

**EXHIBIT “A”**

**REQUIREMENTS**

**HIDALGO COUNTY**

**REQUEST FOR PROPOSALS/QUALIFICATION**

**“FINANCIAL ADVISORY SERVICES”**

**RFP/Q No. 2014-000-00-00-YZV**

Hidalgo County is requesting sealed proposals with qualifications from competent, interested and qualified financial **firms** for the purpose of providing **Financial Advisory Services**. The County of Hidalgo is seeking to engage and enter into a professional services contract with qualified state-licensed/registered (Texas) financial firm to provide Financial Advisory Services. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals w/qualifications for the provision of **Financial Advisory Services for Hidalgo County** as specified herein. Sealed Proposals w/Qualifications will be accepted until **9:30 A.M., Wednesday, \_\_\_\_\_, 2014**. **ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

**RFP/Q No: 2014-000-00-00 -YZV**

**US Postal Mail Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
New Administration Building  
2812 S. Business Hwy 281  
Edinburg, Texas 78539

**Physical Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
New Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas 78539

**The Submittal Envelope Must Show the RFP/Q Number, Name and Acceptance Date.**

The following outlines the Request for Proposal/Qualifications:

**SECTION I: GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that question, inquiries and/or clarifications for the proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Business Highway 281, New Administration Building, Edinburg, Texas 78539.

**WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE (956) 318-2629 or via email: [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) BY NO LATER THAN Wednesday, \_\_\_\_\_, 2014 at 5:00 P.M.** Responses will be sent to all applicants by Friday, \_\_\_\_\_, 2014. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**PROPOSER'S AFFIDAVIT:**

Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit "D") certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; (3) the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

**REQUIREMENT FOR DISCLOSURE OF CONFLICT OF INTEREST:**

**A person, vendor, consultant or contractor required to file a conflict of interest must**

**file an updated questionnaire each year that a contractual relationship or negotiation is pending with the County.**

**DISCLOSURE OF CONFLICT OF INTEREST:**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire ("the CIQ") attached as **Exhibit D**, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

**Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse. COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

**NON-COLLUSION:** Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

**NON-DISCRIMINATION:** Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:** Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF BIDS:** Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

**SUBMITTER DEFAULT:** Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible

for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:** It is the responsibility of the submitter to review the Request for Proposal/Qualifications (RFP/Q) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**PROPOSAL DELIVERY:** Hidalgo County requires submitters, when hand delivering qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when submitting their RFP Packet Response.

**SIGNING OF PROPOSALS:** In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

**WAIVING OF INFORMALITIES:** Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:** The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

**TERM OF CONTRACT:**

The term of the contract shall be for an initial three (3) years with the County's option to renew for two (2) additional years, under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day Grace Period at the end of the contract under the same rates, terms and conditions, due to unforeseen delay during the procurement process.

**ADDITIONAL INFORMATION TO TERMS AND CONDITIONS:** All costs and expenses associated with the preparation and submission of (bids, proposals, and/or quotes) shall be the responsibility of the bidder/proposer or respondent and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

**DAVIS BACON ACT: (If Applicable)**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

**SECTION II: RFP REQUIREMENTS/ SCOPE OF SERVICES/QUALIFICATIONS**

**Request for Proposal/Qualifications:** The required contents and limitations for the preparation of the RFP/Q are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP/Q.

**NUMBER OF COPIES TO BE SUBMITTED:** Hidalgo County requires **one (1) original submittal and seven (7) copies.**

**Contents:** The required contents for the RFP/Q are presented below in the order they should be incorporated into the submitted document.

**Understanding of the Project:** This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

**SCOPE OF SERVICES:** Hidalgo County is requesting proposals from experienced financial firm(s) to provide ongoing financial advisory services primarily as they relate to General Obligation and Revenue Bond Sales for Hidalgo County. The successful firm will be an impartial third party experienced in public entity finance and bond issuance and the theories and practices behind them. The financial advisory services contract will encompass all project-related financial and consulting services to the County of Hidalgo including, but not limited to, the following:

The consultant shall provide financial advisory and consulting services to "County" for financing initiated by the "County" during the contract period.

Such services may include, but are not limited to the following, in no particular order:

- a. Assist in the planning and structuring of bond issues and training of the "County" staff on new concepts;
- b. Assessment of the market conditions prior to, concurrent with, and subsequent to bonds sales and keep the "County" abreast of market developments and financing techniques which might be applicable to the "County" financing program;
- c. Preparation, printing and distribution to prospective bidders of the preliminary and final official statements and other relevant financing documents;
- d. Technical support to meet the need of the "County" including calculations related to competitive and negotiated sales and the possibility of electronic sales.
- e. Providing advice on the principal amount of bonds to be sold;
- f. Development of debt scenarios for preparing debt service budgets, financial feasibility studies and alternative financing plans for capital projects;
- g. Working with citizen committees in the development of capital projects priorities and bond authorizations;

- h. Coordinate the preparation and submission of SEC disclosure documents required under Rule 15C212 to NRMSIRs and SIDs;
- i. Development of the materials for presentation to the rating agencies which may include written, oral and video presentations;
- j. Solicitation and verification of bids received on sale date;
- k. Provide advice on the investment of proceeds;
- l. Provide advice on related compliance with arbitrage regulations;
- m. Evaluate State and Federal legislation as it related to County's finance;
- n. Monitor and make recommendations as to feasibility of early refunding;
- o. Summarize the reception of the bonds in the market and evaluate performance relative to the market and other securities of similar credit;
- p. Provide advice relative to maintaining the "County's" current excellent credit rating under various conditions;
- q. Develop financial analysis programs and computer models to be used in conjunction with the "County's" financing programs using software compatible with the "County's" standard packages;
- r. Establish and maintain automated interface to include full ability to transmit information via email, diskette, fax and Internet;
- s. Review and advice on various projects involving potential "County" financing as requested by "County" staff';
- t. Coordinate and participate in the closing of the bond sale;
- u. Work closely with the "County's" bond counsel in development of the bond sale documents;
- v. Recommend method of sale of dept instruments;
- w. Arrange for reports of independent consultants (if applicable);
- x. Recommend as to the advisability of obtaining credit ratings and coordinate preparation and submission of information to rating agency;
- y. Coordinate efforts for delivery of debt instruments and preparation and verification of

- closing figures including installment deliveries of an issue;
- z. Assist "County" staff at advertised sale with receipt, tabulation and comparison of bids and advice as to best bid;
  - aa. Coordinate efforts for delivery of debt instruments and preparation and verification of closing figures including installment deliveries of an issue;
  - bb. Counsel in selection of paying agent/registrar;
  - cc. Deliver schedules of annual debt requirements on debt instruments including installment deliveries of a DWSRF issue;
  - dd. Attend meetings as requested;
  - ee. Advise of changes in Federal and State laws and regulations;
  - ff. Testify in litigation as requested;

**Firm Qualifications:** The County of Hidalgo is seeking to contract with a competent financial firm(s), registered and licensed to practice in the State of Texas that has had experience in, but not limited to, the following areas:

- Firm must provide history of the company or firm, the size of the firm (s), including the location of the office(s) from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time and part time basis.
- Firm must identify any existing or potential conflicts of interest relative to the performance of the requirements of this request for proposals. Additionally, respondent must identify current government agency clients who have overlapping debt with the "County".
- The firm shall outline how they would handle interviews and reports to non-English speaking citizens of the "County".
- The firm should provide a list of all the principal(s) and/or owners as well as supervisory and management staff who would be assigned to the engagement. The firm shall provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement.
- The firm shall also indicate how the quality of staff over the term of the engagement would be assured.
- The firm must provide references (name, address, and phone number) for at least three clients whom you have served as financial advisor.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

**Personnel and Staffing:** The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

**Required Certifications and Submittal:** This section will contain any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS, etc.. **The financial firm(s) should add copies of their current certificate for Professional Liability Insurance.** Also, please provide information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and Municipal Securities Rule Making Board.

**COST/FEE**

Responding firms shall provide a proposed cost of services and all fees.

FEE/SCHEDULE: Must be included in your submittal failure to include these fees may be cause for disqualification.

### **PART III: SELECTION AND SCHEDULES**

#### **SELECTION PROCEDURES/EVALUATION CRITERIA-PART I:**

The evaluation consists of a 100-point scoring system based on the Evaluation Criteria - Exhibit B. However, after the 100-point evaluation, Hidalgo County's Court may elect to narrow the participating providers and request presentations.

(A) The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the RFPs received in response to this Hidalgo County request for proposals.

(B) After the RFPs have been reviewed, scored and evaluated, the committee will present a grid to the Hidalgo County Commissioner's Court for the purposes of ranking.

#### **NEGOTIATION PROCESS- EVALUATION CRITERIA- PART II:**

The number one ranked firm will be contacted to submit a letter of engagement/contract for final negotiations based on the Evaluation Criteria Exhibit B-Part II. If negotiations prove unsuccessful, the next highest ranked company will be contacted. The County of Hidalgo reserves the right to reject any and all RFPs

**Any contract awarded to a successful firm will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.**

**EXHIBIT B**  
**SELECTION CRITERIA**

**HIDALGO COUNTY**  
**REQUEST FOR PROPOSALS/QUALIFICATIONS**

**Financial Advisory Services**  
**for Hidalgo County**

**RFP/Q No. [2014-000-00-00-YZV](#)**

## **EVALUATION CRITERIA**

### **HIDALGO COUNTY "FINANCIAL ADVISORY SERVICES" RFP/Q No. 2014-000-00-00-YZV**

#### **Evaluation Criteria**

Proposals evaluation criteria will include, but not be limited to, the items listed below.

#### **1. Firm's Qualifications and Staffing of Project Team (20)**

The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request for proposals and Proposal (RFP). The firm should provide the resume of each of the firm professionals. Any specializations or board certifications should also be detailed in each resume. Copies of current valid licenses, certifications should be included in this section.

#### **2. Understanding of Project/Similar Projects (20)**

- \* demonstrate an understanding of the scope of services
- \* address appropriate Federal/State/Local regulations and policies
- \* identify information to be gathered or obtained

The firm should provide as much background information as to its experience in providing similar services to City, County, School or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers. A minimum of three references are required.

#### **3. Experience of Project Team/Ability to Commit Resources (20)**

The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request for Proposal (RFP).

The firm shall designate experienced staff to completely and efficiently perform the work. The designated individuals may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership, reporting responsibilities, and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

#### **4. Fees Schedule/Cost (40)**

Responding firms shall provide a proposed cost of services and all fees

**EVALUATION FORM  
"FINANCIAL ADVISORY SERVICES"**

**RFP- EVALUATION FORM**

**Point Range**

**Score**

**1. Firm's Qualifications and Staffing of Project Team (20)**

**0-20**

\_\_\_\_\_

The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request for Proposal (RFP). The firm should provide the résumé of each of the firm professionals. Any specializations or board certifications should also be detailed in each résumé. Copies of current valid licenses, certifications should be included in this section

Comments/Rationale for Points: \_\_\_\_\_

**2. Understanding of Project/Similar Projects (20)**

**0-20**

\_\_\_\_\_

- \* demonstrate an understanding of the scope of services
- \* address appropriate Federal/State/Local regulations and policies
- \* identify information to be gathered or obtained

The firm should provide as much background information as to its experience in providing similar services to City, County, School or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers. A minimum of three references are required.

Comments/Rationale for Points: \_\_\_\_\_

**3. Experience of Project Team/Ability to Commit Resources (20)**

**0-20**

\_\_\_\_\_

The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request for proposals and Proposal (RFP).

The firm shall designate experienced staff to completely and efficiently perform the work. The designated individuals may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

Comments/Rationale for Points: \_\_\_\_\_

**4. Fee Schedule/Cost (40)**

**0-40**

\_\_\_\_\_

Responding firms shall provide a proposed cost of services and all fees.

Comments/Rationale for Points: \_\_\_\_\_

**TOTAL SCORE:**

\_\_\_\_\_

FIRM: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_