

# Audit and Accountability Committee



## Pre Solicitation Briefing for Local Financial Underwriting Services

Date: March 19, 2019

Presented by: Troy Elliott, CPA  
Deputy Chief Financial Officer  
Finance Department

# Project & Solicitation Overview

**Project Scope/Overview:** The City is requesting qualifications from qualified local firms to expand the City's Pool which is comprised of firms utilized for the selection of underwriting syndicates for financial transactions effectuated by the City over the term of the Pool. The underwriters will be required to provide professional services and perform the duties of Senior Managing Underwriter and Co-Managing Underwriter as selected for certain transactions and other services as necessary.



## Solicitation Type

- Request for Qualifications (RFQ)



## Current Pool Status

- Expires September 30, 2019 with 3, 1 year renewal options



## Estimated Value

- Not Applicable



## Proposed Term

- 1 year with 2, 1 year renewal options

# Solicitation Overview

## Outreach

NIGP Codes Identified	NIGP code(s) and description: 94649 Financial Services
Number of Vendors to be Notified	Central Vendor Registry: 72 Veteran Owned Small Business (SBA): 348 Targeted Vendor Outreach: 56
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Express News

## Evaluation Voting Members

Ben Gorzell, Jr., Chief Financial Officer

Troy Elliott, Deputy Chief Financial Officer

Margaret U. Villegas, Assistant Director of Finance

Cappi Arriola, Financial Management Administrator

Alejandro Tijerina, Financial Manager

# Solicitation Requirements

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<b>Evaluation Criteria</b>	Experience, Background, Qualifications: 30 points Proposed Plan: 45 points SBE Prime Contract Program: 10 points Local Preference (LPP) Ordinance: 10 points Veteran-Owned Small Business (VOSB) Preference Program: 5 points
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<b>Additional Requirements</b>	SBEDA Subcontracting Requirements: N/A Audited Financial Statements: Required
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<b>Goal Setting Committee Members</b>	Nikki Ramos, Chair, Assistant Director of Parks & Recreation Margaret U. Villegas, Assistant Director of Finance Shuchi Nagpal, SBO Manager, Economic Development Denise Gomez, Procurement Administrator, Finance Linda Lopez-George, Citizen
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# Project Timeline

