



**Part 2A of Form ADV: Firm Brochure**

**BIP CAPITAL MANAGEMENT SERVICES, LLC**

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November 15, 2021

This brochure (this “Brochure”) provides information about the qualifications and business practices of BIP Capital Management Services, LLC (the “Adviser”). If you have any questions about the contents of this brochure, please contact us at 404-479-5782. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (the “SEC”) or by any state securities authority.

Additional information about the Adviser also is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Registration with the SEC and other state securities authorities as a registered investment adviser does not imply a certain level of skill or training.

THIS BROCHURE DOES NOT CONSTITUTE AN OFFER TO SELL OR THE SOLICITATION OF AN OFFER TO BUY ANY SECURITIES. POTENTIAL INVESTORS SHOULD REFER TO THE APPLICABLE OFFERING DOCUMENTS OF A FUND (AS DEFINED HEREIN) PRIOR TO CONSIDERING AN INVESTMENT IN SUCH FUND.

## **ITEM 2 MATERIAL CHANGES**

The Brochure has been updated to include discussion of single asset special purpose entities (“SPEs”) that are clients of the Adviser throughout multiple sections of the Brochure.

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## **ITEM 4      ADVISORY BUSINESS**

The Adviser, a Delaware limited liability company, was formed in January 2015. The Adviser has its principal office in Atlanta, Georgia.

### **Principal Owners**

Peachtree Financial Services, LLC and VNC Investments, LLC are the principal owners of the Adviser. Peachtree Financial Services, LLC is wholly owned by Mark Buffington. VNC Investments, LLC is solely owned by H. Scott Pressly.

### **Investment Advisory Services**

The Adviser provides investment advisory services to certain pooled investment vehicles (each a “PIV” and collectively, the “PIVs”) and also to single asset special purpose entities (each a “SPE” and collectively, “SPEs”) that are exempt from registration under the Investment Company Act of 1940, as amended (the “1940 Act”) and whose securities are not registered under the Securities Act of 1933, as amended (the “Securities Act”). PIVs and SPEs are collectively referred to as Funds in this brochure.

Currently the Adviser serves as the investment manager to seven PIVs: BIP Opportunities Fund, LP, BIP Opportunities Fund II, LP, BIP Opportunities Fund II-QP, LP, BIP Capital Growth Fund III, LP, BIP Capital Growth Fund III-QP, BIP Early Stage Fund I, LP, and BIP Early Stage Fund I QP, LP. As the investment adviser to a particular PIV, the Adviser identifies investment opportunities for, and participates in the acquisition, management, monitoring and disposition of investments, of the applicable PIV. The Adviser also provides administrative services to the PIVs, including accounting and investor reporting.

Additionally, the Adviser serves as the investment adviser to sixteen SPEs: BIP 2080 Media Investments I, LLC, BIP 2080 Media Investments II, LLC, BIP 2080 Media Investments III, LLC, BIP Achievelt Investments, LLC, BIP VoAPPS Series A, LLC, BIP 2080 Senior Note 1, LLC, BIP Capital - Achievelt Series D, LLC, BIP Capital 2080 Media Investments IV, LLC, BIP Capital mLevel Series A, LLC, BIP Capital 2080 Media Investment V, LLC, BIP Capital Achievelt Series E, LLC, BIP Capital 2080 Media Investment VI, LLC, BIP Capital Wellview Series A-3, LLC, BIP Quadrant 4 Debt Fund I, LLC, BIP Capital Huddle I, LLC, and BIP Capital Huddle I-QP, LLC. As investment adviser, the Adviser participates in the acquisition, management, monitoring and disposition of the sole investment of each SPE. The Adviser also provides administrative services to the SPEs, including accounting and investor reporting.

The Adviser is not actively seeking capital from investors to form new Funds and accordingly does not expect to add any new Funds as a client in the foreseeable future.

The advisory services offered by the Adviser are tailored to the needs of the Funds. See Items 8 and 13 of this Brochure for additional discussion of these tailored advisory services.

#### **No Wrap Fee Programs**

The Adviser does not participate in any wrap fee programs.

#### **Assets under Management**

All of the Adviser's investment advisory services are provided on a discretionary basis. As of September 30, 2021, the Adviser has assets under management of \$461,945,035.

### **ITEM 5 FEES AND COMPENSATION**

#### **Investment Advisory Services**

The Funds that hold equity securities generally pay the Adviser an annualized management fee of 2% of Capital Commitments during the Investment Period and 2% of Invested Capital thereafter, as set forth below, and as further described in each Fund's offering documents (the "Management Fee"). Capital Commitment for each Fund is generally defined as the amount of cash that an investor in the Fund has agreed to contribute to the Fund. Invested Capital is generally defined as Capital Contributions that have been used to fund Investments, net of any investments that have been entirely disposed of or completely written off. For the PIVs, the Management Fee is typically paid quarterly in advance and is deducted from the applicable PIV. For SPEs, the Management Fee is typically paid semi-annually in advance by either additional capital contributions from members of the SPE or deducted from expense reserves created from the members' initial capital contributions. For SPEs that hold debt securities, the Adviser previously received an origination fee as well as a portion of the ongoing interest income (typically defined as an "Administrative Fee") as compensation. The Adviser paid for the organizational expenses of the debt SPEs from the origination fee that it received, whereas the organizational expense of PIVs and equity SPEs are expenses of the particular Fund or equity SPE.

#### **Other Expenses**

The PIVs and equity SPEs are responsible for their operating expenses including, without limitation, legal, accounting, tax, auditing and administrative fees, as outlined in their offering documents. Debt SPEs are responsible only for the Administrative Fee and the Adviser pays the operating expenses out of the Administrative Fee it receives.

#### **Miscellaneous Information about Fees and Compensation**

In the event of a termination of a Fund's investment advisory agreement, fees will be prorated. Any paid but unearned fees will be promptly refunded to such Fund, and any fees due to the Adviser from this Fund will be invoiced or deducted from the Fund prior to termination. The Adviser, in its sole discretion, may reduce or waive the Management Fee for any investor in a Fund.

The Adviser and its supervised persons do not receive any compensation for the sale of securities or other investment products.

Additional information related to the foregoing fee discussion is set forth below under “Performance-Based Fees and Side-By-Side Management” and “Brokerage Practices”.

#### **ITEM 6      PERFORMANCE-BASED FEES AND SIDE-BY-SIDE MANAGEMENT**

While the Adviser does not receive a performance-based fee, the general partner or manager of each Fund (the “Fund Manager”), which is typically an affiliate of the Adviser, generally is entitled to receive a distribution of a percentage of the net profits earned by each investor in the Fund (typically 20%) (the “Incentive Allocation”). The Incentive Allocation may be subject to a preferred return as detailed in the Fund’s offering documents. While the Funds have long-term investment strategies, potential investors should note that the Incentive Allocation arrangement may nonetheless provide an incentive for the Adviser to make investments that are riskier or more speculative than would be the case in the absence of such an arrangement.

Notwithstanding the foregoing, the Adviser or its affiliates may negotiate or set an Incentive Allocation or other terms that are different from the foregoing with respect to a Fund or investors in the Fund.

#### **ITEM 7      TYPES OF CLIENTS**

The Adviser currently provides investment advisory services exclusively to the Funds (as opposed to individual investors), subject to the direction and control of the Fund Manager of each Fund.

Interests in the Funds are offered pursuant to applicable exemptions from registration under the Securities Act and the 1940 Act. The investors in each Fund may include high net worth individuals, banks, thrift institutions, pension and profit-sharing plans, funds of funds, trusts, estates, charitable organizations and other business entities.

The minimum investment requirement for the PIVs is typically \$250,000 and range from \$25,000 to \$100,000 for the SPEs. However, the Fund Manager of each Fund, in its sole discretion, may permit investments that are less than the required minimum investment commitment set forth in the applicable Fund’s offering documents.

#### **ITEM 8      METHODS OF ANALYSIS, INVESTMENT STRATEGIES AND RISK OF LOSS**

##### **Investment Strategies**

The Adviser’s strategy for the Funds typically consists of investing in privately-held companies (each a “Portfolio Company”). The Adviser will invest each Fund consistent with its offering documents; however, as a general matter, the Adviser may invest in a broad range of industries,

with a focus on investments in “SaaS” (software as a service) companies operating within the healthcare, media, and technology sectors. Fund investments may include equity (including preferred equity), debt, convertible debt or other securities, as determined by the Adviser consistent with a Fund’s strategy. SPEs typically are a single offering in a single debt or equity security that is defined at the time of the offering, where PIVs typically have multiple Portfolio Company investments as determined by the Adviser for each PIV during the PIV’s investment period.

### **Methods of Analysis**

The Adviser has developed an underwriting process that utilizes fundamental research, augmented with quantitative decision support. The Adviser generally evaluates potential Portfolio Companies for the Funds based on financial and business diligence focused on key areas defined in its underwriting process consistent with the Funds’ investment strategies. After underwriting, if the Adviser determines to invest a Fund in a particular Portfolio Company, the Adviser will determine the appropriate level of investment in the Portfolio Company consistent with the Fund’s investment criteria. While the Adviser will underwrite a Portfolio Company for a SPE, they do not select securities for an SPE as each investor has the ability to determine if the offered investment in a Portfolio Company is suitable before making a decision to invest in a SPE, unlike a PIV where typically the Portfolio Companies are unknown at the point of the investor making a commitment to the PIV.

After making an investment in a Portfolio Company, the Adviser generally initiates a plan to onboard the Portfolio Company as part of its portfolio monitoring and acceleration efforts. Portfolio Companies are generally required to submit monthly financial and performance metric information that the Adviser reviews and analyzes to monitor and assess the Portfolio Company’s performance. As deemed appropriate or requested by a Portfolio Company, the Adviser may provide guidance or consulting services to a Portfolio Company to improve its business. Portfolio monitoring and acceleration efforts for Portfolio Companies are conducted jointly for the Funds where both PIVs and SPEs are invested in the same Portfolio Company.

### **Risk of Loss**

While the Adviser seeks to diversify each PIV’s investment portfolio by investing in multiple companies, all investment portfolios are subject to risks. SPEs are not typically diversified and accordingly have additional risk due to a lack of diversification of investments. Accordingly, there can be no assurance that a Fund will be able to fully meet its investment objective and goals, or that a Fund and its investments will not lose money. Below is a description of several of the principal risks that each Fund may face.

*Conflicts of Interest.* The Adviser may manage multiple Funds that are engaged in similar investment activities. As such, conflicts between the interests of one Fund and another Fund may arise from time to time in differing contexts. The Adviser maintains policies and procedures

(e.g., a Code of Ethics based on principles of honesty, good faith and fair dealing) that may provide protections for investors against conflicts of interest faced by the Adviser, the Fund Manager, and their respective members; however, these protections do not purport to address all types of conflicts that may arise. By acquiring an interest in a Fund, each investor will be deemed to have acknowledged the existence of such actual and potential conflicts of interest and to have waived any claim with respect to the existence or effects of any such conflicts of interest. The Funds or the Fund Managers may, in certain circumstances, choose to seek the approval of a Fund's advisory board ("Advisory Board"), which consists of representatives from each Fund's investors, with respect to certain conflicts of interest. Any such approval of the Advisory Board will be binding. While most PIVs have an Advisory Board, SPEs typically do not have an Advisory Board representing the investors. The Adviser will also face a conflict of interest with respect to Funds that have an Incentive Allocation, as a performance fee may create an incentive for the Adviser to make investments for a Fund that carry a higher degree of risk.

*General Risks of Private Company Investments.* The Funds' investments will be subject to the risks generally inherent in privately-held businesses. These risks include, without limitation, risks that the privately-held businesses: (i) will not be able to attract sufficient capital to meet operating needs; (ii) will not have products or services that are accepted in the market; (iii) will not be able to attract a work force of a sufficient size; and (iv) will have competitors that are better funded. Further, since the Funds will likely make investments in early-stage companies or companies that have very limited operating histories, there is a higher risk than that associated with investments in mature companies with more significant operating histories.

*General Risks of Venture Investing.* The Portfolio Companies in which the Funds invest are likely to face intense competition, including competition from companies with greater financial resources, more extensive development, production, marketing and service capabilities, and a larger number of qualified managerial and technical personnel. There can be no assurance that the development or marketing efforts of any particular Portfolio Company will be successful or that its business will be profitable.

*Illiquidity.* Investment in the Funds requires a long-term commitment, with no certainty of return. The Funds do not expect to generate cash flow to investors in the near term. Most of the Funds' investments will be highly illiquid and there can be no assurance that a Fund will be able to realize return of its capital or profits on such investments in a timely manner, if at all.

*Reliance on the Adviser and Fund Manager.* The Adviser and each Fund's Fund Manager will have exclusive responsibility for managing that Fund's activities, and investors will not be able to make investments or any other decisions in the management of the Funds. Accordingly, investors will rely on the expertise and abilities of the Adviser and the Fund Manager to successfully implement their Fund's investment strategy, which success is not guaranteed. In addition, each Fund is subject to the risk of the loss of an individual principal or portfolio manager of the Adviser



or a Fund Manager, either of which could have a significant adverse impact on the business and operations of a Fund.

*Please see each Fund's offering documents for information about the specific risks associated with an investment in that Fund.*

## **ITEM 9      DISCIPLINARY INFORMATION**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to a client's evaluation of the Adviser or the integrity of the Adviser's management. The Adviser has no disciplinary events to disclose.

## **ITEM 10      OTHER FINANCIAL INDUSTRY ACTIVITIES AND AFFILIATIONS**

### **Fund Managers**

The Fund Manager of each Fund is an affiliate of the Adviser.

*Carried Interest.* The structure and payment of the Incentive Allocation by the Funds to its Fund Manager may involve a conflict of interest because it may create an incentive for the Adviser to cause the Fund to make riskier or more speculative investments than it otherwise would.

*Other Business Activities.* The Adviser and its affiliates, including the Fund Managers, engage in a broad range of activities, including investment activities for their own account. In the ordinary course of conducting its activities, the interests of the Funds or the investors in the Funds will, on occasion, conflict with the interests of the Adviser or its affiliates. The Fund Manager of each Fund will devote as much of its time and resources to the activities of the Fund as it deems necessary and appropriate. Each Fund's governing documents generally do not restrict the Fund Manager or its principals from entering into other relationships or engaging in other business activities, even though those activities may be in competition with the Fund and/or may involve substantial amounts of their time and resources.

The Adviser will deal with conflicts of interest using its best judgment, but in its sole discretion. In resolving conflicts, the Adviser will put the interests of the Fund ahead of its own. The determination as to which factors are relevant, and the resolution of such conflicts, will be made in the sole discretion of the Adviser, except as required by the governing documents of the Funds. A Fund will not make any investment unless the Fund Manager of the Fund believes that such investment is an appropriate investment considered solely from the viewpoint of the Fund. In addition, the Adviser's Code (as defined in Item 11) sets forth provisions and procedures requiring the Adviser to act in accordance with principles of honesty, good faith and fair dealing.

### **BIP Wealth, LLC**

Mark Buffington is also a principal owner of BIP Wealth, LLC (“BIP Wealth”), a registered investment adviser. BIP Wealth may recommend an investment in one or more of the Funds to its clients. The relationship between the Adviser and BIP Wealth may create a conflict of interest, because BIP Wealth may be incentivized to recommend an investment in a Fund in order to generate management fees for itself and for the Adviser, its related entity.

### **BIP Capital, LLC**

Buffco, LLC, is the principal owner of BIP Capital, LLC. Mr. Buffington is the sole owner of Buffco, LLC, and has provided portfolio management and other services to BIP Capital, LLC which also manages and/or provides advice to pooled investment vehicles and single asset special purpose entities.

## **ITEM 11 CODE OF ETHICS, PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS**

### **Code of Ethics**

Under the Investment Advisers Act of 1940, as amended (the “Advisers Act”), the Adviser and its principals and certain employees (“Supervised Persons”) owe fiduciary duties to their clients. Consistent with these duties, the Adviser has adopted a Code of Ethics (the “Code”) that, among other things, requires that its Supervised Persons reflect the professional standards expected of investment advisers and comply with federal and state securities laws and regulations pertaining to the Adviser. Under the Code, Supervised Persons should place the interests of clients first, ahead of their own personal interests, and generally seek to treat clients fairly. In addition, Supervised Persons are prohibited from engaging in any practice that defrauds or misleads any client or investor or engaging in any manipulative or deceitful practice with respect to clients, investors or securities.

The Code also includes provisions addressing personal trading by Supervised Persons, as summarized below:

### **Personal Trading**

Under the Code, Supervised Persons are generally required to submit information about their personal trading activities to the Adviser’s Chief Compliance Officer (the “CCO”) or the CCO’s designee for review. In addition, Supervised Persons are generally required to notify the CCO or the CCO’s designee and obtain advance approval of certain personal trades in securities that may be traded by the Adviser for client accounts or otherwise affected by investments made on behalf of clients. Violations of the Code may result in disciplinary action up to and including dismissal.

### **Participation or Interest in Client Transactions**

Under the Code, Supervised Persons are prohibited from trading in securities on the basis of material, non-public information or communicating material, non-public information about the issuer of any security to any other person.

The Adviser will provide a copy of the Code to clients or prospective clients upon request.

## **ITEM 12     BROKERAGE PRACTICES**

The Adviser does not normally utilize the services of broker-dealers for transaction-related services. In the event that the Adviser chooses to use a broker-dealer for a securities transaction, the Adviser will seek to obtain best execution for any such transactions.

### **Soft Dollar Transactions**

The Adviser does not generate or use soft dollars, which are credits generated by transactions placed with certain securities broker-dealers that may be used to “purchase” certain research and brokerage products from such securities broker-dealers.

### **Aggregation of Trades**

The Funds normally do not actively trade in securities. However, the Adviser may aggregate a Fund’s securities trades with those of another Fund to the extent consistent with receiving best execution. Generally, Funds participating in an aggregated order will receive an average price of all trades placed that trading day and pay their ratable share of brokerage costs. In some cases, the Adviser may be excluded from aggregated block trades due to legal or regulatory concerns.

## **ITEM 13     REVIEW OF ACCOUNTS**

### **Portfolio Monitoring**

The Adviser conducts a review of each Fund’s Portfolio Companies monthly. Reviews generally focus on the operations and financial performance of each Portfolio Company. The Adviser will generally spend significantly more time on underperforming Portfolio Companies to determine appropriate action items.

### **Reporting**

Investors in the PIVs generally receive, among other things, a copy of audited financial statements of the relevant PIV within 120 days after the fiscal year end of the PIV. Investors in SPEs receive quarterly statements from the SPE’s qualified custodian. In addition, investors in each Fund have access to an online portal that provides summary capital account information and information on the Portfolio Companies following the end of each semi-annual period. Investors in the Funds may also receive reporting updates through letters and investor meetings

as determined by the Adviser.

#### **ITEM 14 CLIENT REFERRALS AND OTHER COMPENSATION**

The Adviser may use solicitors to refer prospective investors to the Funds, and may compensate such persons in accordance with applicable law.

#### **ITEM 15 CUSTODY**

The Adviser (through the Fund Managers) may be deemed to have custody of certain assets of the Funds. The Funds' qualified custodians are Pacific Western Bank and Millennium Trust Company. All of the Funds' certificated investment securities are held by Millennium Trust Company on behalf of the Funds. All of the assets of the SPEs are held by Millennium Trust. Each PIV is audited annually and the annual audited financial statements of each PIV are sent to the PIV's investors within 120 days of the PIV's fiscal year-end. The SPEs are subject to an annual surprise examination by a PCAOB registered independent accounting firm.

#### **ITEM 16 INVESTMENT DISCRETION**

The Adviser has discretionary authority to determine the investments to be bought or sold, and the amounts to invest for each PIV subject to the PIV's governing documents. The Adviser does not have discretion to determine the investment to be bought for the SPEs.

#### **ITEM 17 VOTING CLIENT SECURITIES**

Due to the nature of the Funds' investments, the Adviser typically does not receive proxies on investments held in the Funds. However, as a general policy, the Adviser would vote proxies related to securities held in Fund accounts in a manner that serves the best interests of the applicable Fund. Investors in the Funds have no authority to direct the vote of the Adviser. In voting securities held by a Fund, the Adviser will attempt to resolve any conflict of interest between the Fund and the Adviser's business interests in the way that will most benefit the Fund. The Adviser maintains a detailed Proxy Voting Policy and a record of how the Adviser has voted proxies, if any, each of which is available to investors upon request.

#### **ITEM 18 FINANCIAL INFORMATION**

The Adviser does not require or solicit prepayment of fees six months or more in advance, and the Adviser currently does not have any financial condition that is reasonably likely to impair its ability to meet its contractual commitments to clients.