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**Request for Proposal (RFP) – Investment Broker/Advisor Services****Issued by:** Alberta Curling Federation Operating as Curling Alberta**Proposal Due Date:** February 9, 2026

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**1. Introduction**

Curling Alberta (“the Organization”) is a not-for-profit entity dedicated to promotion and management of curling in the Province of Alberta. To support our long-term financial sustainability, we seek proposals from qualified investment brokers/advisors to provide professional services related to the management of the Organization’s investment portfolio.

**1.1 Organizational & Financial Context**

Curling Alberta maintains investment reserves intended to support long-term financial sustainability, risk mitigation, and future strategic initiatives. Investment funds are governed by an Investment Policy approved by the Board of Directors and overseen by the Board and Finance Committee.

The Organization seeks an advisor who understands the fiduciary responsibilities of nonprofit governance and can support both capital preservation and prudent growth over a multi-year horizon.

**1.2 Governance & Authority****Board of Directors**

The Board of Directors holds ultimate fiduciary responsibility for Curling Alberta’s investment assets and retains final authority over all investment matters. The Board shall:

- approve its Investment Policy and any material amendments;
- approve the engagement or termination of external investment advisors or managers, where applicable; and
- provide oversight to ensure investments are managed in accordance with the organization’s mission, risk tolerance, and legal obligations.

**Finance Committee**

The Finance Committee acts in an advisory and oversight capacity on behalf of the Board. The Committee shall:

- review this Investment Policy annually and recommend any changes to the Board;

- review and assess quarterly investment performance and compliance reports;
- provide advice and recommendations to the Board and Executive Director regarding investment strategy, structure, and risk; and
- support informed Board decision-making through analysis and oversight.

The Finance Committee does not have independent authority to approve deviations from this Policy.

### **Executive Director**

The Executive Director is responsible for the day-to-day administration and implementation of this Investment Policy and shall:

- ensure all investments are executed in accordance with Board-approved guidelines and this Policy;
- act as the primary liaison with any external investment advisors or managers;
- monitor ongoing compliance with this Policy; and
- report regularly to the Finance Committee and Board on investment holdings, performance, and any material issues.

The Executive Director does not have authority to make material changes to investment strategy or policy without Board approval.

### **1.3 Asset Context**

Curling Alberta's current investable assets are approximately \$1.5 million. The Organization does not rely on regular annual draws from the portfolio for operations, and liquidity needs are considered low to moderate. Additional injections of capital ranging between \$100,000 to \$200,000 are expected biannually, on average. Capital preservation and long-term growth are both key objectives.

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## **2. Purpose of the RFP**

The Organization is requesting proposals from licensed, reputable investment professionals with experience with nonprofit institutions. The selected broker/advisor will:

- Advise on investment strategies aligned with our mission and risk tolerance.
- Ensure compliance with applicable laws, regulations, and fiduciary responsibilities.
- Support the long-term growth and preservation of the Organization's funds.

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## **3. Scope of Services**

The broker/advisor will be expected to provide the following services:

1. Develop and implement an investment strategy consistent with the Organization's objectives, Investment Policy Statement (IPS), and risk profile.
2. Manage investment selection in compliance with prudent investor standards and nonprofit regulatory guidelines.
3. Provide regular performance reporting (quarterly/annual as required).
4. Attend meetings with the finance or investment committee as needed.
5. Provide education and updates on market trends and relevant financial developments.
6. Ensure transparency regarding all fees, commissions, and compensation.

### **3.1 Governance & Oversight**

The selected advisor will work with Curling Alberta's Finance Committee and Executive Director and will report to the Board of Directors as required. Investment decisions are guided by an approved Investment Policy Statement, and the advisor will be expected to support disciplined adherence to that policy.

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## **4. Proposal Requirements**

Respondents should include the following information in their proposal:

- **Firm Overview:** History, ownership structure, and areas of expertise.
- **Team Qualifications:** Bios of individuals who will serve the account, including licenses and credentials.
- **Experience with Nonprofits:** Examples of work with not-for-profit organizations, endowments, or foundations.
- **Proposed Approach:** Investment philosophy, asset allocation strategies, and client service model.
- **Reporting:** Sample performance and financial reports.
- **Compliance:** Description of fiduciary responsibilities, regulatory registrations, and conflict of interest policies.
- **References:** At least three nonprofit or institutional clients.
- **Fee Structure:** Transparent explanation of all fees, including advisory fees, brokerage costs, and any other charges.

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## **5. Evaluation Criteria**

Proposals will be evaluated based on:

- Demonstrated experience and a strong track record of achieving consistent, risk-appropriate investment growth for nonprofit or institutional clients.
  - Qualifications and expertise of the proposed team.
  - Investment philosophy and alignment with the Organization's mission and risk profile.
  - Clarity, transparency, and competitiveness of fees.
  - Quality of reporting and client service model.
  - References and reputation in the industry.
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## **6. Submission Instructions**

- **Deadline for Submission:** February 9, 2026
  - **Format:** Electronic submission in PDF format preferred.
  - **Delivery To:** Jill Groves, Executive Director, [jill.groves@curlingalberta.ca](mailto:jill.groves@curlingalberta.ca)
  - Questions regarding this RFP must be submitted in writing to [jill.groves@curlingalberta.ca](mailto:jill.groves@curlingalberta.ca)
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## **7. Terms & Conditions**

- The Organization reserves the right to reject any or all proposals, to waive irregularities, and to negotiate terms with the selected firm.
  - Submission of a proposal indicates acceptance of the terms and conditions outlined in this RFP.
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