



GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
CHILDREN • DEAF & HARD OF HEARING

MINORITY OWNED FINANCIAL SERVICES FIRM USAGE ANNUAL REPORT QUESTIONNAIRE

Fiscal Year 2019

1. Describe the organization's investments and mechanisms through which the organization invests. N/A
 - a. Identify all asset allocations and services, i.e. real estate, hedge funds private equity, brokerage services, passively managed assets, account sweeps, and services used during *transitions*.
 - b. Which of those services are retained directly by your internal staff/board?
 - c. Which of those services are retained indirectly by a consultant/advisor/manager?
2. Describe your organization's current policies regarding the utilization of minority and women owned firms in the investment and or fund management aspects of your operations. N/A
3. Describe the organization's marketing strategy, if any, in the area of investment services. N/A
4. Describe your organization's policy for dealing with investment firms that "cold call" with offers of financial management services. N/A
5. What role, if any, does a "board of trustees" or "investment board" play in the organization's investment policy and decisions? N/A
 - a. Describe any differences between the mechanisms used for various funds and/or asset classes, brokerage services, etc.
6. Is an outside *managing consultant* used to find suitable investment services firms? N/A

- a. If so, describe your organization's selection process for choosing *managing consultants*. This would include a comprehensive description of the procurement process used, e.g., the solicitation's specifications, evaluation factors used in the selection process, as well as contract execution and assessment procedures?
 - i. Who has final the decision over which *managing consultant* is chosen?
 - b. What are the specific responsibilities of the *managing consultant*?
 - i. Does the *managing consultant* have complete autonomy in choosing which firms are chosen to manage/invest the organization's funds?
 - ii. What, if any, parameters does your organization give to the *managing consultant* in terms of choosing/enlisting firms?
 1. Is the *managing consultant* encouraged to find minority and women owned firms?
 - c. Who manages and/or evaluates the *managing consultant's* performance?
 - d. Include *hire dates* and *duration* of the consultant's contract.
7. What was the organization's total amount of assets being managed by minority and women owned firms in Fiscal Year 2019? The Department does not use the services of external investment firms.
 - a. What are the asset classes and how does that break down within racial and gender classifications?
8. How many minority and women owned investment firms have been retained **directly** by the organization in Fiscal Year 2019? None. The Department does not use the services of external investment firms.
 - a. Please provide a list of all such firms indicating the amount of your organization's assets being managed.
9. How many minority and women owned investment firms have been retained **indirectly** by the organization in Fiscal Year 2019? None. The Department does not use the services of external investment firms.
10. What was the total dollars of management fees, including brokerage commissions, that was paid to minority and women owned firms in Fiscal Year 2019? N/A
 - a. Please list each firm by name, ownership classification (MBE or WBE), and indicate how much was paid.
11. What was the total amount of commissions paid to minority and women owned investment **brokers** for this fiscal year? (Please include "steps-outs" if necessary.) N/A
12. Please provide a list of all firms, indicating the amount of commissions paid by your organization. Also detail your total annual fees for Fiscal Year 2019 into the

following categories—asset management¹, financial institutions², and professional services³. N/A

- a. If there are any special fee structures particular to asset classes (e.g. real estate) please provide.
13. How investment brokers have been retained **directly or indirectly** by the organization in Fiscal Year 2019? N/A
14. How many minority and women owned investment brokers have been retained **directly and indirectly** in relation to the organization's total for this fiscal year? N/A
15. What percentages of funds/assets were allocated to Maryland headquartered minority and women owned firms in Fiscal Year 2019? N/A
 - a. Please list each firm by name, ownership classification (MBE or WBE), and indicate the amounts of funds/assets.
16. Please submit a copy of your organization's most recent *Investment Policy Statement*. N/A
17. OPTIONAL: Provide a brief summary detailing any information not adequately captured by your numerical data or within this questionnaire.

The Department does not have the need for real estate, hedge funds, private equity, brokerage services, passively managed assets, account sweeps, and services used during transactions, and therefore have not development any policies pertaining to them.

¹ *Asset management fees* refer to any fees paid to external investment managers, regardless of racial or gender categorization.

² *Financial institution fees* refer to broker/dealers, custody operators, securities lending, operational bank account fees, and other asset servicers.

³ *Professional Services Providers* refers to investment and risk management consultants, portfolio analytics software providers, and etc.