**\_\_\_\_\_\_ COUNTY COMMISSION**

**REQUEST FOR PROPOSALS**

**FOR BOND UNDERWRITING SERVICES**

**\_\_\_\_\_\_ \_\_, 20\_\_**

Proposals will be received until 4:30 PM CST, \_\_\_\_\_\_ \_\_, 20\_\_

**GENERAL**

The \_\_\_\_\_\_ County Commission (the Commission) seeks to retain bond underwriting services for a seven million to eight million dollar bond issue for a county bridge replacement program. The Commission would like to consider the use of either traditional tax-exempt bond debt or Build American Bonds for the financing.

Although a significant focus of the evaluation will be based on overall services to be provided, qualifications, including recent experience and costs, the selection will not necessarily be made to the firm submitting the lowest cost. Bond Underwriting Services are professional services and selection will be based upon, including but not limited to, experience in municipal public finance transactions, an established reputation for excellence and the ability to successfully transact public finance business.

**SUBMITTING PROPOSAL**

The Proposal will be received until 4:30 PM CST, \_\_\_\_\_\_ \_\_, 20\_\_ (which includes via email) at the:

\_\_\_\_\_\_ County Commission

Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_, County Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_, Alabama \_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions concerning the RFP will be received in writing (including email) until 5:00 PM CST, \_\_\_\_\_\_ \_\_, 20\_\_, and must be directed to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_, Alabama \_\_\_\_\_\_\_\_\_\_

Fax: (\_\_\_) \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions will be answered in writing and posted on \_\_\_\_\_\_ \_\_, 20\_\_, on the Commission’s purchasing webpage at the following URL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the vendor’s obligation to check the webpage for current information regarding this RFP.

**PROPOSALS**

 Proposals should respond to each of the following requests **in the order indicated**.

1. Disclose any conflict of interest and adverse legal situation that would preclude the firm or individuals within the firm from providing the required services.
2. Provide a signed statement that affirms your firm and all individuals that will be assigned to this transaction are free from all obligations, interest and regulatory problems that might conflict with the interests of the Commission.
3. Identify all pending regulatory action or concluded action within the last five (5) years, either state or federal, related to public finance in with your firm or any predecessor or associated firm is involved. For each matter, state:
	1. Style of the case;
	2. Summary of the nature of the case or claim;
	3. Status of the case or claim
	4. Improper conduct alleged, if any.
4. Disclose any information about your firm that presently, or in the future, could impair your firm’s ability to provide services.
5. Provide a description of the firm’s qualifications and experience with bond underwriting services for Alabama Counties. (Please, indicate any experience with Build America Bonds)
6. Please provide at least four references from Alabama County bond issues (preferably of similar size to the one proposed) for which the firm provided bond underwriting services within the last five years. Also, provide a comparison for at least one issue from each reference of the interest for that issue to comparable issues sold on the same day (if available).
7. Provide a straight forward, concise, “layman” explanation of the firm’s approach to preparing a municipal debt issue, including but not limited to, financial analysis, structuring, preparing official statement and other related documents, rating agency reviews, insurance consideration, marketing and sale of bonds.
8. Identify all members of your team who will be involved in our transactions; and please provide their background, relevant experience, and their role in the proposed issue.
9. Please provide a breakdown of your proposed underwriter’s discount assuming an $8 million financing of general obligation tax-exempt debt. (If different for Build America Bonds, Please indicate and provide information)

Included in this fee proposal should be the following:

* 1. Management fee;
	2. Estimated expenses, including underwriter’s counsel, printing, etc.;
	3. Average takedown; and
	4. Describe any other costs for which your firm will request to be reimbursed.
1. ***Provide a projected timeline if services are awarded \_\_\_\_\_\_ \_\_, 20\_\_. Be sure to include each step in the process and identify key milestones. Include a description for each process and the specific tasks your firm will require from County personnel.***

 **OTHER INFORMATION**

 The Commission reserves the right to reject any and all proposals with or without cause, and to waive any irregularities in the responses received as a result of this request.

The Commission reserves the right to make such investigations as it deems necessary as to the qualifications of any and all proposers.