

EXHIBIT A
Trust Administration Questionnaire

Please respond to the following questions regarding your Section 115 Trust services. Include any additional information that you want the Court to know. Include samples if it would be beneficial. Please attach your responses with your proposal.

- 1) Does your Section 115 trust program have approval from the IRS in the form of a Private Letter Ruling (PLR)?
- 2) Does your firm require a minimum invested amount to open a 115 retirement trust account?
- 3) Please describe your investment research and resources including investment manager/fund selection.
- 4) Explain your views on passive versus active management. What is your recommended allocation between passive and active management?
- 5) What are your approaches to rebalancing or reallocating asset classes, styles, and sectors for or on behalf of the fund? How do you add value in this process?
- 6) Describe the investment options available. Please provide 1, 3, and 5 year return history and underlying expense ratios for each fund/portfolio. Do your total portfolio returns comply with Global Investment Performance Standards (“GIPS®”)?
- 7) How frequently would you suggest your staff meet with the Court and why? Who will attend these meetings?
 - o Throughout the contract period the firm must be available during regular business hours to provide informal advice and consultation on matters relating to the 115 Trust. Advice may include but is not limited to the analysis of funding options, asset allocation and strategies, and trust design. The firm will be expected to keep the City updated on Trust related issues and developments pertaining to Federal and State tax code requirements and changes in financial reporting pronouncements issued by GASB. A senior staff member will be responsible for responding to the Court within one business day.