**Instructions:**

**Please return this questionnaire in word format (i.e. not in pdf).**

**Please do not alter the format of this template.**

**Please do not change or modify text in Green or Blue shaded boxes.**

**Please provide answers in white boxes only.**

**Please provide any legal disclaimers as a separate attachment (i.e. do not include as part of this document).**

**Multi Asset Investment Management Services**

**Multi Asset Supplemental Questionnaire**

**[Investment Firm Name]**

*[Investment Product]*

**Information requested as of 3/31/25 (unless otherwise stated)**

|  |  |  |
| --- | --- | --- |
| **Investment Product Overview** | | |
| **Product History** | [Please provide an overview of the history of the product you specifically uploaded into eVestment. Have there been any material changes to the strategy over the past five years? If so, please describe.] | |
| **Product Benchmark** | [Please identify the benchmark used for the product.] | |
| **Product Size ($M)** | **Quarter End** | [Please enter as of 3/31/25.] |
| **Recent Client Redemptions / Terminations** | [Please enter redemptions and/or client terminations ($) that have occurred in the past 5 years, including the number types of clients and reasons for redemptions.] |
| **Recent Additions** | [Please enter additions ($) that have occurred in the past 5 years and how many and the types of clients.] |
| **Targeted Excess Return** | [Please enter an annualized % or range of excess returns you expect to earn above your preferred benchmark over a five-year period and identify the benchmark (e.g., Bloomberg Barclays High Yield 2% Constrained Index, ICE BofA US High Yield Index, S&P UBS Leveraged Loan Index, etc.)]  [What would your expected excess return be given a maximum tracking error limit of 1.5%?]  [What would your expected excess return be for a BB portfolio versus BB index given a maximum tracking error limit of 1.5%?] | |
| **Expected Tracking Error** | [Please enter an annualized % or range of anticipated standard deviation for the investment product over the same period as the Targeted Excess Return.] | |
| **Investor Base** | [Please break out the product’s investor base by type (e.g., Insurance Companies, Pensions, Endowments, Fund of Funds, High Net Worth). What is the total number of clients and AUM for the product? How many insurance clients and the total AUM for those clients are invested in the product? Please differentiate affiliated assets.] | |

|  |  |
| --- | --- |
| **Product Strategy** | |
| **Product Investment Style** | [Please describe the investment style/philosophy.] |
| **Product Investment Universe** | [Please provide a detailed description of the product’s investment universe (e.g., what the product invests in). Please include relevant descriptive statistics and maximum amounts (e.g., geographic regions, instruments, sectors, sub-sectors, ratings, etc.).] |
| **Definition of Specified Product** | [How does the strategy define “high yield” and “bank loan” credit fixed income? Outline your Firm’s experience with major sectors of the bond market including non-investment grade, non-USD, default securities, credit down-grades, bank loans, etc.] |
| **Investment Guidelines** | [Please describe the general guidelines in place for your existing strategy. At a minimum please include the maximum position size, average number of positions, limits on non-US exposure, rating guidelines, active duration limits, Tracking Error limits.] |
| **Changes in Style or Investment Universe** | [Please outline any changes in the product’s investment strategy or investment universe since inception. Please include estimated date when change was adopted.] |
| **Investment Philosophy/ Value Creation Process** | [Please describe in detail how your Firm adds value to the portfolio relative to the benchmark.] |
| **Unique Approach** | [Please describe what your Firm’s understanding is of the most important considerations in managing this product.  What distinguishes your approach from others? What are the strategy’s key competitive advantages and differentiating factors and the sources of consistency and durability?] |
| **Reporting** | [Please provide a sample of your full client reporting suite and outline when (# of days after month end) these reports can be delivered to your prospective client daily, monthly, quarterly.] |

|  |  |
| --- | --- |
| **Research Process** | |
| **Research Process Overview** | [Please provide an overview of the Firm’s research process.] |
| **Team** | [Provide an organizational chart of the research team and outline which members are responsible for what task.] |
| **Vetting Process for Investments** | [Please describe the team’s due diligence activities.] |
| **Meetings** | [Please describe any formalized meetings that occur surrounding the research process. (E.g., Who attends? What is their frequency? What is discussed? What are the resulting actions from the meetings? Is consensus necessary to move forward? What happens if no consensus is reached? How often does this occur?)] |
| **Credit Coverage** | [How many credits does the team cover? How many credits is each analyst expected to cover? Please describe how you narrow down the universe of credits to enable this coverage.] |
| **Research Systems Used** | [Does the Firm have any proprietary technology/systems used to aid in the research process? What other systems are used in the research process?] |
| **Covenants** | [What is the Firm’s view on the state of covenants in today’s markets? Do you assess or rank covenant packages as part of the research process? Can you describe any situations where weak covenants have led to investment underperformance? Do you have concerns regarding the trend of covenant-lite loans? What is your view on loan-only structures, given the potential lack of structural and covenant protections?] |
| **Liability Management Exercises (LMEs)** | [What is the team’s view on the use of LMEs in the current market environment? Do you see these strategies contributing to increased defaults or default severities? Have there been instances where you were not invited to join the steering committee for a holding undergoing an LME, and what was the impact of not being involved?] |

|  |  |
| --- | --- |
| **Portfolio Construction** | |
| **Portfolio Construction Overview** | [Please provide an overview of the portfolio construction process; include an outline of the opportunity set and philosophy on opportunity set, decision making, research and time horizon for investments. Please list the personnel involved. How much time do these individuals spend focused on portfolio construction? Please discuss any other relevant items not captured in the questions above.]  [Please explain in detail how your credit team’s research directly informs the portfolio construction process.]  [How is the team that manages Multi Asset portfolios structured? Do analysts who help with this multi-asset strategy cover multiple asset classes, or do they cover a specific asset class? For example, does an analyst cover HY and Bank Loans or does an analyst cover only one of these sectors?]  [How is the allocation decision across sub-asset classes made? Is it by the Committee or left to the PM's discretion?]  [Do you use any top down overlays when constructing the portfolio?] |
| **Bank Loan and CLO Investments** | [Does your Firm also issue CLOs? If so, how are allocation decisions made between these two products (CLOs and loan funds)?  Does your Firm also manage investments in CLOs? If so, to what extent do the investment processes in loans and CLOs overlap?] |
| **Portfolio Allocation** | [Please discuss how portfolio allocation across sub-sectors occurs in the product. How does the manager think about risk and position sizing? Describe the buy/sell discipline.] |
| **Cross-Sector Allocation** | [How do you assess the relative value between the sectors (High Yield and Bank Loans)? Specifically,   1. Describe your process to gauge the relative value between Loans and High Yield. 2. For an issuer with High Yield bonds and Loans outstanding, what are the key elements you look for to determine relative value within the issuer’s capital structure? Please provide examples of how you have allocated between HY or Loan instruments from the same issuer and the rationale for doing so. 3. How do you measure risk across these two asset classes? What specific metrics do you use to measure this risk? Do you treat similarly rated loans and HY bonds equally in risk terms? Why or why not? 4. How do you propose to budget risk across the sub asset classes? 5. How do you manage overall portfolio duration? 6. Please provide a real-life example of how you have actively changed allocations between Bank Loans and High Yield by > 5% (of portfolio MV) and your rationale for doing so.] |
| **Expected Number of Positions in Portfolios** | [Please enter a range for the typical number of securities in the portfolio. What is your average holding size? Discuss if this has changed over time and why. How would this change as assets under management increase?] |
| **Investment Holding Period** | [Please outline the portfolio turnover and trading costs (percent of assets) for the proposed product over the past year. Please indicate if that is indicative of the history of the product. How much did portfolio turnover detract from performance over the past year (in basis points)?] |
| **Monitoring Process** | [Please describe the portfolio’s monitoring process once an investment is made. Who are the key personnel responsible? How often is the investment thesis revisited, formally or informally? Are there performance triggers that force a formal review? How are decisions to re-size or exit positions made? How are decisions made to reallocate between sectors?] |
| **Defaults/Distressed Situations** | [Please describe how defaults and/or distressed situations are treated. What processes are in place to handle such events? Please provide the following information on defaults and/or distressed sales in the portfolio over each of the last 15 years. For this question please define distressed sales as:   * + - High Yield: OAS of 1000 or higher     - Bank Loans: Price less than $80     - Liability Management Exercises  1. Describe your actions and approach in case of an issuer default or distressed event; 2. Number of issues involved and the impact on the portfolio; 3. What valuation approaches are used in evaluating such securities?]   [What was the portfolio’s default rate over each of the past 15 years (or since inception if less than 15 years).]  [What is your implied default rate (including distressed exchanges) over each of the past 15 years based on the historical weighted average rating of the portfolio? We are looking to identify the expected default rate noted here vs. the actual default rate the portfolio experienced.]  [How many workout/restructuring situations have you dealt with in the last 10 years? In how many instances have you accepted debt to equity swaps in the last 10 years?] |
| **Downside Protection** | [Can you please discuss how your portfolio performed during the below three specified time periods? Did the portfolio demonstrate downside protection? If not, why not?   1. 10/1/2007 – 3/31/2009: Global Financial Crisis 2. 1/1/2015 – 1/31/2016: Energy Crisis 3. 2/1/2020 – 3/31/2020: COVID-19 4. 8/1/2022 – 12/31/2023: Monetary Tightening] |
| **Key Metrics** | [On the current product, can you provide the following percentages (portfolio weighted average numbers, where applicable):   * WARF (weighted average rating factor) using agency ratings [All] * WARF (weighted average rating factor) using internal ratings [All] * WAS (weighted average spread/OAS) [All] * % Rated CCC+/Caa1 and below (based on the lowest rating from all agencies) [All] * % second lien [Loans] * % non-US issuers [All] * Diversity score [Loans] * Largest industry concentration and the industry name [All] * % covenant-lite loans [Loans] * % loan-only structures [Loans] * % holdings where lien dilution is allowed (1st lien repaying junior debt) [All] * % loans where asset transfer is allowed (from borrower into unrestricted subsidiaries) [All] * Debt/EBITDA (1st lien debt) [All] * Debt/EBITDA without EBITDA add backs (1st lien debt) [All] * Interest Coverage (EBITDA/Total interest expense)] [All] * Allocation between HY and Loans * Weighted average duration] |
| **Broadly Syndicated Loans** | [What percentage of your composite includes non-BSLs?   * If your composite allows non-BSLs then please provide   1. The percentage allocation to non-BSLs on a quarterly basis since inception.   2. Also provide performance history in Excel of an indicative account or composite that excludes non-BSLs. * Do you use any collateral other than loans?] |
| **Portfolio Construction Systems** | [Does the Firm have any proprietary technology/systems used to aid in the portfolio construction process? What other systems are used in this process?] |
| **Account Transition** | [Could you please describe your processes for initiating new mandates?   * Over what period would you expect to fully fund (ramp up) a $200mm portfolio? * If funded with in-kind assets, how would you manage the transition to the target portfolio, particularly in terms of security selection and gain/loss management?] |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Detailed Summary of Key Professionals**  [Please provide a summary of key Product professionals. Please indicate the team assigned to NYSIF. Please add additional rows as necessary.] | | | | | | |
| **Name** | | **Title** | **Years at Firm** | **Years in Industry** | **Education and Certifications** | **Insurance Experience** | **Would they be Assigned to NYSIF?** |
| [Please enter] | | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Turnover of Key Professionals**  [Please provide a summary the turnover key Firm and Product professionals in the last five years.] | | | | |
| **Name** | **Title** | **Function** | **Years at Firm** | **Reason for Departure** |
| [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |
| [Please enter] | [Please enter] | [Please enter] | [Please enter] | [Please enter] |

|  |  |  |
| --- | --- | --- |
| **Firm / Product Key Contacts** | | |
| **Primary Product Contact** | Name | [Please enter] |
| Title | [Please enter] |
| Business Address | [Please enter] |
| Business Telephone | [Please enter] |
| Business Email | [Please enter] |

|  |  |  |
| --- | --- | --- |
| **Firm / Product References**  [Please provide references from the following sources: investors in current product.] | | |
| **Reference 1** | Name | [Please enter] |
| Relationship to Firm | [Please enter] |
| Firm / Title | [Please enter] |
| Business Address | [Please enter] |
| Business Telephone | [Please enter] |
| Business Email | [Please enter] |
| **Reference 2** | Name | [Please enter] |
| Relationship to Firm | [Please enter] |
| Firm / Title | [Please enter] |
| Business Address | [Please enter] |
| Business Telephone | [Please enter] |
| Business Email | [Please enter] |
| **Reference 3** | Name | [Please enter] |
|  | Relationship to Firm | [Please enter] |
|  | Firm / Title | [Please enter] |
|  | Business Address | [Please enter] |
|  | Business Telephone | [Please enter] |
|  | Business Email | [Please enter] |

|  |  |
| --- | --- |
| **Attachments** | |
| **Track Record** | [Please use the template provided (Attachment 5 Performance Track Record.xlsx) to send the below information in Excel for the specified product.  Monthly Tab: Gross product returns on a monthly basis from inception to 3/31/25  Summary tab: Summary risk and performance data (e.g., tracking error, Sharpe ratio)  At a minimum, please include the data for the same track record you submitted via eVestment. You may also submit (in addition) separate performance history that is a collection of one or more illustrative accounts if you believe the generic composite does not align with the mandate that NYSIF has described. If you choose to submit additional data, please provide some details in the space below.] |
| **Performance Attribution** | [Please provide detailed attribution reports for the one-year (calendar 2024) and 5-year periods (2019-2023).]  [Please be sure to include detailed attribution tables that demonstrate the contribution to absolute and relative performance by rating, duration buckets and sectors. Each table should show the performance attributable to asset allocation vs. security selection.]  [The table should demonstrate the performance generated from making allocation decisions between asset classes.]  [Please provide a table with the historical allocation (% of MV, by quarter) across asset classes that are part of the composite/representative portfolio. Please provide the similar table for the benchmark.]  [Also include a summary of absolute performance broken down by coupon return vs. principal return for 2024 and the 5-year period (2019 – 2023).]  [The 5-year reports noted above should have cumulative or annualized figures instead of separate annual reports (even if only estimated combined data is available). An average of the five years would also be accepted. Please note the basis for which you are providing the data (cumulative, geometric average, arithmetic average). Excel is highly preferred for this data.]  [At a minimum, please include the data for the same track record you submitted via eVestment. You may also submit (in addition) separate performance history that is a collection of one or more illustrative accounts if you believe the generic composite does not align with the mandate that NYSIF has described. If you choose to submit additional data, please provide some details in the space below.] |
| **Detailed Biographies** | [Please provide a Word document with the detailed biographies of the key professionals listed above in the section: Detailed Summary of Key Professionals and their roles and how they interact with the team in the investment process.] |
| **Credit Write-Up** | [Please provide two sample recent write-ups of a high conviction idea. The idea does not have to be in the portfolio today. If necessary, the write-up may have segments black-lined for Firm compliance reasons.] |