#### **Audit and Accountability Committee**



#### **Pre Solicitation Briefing for Financial Advisor Services**

Date: October 20, 2020

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

### **Project & Solicitation Overview**

Project Scope/Overview -

Financial Advisor services assist the City in the management of its various debt programs and the design and issuance of bonds, certificates, tax notes, and other financial instruments as may be required.

Solicitation Type:<br/>Request for Proposal<br/>(RFP)Proposed Term:<br/>3 years with 1, 2 year<br/>option to renewEstimated Value:<br/>\$2.5 MillionCurrent Contract Status:<br/>Expires March 31, 2021

#### **Solicitation Overview**

Outreach		<b>Evaluation Voting Members</b>	
NIGP Codes	NIGP code(s) and description: 94648 - Financial Advisor	Ben Gorzell, Jr., Chief Financial Officer, City Manager's Office	
Identified		Troy Elliott, Deputy Chief Financial Officer,	
Number of Vendors to be Notified	Central Vendor Registry: 46 Veteran Owned Small Business (SBA/SCTRCA): 1 Targeted Vendor Outreach: 48	Finance Department	
		Margaret U. Villegas, Assistant Director, Finance Department	
		Alejandro Tijerina, Financial Management Administrator, Finance Department	
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Express News	· · ·	
		Phyllis Garcia, Treasurer, San Antonio Water System	
		Evaluation Member, to be determined	

## **Solicitation Requirements**

Evaluation Criteria	Experience, Background, Qualifications: 30 points Proposed Plan: 40 points Pricing: 5 points SBE Prime Contract Program: 5 points M/WBE Prime Contract Program: 5 points Local Preference Program: 10 points Veteran Owned Small Business Preference Program: 5 points
Additional Requirements	SBEDA Subcontracting Requirements: Not Applicable Audited Financial Statements: Required
Goal Setting Committee Members	Alejandro Tijerina, Financial Management Administrator, Finance Department Shuchi Nagpal, Interim EDD Administrator Troy Elliott, Deputy Chief Financial Officer, Finance Department Nikki Ramos, Goal-Setting Committee Chair

# **Project Timeline**

Pre-Solicitatio	n Solicitation	Post – Solicitation	Finalization	
Goal Setting	Pre-Submittal	Evaluation	City Council	
Committee:	Conference:	Complete:	, Consideration:	
October 9, 2020	November 4,	February 5, 2021	March 18, 2021	
	2020	·		
Audit Committee		Audit Committee	Contract Start	
Pre Solicitation	Deadline for	Post Solicitation	Date:	
Briefing:	Questions:	Briefing:	April 1, 2021	
<ul> <li>October 20, 2020</li> </ul>	<ul> <li>November 13,</li> </ul>	February 16, 2021	• •	
	2020			
Release Date:		Contract		
<ul> <li>October 26, 2020</li> </ul>	Due Date:	Negotiated:		
	December 14,	February 17, 2021		
	2020			