

Audit and Accountability Committee



Post Solicitation Briefing for Financial Advisor Services

Date: April 20, 2021

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

Solicitation Overview

Project Overview -

Request for Proposals (RFP) was released seeking proposals from qualified firms to provide financial advisor services. 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

- Request for Proposal (RFP)

Estimated Value

- \$2.5 Million

Proposed Term

- 3 years with 1, 2 year option to renew

Initial Evaluation

RFP for Financial Advisor Services (21-002; 6100013381)	Maximum Points	Score Summary INITIAL EVALUATION March 15, 2021					
		Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F
A - Experience, Background, Qualifications	25	23.67	21.33	20.33	16.67	16.17	10.33
B - Proposed Plan	40	37.17	33.00	32.00	24.67	28.00	17.50
C - Price	10	9.78	9.56	9.51	10.00	3.03	7.66
D - Small Business Economic Development Advocacy Program	10	0.00	0.00	0.00	0.00	0.00	0.00
E - Local Preference Program	10	0.00	0.00	0.00	0.00	0.00	10.00
F - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	70.62	63.89	61.84	51.34	47.20	45.49
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6

SBEDA Program: SBE Prime Contract - 5 points and M/WBE Prime Contract - 5 points

Recommended Award

RFP for Financial Advisor Services (21-002; 6100013381) Score Summary FINAL EVALUATION March 30, 2021	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	25	24.17	22.33	18.33
B - Proposed Plan	40	37.50	34.33	30.00
C - Price	10	9.78	9.56	9.51
D - Small Business Economic Development Advocacy Program	10	0.00	0.00	0.00
E - Local Preference Program	10	0.00	0.00	0.00
F - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00
TOTAL SCORE	100	71.45	66.22	57.84
RANK BASED ON TOTAL SCORE		1	2	3

SBEDA Program: SBE Prime Contract - 5 points and M/WBE Prime Contract - 5 points

Due Diligence

Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	74
Number of vendors at pre-submittal conference:	6
Number of responses received:	7
Results of Minimum Requirements Review	One vendor was deemed non-responsive due to prohibited campaign contributions during the black out period
Results of Due Diligence Review	No Material Findings