



**Girls Inc of Durham**, a non-profit organization, is requesting proposals for the management of our investment portfolio. The current value of the portfolio is approximately \$250,000 with further capital contribution of approximately 5-10% expected to be made annually.

We invite your firm to submit a proposal to us by **April 8, 2021** for consideration. A description of our organization, the services needed, and other pertinent information follows:

### **Background of Girls Inc of Durham**

Girls Inc of Durham (the "Organization") was incorporated under Letters Patents on January 21, 1986. It is a non-profit corporation with no share capital and is exempt from income taxes under the terms of the Canadian Income Tax Act. The objective of the Organization is to foster the development of young girls in need of assistance in order that they may grow up to become adults who are positive contributors to the community at large.

Our annual operating budget is approximately \$900,000 per year, and currently employs 6 people at our head office located at 398 Bayly Street West, Unit 1, Ajax, Ontario L1S 1P1.

Our main sources of revenues are from community foundations, United Way, federally funded programs, public support, program dues, fundraising and donations and various grants.

For more information about Girls Inc, please refer to:

- a. Audited Financial Statements: <https://girlsinc-durham.org/about-us/financials/>
- b. Website: <https://girlsinc-durham.org/>

### **Investment Policy of Girls Inc of Durham**

Girls Inc of Durham assets shall be invested to generate income, assure the preservation of capital, minimizes down side volatility and risk of permanent loss of capital in the portfolio, and to provide liquidity and growth of assets to meet operational and capital needs of Girls Inc Durham.

Girls Inc of Durham assets shall be invested to provide a reasonable rate of return and in such a manner that:

- Minimizes down side volatility and risk of permanent loss of capital in the portfolio.
- Provides the liquidity necessary to meet the operational and capital needs of the charity.
- Focusses on socially responsible investment vehicles /assets.



## **Proposal Content**

Your proposal must contain the following:

- Provide a history and general background of you and your company;
- Please explain your previous experience in working with non-profit foundations;
- Your “investment management” philosophy;
- Characteristics that set you apart from your competitors;
- Experience in selecting socially responsible investments, or sourcing socially responsible asset managers;
- Expected frequency of portfolio update and review;
- Your fee structure;
- Any reprimand, censure, fine or any other disciplinary action by a regulatory body or an SRO;
- Any other information that you feel would be helpful.

## **Key Contacts**

Following are key contacts for information you may seek in preparing your proposal:

Ms. Yvette Nechvatal-Drew,  
Executive Director of Girls Inc. of Durham  
Phone: 905-428-8111  
Email: [yndrew@durham.girls-inc.org](mailto:yndrew@durham.girls-inc.org)

Mr. Rico De Vega, CPA, CA  
Treasurer of Girls Inc. of Durham  
Phone: 416-473-5300  
Email: [ricodevegajr@gmail.com](mailto:ricodevegajr@gmail.com)

## **Format of Proposal**

Proposals must be submitted in a sealed envelope and identified as follows:

Request for Proposal – Girls Inc Durham  
Attn: Ms. Yvette Nechvatal-Drew,  
Executive Director of Girls Inc. of Durham  
Phone: 905-428-8111  
Email: [yndrew@durham.girls-inc.org](mailto:yndrew@durham.girls-inc.org)



The terms and conditions of the proposals outlined herein shall be valid and binding for a minimum of 60 days from the date the receipt by Girls Inc of Durham.

Please submit your proposal to Yvette Nechvatal-Drew, Executive Director Girls Inc. **by April 8, 2021.**

We would also appreciate a response if you decline to submit a proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Yvette Nechvatal-Drew", written in a cursive style.

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Ms Yvette Nechvatal-Drew,  
Executive Director of Girls Inc.