

Danvers (Massachusetts) Contributory Retirement System (“System”) is accepting proposals to a Open-Ended Real Estate Fund with quarterly redemptions. to the System’s \$110 million defined benefit pension plan. The estimated size of the mandate is \$1.0 million. If the System elects to engage a provider for these services, it is anticipated the award would be made no later than August 31, 2020. You may request a copy of the RFP by contacting Susan Little at slittle@danversma.gov.

Submission of RFP: Monday June 22, 2020 at 4:00 PM EST. Late proposals will not be accepted.

Submit ONE complete hardcopy via USPS only to:

Susan Little, Retirement Manager
Danvers Contributory Retirement System
1 Sylvan Street
Danvers, MA 01923

*please note there will be a delay between our opening of the hard copies versus opening of electronic proposals

Please also submit one complete electronic file in PDF format to:

slittle@danversma.gov

The Danvers Contributory Retirement System utilizes investment consulting services from Graystone Consulting.

Please also submit one complete electronic file in PDF format to:

isabelle.eckel@msggraystone.com

Important note: Please include two original signed sets of the required PERAC forms which include: (1) Vendor Contact Information (Form C-2281), (2) Vendor Certification (Form C-8135), (3) Vendor Disclosures (Compensation Paid and Received and Conflict of Interest) (Form C-0576) and (4) Placement Agent Statement (Form C-1034). All forms can be found at: <http://www.mass.gov/perac/Investunit/forms.htm>. Please include these forms as a separate attachment and do not bind them together within the proposal. Failure to submit completed and signed certifications as required will result in the disqualification and rejection of your proposal.

On the outside packaging, clearly note: Danvers Contributory Retirement System
RFP #2-2020
Open-Ended Real Estate Fund

Information for anyone interested in viewing the electronic bid opening:

Join by video system

Dial 1297670396@danvers.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-408-418-9388 United States Toll

Access code: 129 767 0396

Please direct any questions pertaining to this RFP via e-mail to:

Susan Little, Retirement Manager
Danvers Retirement Board
1 Sylvan Street
Danvers, MA 01923
E-Mail: slittle@danversma.gov

Please note: phone calls will not be accepted. All questions must be submitted via e-mail.