

General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be dated and signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

Project Name: Parish of Jefferson; SOQ 21-010

B. Firm Name & Address:

Firm Name: Garcia Hamilton & Associates, L.P.

Address: Five Houston Center
1401 McKinney Street, Suite 1600
Houston, Texas 77010

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Firm Representative: Ruby Muñoz Dang
Title: Partner, Director of Marketing and Client Services
Email: Ruby@GarciaHamiltonAssociates.com
Telephone Number: (713) 853-2359

D. Address of principal office where Project work will be performed:

Address: Five Houston Center
1401 McKinney Street, Suite 1600
Houston, Texas 77010

E. Is this submittal by a JOINT-VENTURE? Please check:

YES ☐ NO ☒

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

N/A

2.

N/A

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
H. List all subcontractors anticipated for this Project. Please note that <u>all subcontractors must submit a fully completed copy of this questionnaire</u>, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.		
Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. N/A. GH&A does not utilize subcontractors.		
2.		
3.		
4.		
5.		



General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: <u>4 (Analysts)</u>
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title:
Name: Gilbert A. Garcia, CFA Title: Managing Partner/Portfolio Manager
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Mr. Garcia leads the fixed income team and interacts throughout the day with the investment team on the positioning of the portfolio. He has final decision-making responsibilities over all portfolios. Under his leadership, the firm has reached \$17 billion (March 2021) in fixed income assets under management.
Years' experience with this Firm:
19 years
Education: Degree(s)/Year/Specialization:
Certification: Chartered Financial Analyst; September 25, 2006 Degree: B.A. in Economics from Yale University; 1985
Other experience and qualifications relevant to the proposed Project:
1999-2001: HACIENDA RECORDS AND RECORDING STUDIOS HOUSTON, TX: President 1996-1999: SMITH GRAHAM & COMPANY; Executive Vice-President (1997-1999), Chief Investment Officer; Executive Vice-President (1996-1997), Director of Marketing 1990-1996: CISNEROS ASSET MANAGEMENT: President (1993-1996); Senior Vice-President and Chief Portfolio Manager (1990-1993) 1985-1990 SALOMON BROTHERS: Vice-President SEC Advisory Boards: Fixed Income Market Structure Advisory Board; Asset Management Advisory Committee

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Name: Karen Tass, CFA Title: Partner, Portfolio Manager
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Ms. Tass joined the firm in June 2010 as a Fixed Income Analyst. She was promoted Fixed Income Portfolio Manager in 2013 and currently oversees all corporate bonds and other portfolio implementations. She became a partner of the firm in 2016.
Years' experience with this Firm:
10 years
Education: Degree(s)/Year/Specialization:
Certification: Chartered Financial Analyst (CFA); September 5, 2012 Degree: MBA; Graduate Certificate in Financial Services Management from University of Houston; 2010 Degree: B.A. in International Studies, Business Minor from Texas A&M University; 2002
Other experience and qualifications relevant to the proposed Project:
2009: COUGAR INVESTMENT FUND, LLC (UNIVERSITY OF HOUSTON): Portfolio Manager; Managed portfolio of \$7 million 2007-2010: THE SITUS COMPANIES (Global Real Estate Consulting): Associate 2005-2006: Real Estate Analyst; Financial underwriting models for commercial real estate loans \$30 million - \$500 million

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Name: Nancy Rodriguez Title: Partner, Portfolio Manager
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Ms. Rodriguez joined the firm in 1998 as a Fixed Income Administrator. She initially served as a Trader's Assistant and Portfolio Administrator. When Gilbert Garcia joined the firm in 2002 to manage the Fixed Income strategies, she was designated to assist in building the bond business as a Fixed Income Trader, and later, a Fixed Income Analyst. She was promoted to Fixed Income Portfolio Manager in 2010 and became a partner of the firm in 2014. She currently oversees the fixed income trading desk.
Years' experience with this Firm:
23 years
Education: Degree(s)/Year/Specialization:
Degree: B.S. in Biology from University of Houston; 1987
Other experience and qualifications relevant to the proposed Project:
1996-1998 DANIEL BREEN & CO: Portfolio Administrator Daniel Breen & Co (now Vaugh Nelson Investment Management) was an asset management firm specializing in primarily equity solutions (and some fixed income products) for institutional and high net worth clients. As Portfolio Administrator, core duties included reconciling over 300 accounts. 1988-1996: Research and Trading Assistant (Equity and Fixed Income Securities)

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Name: Jeffrey D. Detwiler, CFA Title: Partner, Portfolio Manager
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Mr. Detwiler joined the firm as a Fixed Income Analyst in 2007 and was promoted to Fixed Income Portfolio Manager in 2010. He now oversees the firm's short portfolios and short assets. He became a partner of the firm in 2016.
Years' experience with this Firm:
14 years
Education: Degree(s)/Year/Specialization:
Degree: B.A. in International Studies, Business Minor from University of Houston; 2000 Degree: M.S.; Graduate Certificate in Financial Services Management from University of South Florida; 2007 Certification: Chartered Financial Analyst (CFA); Certification: Accredited Asset Management Specialist; 2005
Other experience and qualifications relevant to the proposed Project:
2001-2007 A I M Distributors / INVESCO Distributors: Senior Internal Wholesaler; Responsible for sales and marketing of investment products 1998-2001: Franklin/Templeton Distributors: Internal Wholesaler/Fund Information Representative; Responsible for the sales and marketing of investment products 1998 Lawson Financial Corporation: Financial Planner; Marketed insurance and investments 1997-1998 PFS Investments: Financial Planner; Marketed insurance and investments

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PROFESSIONAL NO. 5
Name & Title:
Name; Benjamin D. Monkiewicz Title: Partner, Portfolio Manager
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Mr. Monkiewicz began his career in finance in May of 2010 as a Summer Intern for the firm. Later that year, he joined the firm full-time as a Marketing Analyst. In December of 2011, he transitioned to the Fixed Income team as a Junior Analyst. He began working as co-manager to the firm's short duration mandates in May 2014 and was promoted to Investment Analyst at the end of that year. In December 2016 he was promoted to a Portfolio Manager. He is a generalist for all products managed along the yield curve with an emphasis in our MBS and agency sectors. He currently runs our weekly investment meetings where he prepares research and analysis on current market conditions for the firm. He became a partner of the firm in 2020.
Years' experience with this Firm:
11 years
Education: Degree(s)/Year/Specialization:
Degree: B.A. in Marketing from Same Houston State University; 2010
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 6
Name & Title:
Name: Don Elsenbrock Title: Partner, Portfolio Manager/Strategist
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Mr. Elsenbrock joined the firm as a Fixed Income Analyst in May 2014 and was quickly promoted to Fixed Income Portfolio Manager in December 2014. In addition to his portfolio management duties, also serves as a Strategist for the Investment team. He became a partner of the firm in 2020.
Years' experience with this Firm:
6 years
Education: Degree(s)/Year/Specialization:
Degree: B.S. in Economics from University of Houston; 1986 Degree: M.A. in Economics from University of Houston; 1990
Other experience and qualifications relevant to the proposed Project:
2001-2013: SMITH GRAHAM & CO: Vice President, Quantitative/Fixed Income Analyst; Managed broad market portfolios with specific responsibility for the corporate security sector and credit team. 1999-2001: TIG CAPITAL SECURITIES: Executive Vice President, Director of Trading 1998-1999: FIRST SOUTHWEST COMPANY: Assistant Portfolio Manager 1996-1998: CHICAGO MERCANTILE EXCHANGE: Floor Trader 1992-1995: PHOENIX TRADING COMPANY: Commodity Broker

General Professional Services Questionnaire

PROFESSIONAL NO. 7
Name & Title:
Name: Yvette Duenas Title: Partner, Portfolio Manager
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Ms. Duenas joined the firm as a Fixed Income Analyst in September 2016 and was promoted to Partner and Portfolio Manager in January 2021. She currently leads the firm's municipal bond strategy and also focuses on client service initiatives.
Years' experience with this Firm:
4 years
Education: Degree(s)/Year/Specialization:
Degree: B.B.A with a concentration in Accounting from University of Houston; 2004 Degree: M.B.A with a concentration in Finance/Accounting from Our Lady of the Lake University; 2007
Other experience and qualifications relevant to the proposed Project:
2013-2016: OPPENHEIMER & COMPANY INC: Associate – Institutional Fixed Income Sales; Executed purchases and sales of fixed income securities. 2011-2013: RAYMOND JAMES / MORGAN KEEGAN: Registered Sales/ Trading Assistant II – Institutional Fixed Income Sales; Executed purchases and sales of fixed income securities. 2011-2012: Financial Advisor Trainee – Financial Advisor Development Program; Evaluated client's financial needs, holdings, and helped identify investment objectives. 2007-2011: FROST BANK/FROST INVESTMENT ADVISORS: Fixed Income Trader and Analyst – Frost Investment Advisors; Performed Municipal Bond trading for Frost Trust, Institutional, and Mutual Funds; Co-managed the Frost Municipal Bond Funds and worked with Trust PMs to implement recommendations; Monitored events impacting the portfolios.

General Professional Services Questionnaire

PROFESSIONAL NO. 8
Name & Title:
Name: Mark Delaney Title: Senior Portfolio Strategist
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Mark Delaney, Senior Portfolio Manager, brings four decades of experience in high-quality fixed income investment management, including experience with municipal and TIPS products, and works with the Managing Partner and Strategist to implement the investment process across our full suite of high-quality fixed income products.
Years' experience with this Firm:
Hired May 2021
Education: Degree(s)/Year/Specialization:
Degree: B.S. in Business Administration from The Ohio State University; 1981
Other experience and qualifications relevant to the proposed Project:
<p>1981-1988: PUBLIC EMPLOYEES RETIREMENT SYSTEM OF OHIO; Led fixed income team in achieving top quartile performance, outperforming the benchmark by 1.10%</p> <p>1988-2002: CRITERION TRANSAMERICA; Senior Portfolio Manager; focused on credit and structured product sectors</p> <p>2002-2007: GE ASSET MANAGEMENT; Senior Fixed Income Portfolio Manager; Designed strategies for all Core and Core Plus portfolios</p> <p>2007-2015: MEAG NEW YORK; Senior Portfolio Manager; Led the team responsible for Investment Grade, High Yield, Emerging Market and Municipal investments</p> <p>2015-2021: ABU DHABI INVESTMENT AUTHORITY; Senior Fixed Income Strategist; Responsible for formulating and implementing fixed income allocations for \$100 billion fixed income portfolios</p>

General Professional Services Questionnaire

PROFESSIONAL NO. 9
Name & Title:
Name: Ruby Muñoz Dang Title: Partner, Director of Marketing/Client Services
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Following graduation, Ms. Dang joined Garcia Hamilton & Associates L.P. as a Portfolio Administrator. Over the years, she has held a variety of investment positions including Equity Trader, Equity Research Analyst, and Assistant Equity Portfolio Manager. In January 2014, Ms. Dang was promoted to Director of Marketing and Client Services, overseeing a team of nine professionals. She was promoted to partner in 2014. Ms. Dang and her team are responsible for fulfilling client inquiries and providing portfolio information. In addition, they work closely with the consultant community and co coordinating the firm's participation in educational forums and conference presentations.
Years' experience with this Firm:
26 years
Education: Degree(s)/Year/Specialization:
Degree: Bachelor of Arts in Finance from University of Houston-Downtown; 1994
Other experience and qualifications relevant to the proposed Project:
1999-2001: NFJ INVESTMENTS: Assistant Equity Trader; Worked as an assistant equity trader. Traded small cap equity securities. 2012-2017: METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY: Member of the Board of Trustees of the Non-Union Pension Fund; During her tenure, she worked closely with colleagues to lower return assumption from 8% to 6.75%, to hire a new consultant, to complete an asset allocation study and change the manager roster.

General Professional Services Questionnaire

PROFESSIONAL NO. 10
Name & Title:
Name: Kevin Lunday, CPA Title: Partner, Chief Operating Officer
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Mr. Lunday joined the firm as Controller in 2007. In 2013 he was promoted to Chief Operating Officer and now oversees the firm's operations, accounting, finance and IT. He became a partner of the firm in 2008.
Years' experience with this Firm:
13 years
Education: Degree(s)/Year/Specialization:
Degree: B.B.A in Marketing from Texas Tech University; 1986 Certification: Certified Public Accountant (CPA); 2004
Other experience and qualifications relevant to the proposed Project:
2001-2007: SMITH GRAHAM & COMPANY INVESTMENT ADVISORS: Manager of Financial Reporting; Responsible for accounting and financial reporting for the firm. Also, responsible for portfolio accounting and reporting for 50% of clients. 1993-2001: LIFEGIFT ORGAN DONATION CENTER: Supervisor of Accounting; Manage accounting and financial reporting. Supervised staff of 5 people. 1991-1993: Independent Staff Accountant and Contract Consultant

General Professional Services Questionnaire

PROFESSIONAL NO. 11
Name & Title:
Name: Beth L. McWilliams Title: Partner, Chief Compliance Officer
Name of Firm with which associated:
Garcia Hamilton & Associates, L.P.
Description of job responsibilities:
Ms. McWilliams is a Partner of Garcia Hamilton & Associates L.P. and has more than 30 years of investment industry experience. In 1994 she joined Garcia Hamilton & Associates L.P. and has held several positions including Compliance Manager, which she held for several years prior to her promotion to Chief Compliance Officer in 2007. Responsibilities include: Firm Compliance with SEC and other regulatory agencies, Human Resources, and Administration.
Years' experience with this Firm:
26 years
Education: Degree(s)/Year/Specialization:
Degree: Diploma from Patricia Stevens Secretarial College; 1978 Certification: Certified Personal Secretary (CPS); 1986
Other experience and qualifications relevant to the proposed Project:
1986-1994: JENSWOLD, KING & ASSOCIATES: Secretary / Marketing Assistant; Held several positions at Jenswold, King & Associates that brought her into contact with client service, marketing, operations, personnel and compliance. Secretary to 2 principals. Marketing Assistant responsible for maintaining flow of information and materials both internal and external basis. 1981-1986: ROTAN MOSLE INC.: Administrative Assistant, Registered Representative – Research Dept.; Supported Director of Research. Registered Representative handling institutional brokerage accounts.

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Project Name: Memorial Hermann Health System (Operating Fund)</p> <p>Contact Person: Kris Chikelue</p> <p>Telephone Number: (404) 376-7026</p> <p>Email: kris.chikelue@memorialhermann.org</p>	<p>Ongoing fixed income investment advisory services for public agency account operating fund; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.</p>
Length of Services Provided:	Cost of Services Provided:
07/2015 – Present	<p>Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.</p>

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Project Name: Teachers' Retirement System of the State of Illinois (Operating Fund)</p> <p>Contact Person: Scottie D. Bevill</p> <p>Telephone Number: (217) 814-2001</p> <p>Email: sbevill@trs.illinois.gov</p>	<p>Ongoing fixed income investment advisory services for public agency account operating fund; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.</p>
Length of Services Provided:	Cost of Services Provided:
05/2014 – Present	<p>Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.</p>

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Project Name: Employee Retirement Fund of the City of Dallas</p> <p>Contact Person: Cheryl Alston</p> <p>Telephone Number: (214) 580-7710</p> <p>Email: calston@dallaserf.org</p>	<p>Ongoing fixed income investment advisory services for public agency account; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.</p>
Length of Services Provided:	Cost of Services Provided:
10/2013 – Present	<p>Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.</p>

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Project Name: Illinois State Board of Investment</p> <p>Contact Person: Johara Farhadieh</p> <p>Telephone Number: (312) 793-5718</p> <p>Email: jfarhadieh@isbinvestment.com</p>	<p>Ongoing fixed income investment advisory services for public agency account; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.</p>
Length of Services Provided:	Cost of Services Provided:
10/2010 – Present	<p>Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided</p>

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Project Name: City of Winston-Salem (Operating Fund) Contact Person: Lisa Saunders Telephone Number: (336) 747-6911 Email: lisas@cityofws.org	Ongoing fixed income investment advisory services for public agency account operating fund; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.
Length of Services Provided:	Cost of Services Provided:
01/1994 – Present	Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Project Name: Corpus Christi Firefighters' Retirement System Contact Person: Gracie G. Flores Telephone Number: (361) 882-1486 Email: gracief@ccfirepension.com	Ongoing fixed income investment advisory services for public agency account; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.
Length of Services Provided:	Cost of Services Provided:
10/2006 – Present	Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Project Name: Illinois Municipal Retirement Fund Contact Person: Nicholas Catanese Telephone Number: (630) 368-5372 Email: ncatanese@imrf.org	Ongoing fixed income investment advisory services for public agency account; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.
Length of Services Provided:	Cost of Services Provided:
04/2015 – Present	Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Project Name: Fire and Police Pension Association of Colorado Contact Person: Jessica Hsu Telephone Number: (303) 770-3772 ext. 2325 Email: jhsu@fppaco.org	Ongoing fixed income investment advisory services for public agency account; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.
Length of Services Provided:	Cost of Services Provided:
07/2018 – Present	Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Project Name: Municipal Employees' Annuity and Benefit Fund of Chicago Contact Person: Steve Yoon Telephone Number: (312) 379-2134 Email: yoons@meabf.org	Ongoing fixed income investment advisory services for public agency account; Scope of services includes the daily management of the portfolio through our qualitative and quantitative components including our proprietary reports, the placing of all orders for the purchase and sale of securities, settlements of these transactions, reconciliation of transactions with custodial statements, reporting and the availability of conference calls and meeting with all clients and consultants.
Length of Services Provided:	Cost of Services Provided:
08/2018 – Present	Fee schedule based on assets under management, product/strategy, number of accounts, and services provided. Due to client confidentiality, GH&A cannot provide the cost of services provided.

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A. GH&A does not have any prior and/or on-going litigation between the Firm and Jefferson Parish.		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

VALUE-ADDED DURING COVID-19 CRISIS

We maintain a high degree of liquidity in normal and stressed environments which allows clients to draw from their portfolios when needed, as was the case in 1Q2020 and 2Q2020 due to the COVID-19 crisis. We only invest in highly liquid securities such as Treasuries, agencies, and high-quality corporate bonds with a minimum deal size of \$1 billion. By investing in liquid securities, we are able to remain fully invested while retaining the flexibility of easily selling a security to raise cash without significantly impacting the portfolio. We have met all our clients cash needs during this crisis, in most cases serving as the only liquidity source for our clients' emergent cash needs.

OTHER SERVICES

As part of this SOQ, we can also provide Jefferson Parish Hospital Service District No. 2 with additional services at no additional cost including:

Customized Reporting: The Firm is capable of providing customized statements and reports into formats specified by clients to be made available in PDF or hard copy. We currently provide reports in a variety of formats for several of our public sector clients.

Education: The members of the Fixed Income Investment Team have presented workshops that educate our institutional clients on investment matters. These workshops may cover the basics of investing and/or current market events and usually include a question and answer session along with a multiple-choice test to gauge participant comprehension of the topic covered.

DIVERSITY

Diversity permeates everything we do from the management of the firm to the way we manage investments. Diversity is reflected in our ownership, staff, vendors, and the community organizations we are involved in. GH&A is proud to be 100% employee owned and MWBE/MBE/HUB certified in several states and cities. Approximately 90% of the firm ownership is held by minority and women Partners and 65% is held by minority Partners. Eleven (11) of our fourteen (14) Partners are women and/or minorities and have an average firm tenure of 17 years. We promote from within, with many of our partners starting at GH&A as junior team members and being mentored and developed for senior level positions – in fact, 2 of our current firm partners started as interns with the Firm. As an MWBE/MBE/HUB certified and 100% employee-owned firm, the contribution of our women and minority team members has been profound, both to our overall Firm's success and to the industry as a whole. As of May 2021, 86% (31 of 36) of firm employees and 67% (8 of 12) of investment team members are women and/or minority.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: Beth L. McWilliams Print Name: Beth L. McWilliams
 Title: Chief Compliance Officer Date: 6/2/2021