

City of Medford Retirement System
Private Debt – Direct Lending
Request for Proposals

The City of Medford Retirement System (the “System”) is soliciting proposals from investment management firms to manage a Private Debt mandate for the System’s \$240 million, defined benefit, pension fund. This search will target closed-end, direct lending strategies. The System anticipates committing approximately \$2 million to a private debt strategy.

To qualify for this search, candidates must meet the following criteria:

1. Candidates must have familiarity with and agree to comply with Massachusetts G.L. Chapter 32 and Chapter 176 of the Acts of 2011. Additionally, candidates must have familiarity and agree to comply with the reporting and investment guidelines administered by PERAC.
2. Candidates must be registered with the Securities and Exchange Commission or with the Secretary of State where the firm is domiciled.
3. Preference will be given to candidates that have raised at least two prior funds for the proposed strategy, however, this is subject to the Board’s discretion.
4. The final close date of the proposed fund must be no earlier than February 28, 2024.
5. It is preferred that the proposed fund is raising at least \$200 million, however, lower amounts may be considered at the Board’s discretion.

Medford Retirement System is bound by both Massachusetts Open Meeting Law and the Massachusetts Public Records Law. All materials submitted in connection with this search may be subject to disclosure consistent with Massachusetts Public Records Law.

Submissions must include the following completed items:

- RFI (word document)
- Fund & Deal Level Data Request (excel)
- PERAC Forms (4)

All questions should be directed to the following email address (no phone calls please).

Proposals must be submitted to MedfordSearch@nepc.com by 2:00 pm EDT on Thursday, November 30, 2023. Proposals received after the deadline will not be considered.

Any response that is not completed according to the enclosed instructions will be rejected. The Board reserves the right to cancel or reject in whole or part any or all proposals in the best interest of the System. Thank you in advance for your participation in this search.