.

#### **D. REAL ESTATE**

The real estate asset class provides the potential for income, asset appreciation, inflation protection, and portfolio diversification through investments in real estate investment trusts (REITS) or real estate funds (open or closed-end funds). Investments can be made across the capital structure including equity, preferred stock, subordinated debt, unsecured debt, and secured debt. Investment parameters are unique to each fund and are specified in the associated fund documents.

Investments in closed-end funds may be characterized by significant return potential offset by long-term commitments that tie-up Fund capital. No searches in the real estate asset class may be initiated without the expressed approval of the Commission. Any recommendation to initiate a search must clearly specify the search criteria including risk and liquidity parameters.

#### **E. INFRASTRUCTURE**

Infrastructure refers to structures and facilities needed for the operation of a society or enterprise. These can include, but are not limited to, investments such as roads, water purification and distribution, power generation and distribution, airport facilities, and parking garages. The infrastructure class provides the potential for income, asset appreciation, inflation protection, and portfolio diversification through investments in infrastructure projects domestically and around the world. Investments may be similar to real estate and can also be made across the capital structure including equity, preferred stock, subordinated debt, unsecured debt, and secured debt. Investment parameters are unique to each fund and are specified in the associated fund documents.

Infrastructure investments are typically made in closed-end funds that may be characterized by significant return potential offset by long-term commitments that tie-up Fund capital. No searches in the infrastructure asset class may be initiated without the expressed approval of the

Commission. Any recommendation to initiate a search must clearly specify the search criteria including risk and liquidity parameters.

## **F. ABSOLUTE RETURN**

The absolute return asset class consists of investments in hedge funds and funds of hedge funds. Generally these funds use “hedging” strategies to reduce or eliminate certain risks associated with external factors such as fluctuations in the equity markets or interest rates. Return expectations are product dependent, but generally these investments have a superior return vs. risk profile due the hedging component. Historically, hedge funds have provided “equity-like” returns with about half the volatility (risk) and only modest correlation to the traditional asset classes. Fees are typically higher and liquidity may be constrained. Generally invested capital is available in a matter of months, not years, and sometimes may be accessed earlier for a penalty fee.

Reduced transparency into fund holdings and activity is typical for these funds and a higher level of due diligence and monitoring is necessary. The fund of hedge fund structure can provide this additional monitoring as well as diversification, but this comes at a cost of an additional layer of fees and potential dilution of returns if the investment pool is over-diversified.

Investment parameters are unique to each fund and are specified in the associated fund documents. No searches in the absolute return asset class may be initiated without the expressed approval of the Commission. Any recommendation to initiate a search must clearly specify the search criteria including risk and liquidity parameters.

## **G. PRIVATE EQUITY**

Private equity broadly refers to investments in private companies (direct investments) or funds that hold investments in private companies or securities that are not typically traded in the public markets. Frequently these investments need “patient” capital to allow time for investment potential to be realized through a combination of capital investment, management initiatives, or market development. Generally, private equity represents the highest potential for return and risk in the portfolio. Historical, volatility for private equity has been less than public equities, but this is influenced by the valuation process which is less frequent (quarterly vs. daily) than the public markets and subject to estimation biases.

Private equity investments are typically made in closed-end funds that may be characterized by significant return potential offset by long-term commitments that tie-up Fund capital. No searches in the private equity asset class may be initiated without the expressed approval of the Commission. Any recommendation to initiate a search must clearly specify the search criteria including risk and liquidity parameters.

Secondary Funds: Much of the Fund’s private equity exposure is to secondary funds, which purchase interests in private equity funds at a discount from distressed sellers. Liquidity

constraints are mitigated somewhat since many of the underlying investments are nearer to realizing their potential.

**PROHIBITION ON DIRECT PRIVATE EQUITY INVESTMENT**

The Fund will not make any new direct private investments or new co-investments that are tied to a single company or investment.

**IX. POLICY ADOPTION**

The Policy document was originally adopted by the Commission for the Program on January 22, 1999 and has been revised on eleven occasions. The Commission approved this revision on June 25, 2012.

**List of revisions since 2010**

Tenth revision adopted January 22, 2010

**APPENDIX A: INVESTMENT MANAGER STRUCTURE**

**Investment Manager Structure**

| <b>Investment Style</b>       | <b>Benchmark</b>    | <b>Manager</b>   |
|-------------------------------|---------------------|------------------|
| <b><i>U.S. Equity</i></b>     | Russell 3000        |                  |
| Passive Large Cap Core        | S&P 500             | SSgA             |
| Passive All Cap Core          | Wilshire 5000       | Rhumblin         |
| <b><i>Non-U.S. Equity</i></b> | MSCI EAFE           |                  |
| Passive Developed             | MSCI EAFE           | SSgA             |
| Active Developed              | MSCI EAFE           | MSI              |
| Active Developed              | MSCI EAFE           | Pyford           |
| Active Developed              | MSCI EAFE           | Ativo            |
| <b><i>Fixed Income</i></b>    | BC U.S. Aggregate   |                  |
| U.S. Core                     | BC U.S. Aggregate   | C.S. McKee       |
| U.S. Core                     | BC U.S. Aggregate   | Pugh             |
| U.S. Core                     | BC U.S. Aggregate   | Piedmont         |
| U.S. Intermediate             | BC Int. Gov./Credit | IRM              |
| <b><i>Real Estate</i></b>     | NCREIF ODCE         |                  |
| Liquid, Growth                | NCREIF ODCE         | Security Capital |
| Liquid, Value                 | NCREIF ODCE         | Security Capital |
| Private Equity                | NCREIF ODCE         | Kennedy Wilson   |
| Private Equity                | NCREIF ODCE         | Kennedy Wilson   |
| Private Equity                | NCREIF ODCE         | Mesirow          |
| Private Equity                | NCREIF ODCE         | Lyrical Antheus  |
| <b><i>Infrastructure</i></b>  | 90-Day T-Bills + 4% |                  |
| Diversified Value Add         | 90-Day T-Bills + 4% | Alinda           |
| Asia Opportunities            | 90-Day T-Bills + 4% | JP Morgan        |
| <b><i>Absolute Return</i></b> | 90-Day T-Bills + 4% |                  |
| Fund of funds - Conservative  | 90-Day T-Bills + 4% | NB Diversified   |
| Fund of funds - Commodities   | 90-Day T-Bills + 4% | Pinnacle         |
| Fund of funds - Macro         | 90-Day T-Bills + 4% | Balestra         |
| Managed Futures               | 90-Day T-Bills + 4% | Reynoso          |
| <b><i>Private Equity</i></b>  | Russell 3000 + 3%   |                  |
| Secondary Fund                | Russell 3000 + 3%   | Camelot          |
| Secondary Fund                | Russell 3000 + 3%   | Morgan Stanley   |
| Secondary Fund                | Russell 3000 + 3%   | Portfolio Adv.   |
| Special Situations            | Russell 3000 + 3%   | DDJ              |
| Co-investment                 | Russell 3000 + 3%   | Camelot          |
| <b><i>Cash</i></b>            | 90-Day T-Bills      |                  |