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C. Written Inquiries

Proposers may make email inquiries concerning this RFQ to obtain clarification of the requirements. Inquiries must be submitted no later than close of business on the date specified in Section IV. A., “Schedule for Selection”. Questions received by this deadline and corresponding answers, will be included in an Addendum and can be found at this web address: <https://www.austinisd.org/cp/bids>.

Submit inquiries via E-mail to Kristy Gonzalez: kristy.gonzalez@austinisd.org

In the subject line of the email type: Questions 20RFQ019 Financial Adviser

D. Rights of the Austin Independent School District

The District reserves the right to require additional information from Proposers and to conduct necessary investigations to determine Proposer performance and to determine the accuracy of Proposal information.

E. RFQ Information

1. All Proposers are expected to carefully examine the RFQ documents. Any ambiguities or inconsistencies should be brought to the attention of the individual identified in Section IV., C of this RFQ. It is believed that all information necessary to complete a response is included in this RFQ. It is the responsibility of the Proposer to obtain clarification of any information contained herein that is not fully understood.
2. The Proposer, by and through the submission of a Proposal, agrees to be held responsible for: 1) having examined the Request for Qualifications and all referenced citations of judicial decisions, statutory authority, and local policy; 2) having become familiar with the nature and scope of the Services required by the District; and 3) identifying any local conditions that may affect the labor availability, administrative rules and other factors that may impact the District’s timeline for completion of the Services.

F. Notification of Receipt of RFQ Documents.

Proposers who have not obtained this solicitation document directly from AISD, or who may have downloaded the document from the AISD website, shall be responsible for immediately notifying AISD of their interest in order to receive all written addenda on a timely basis. Proposers who do not so notify AISD and submit Proposals without receipt of all addenda issued may be deemed to have submitted Bids/Proposals not responsive to this Request for Qualifications.

V.

- B. List the successful large urban Public School District bond elections in Texas that the

- d. List any SEC, MSRB or other regulatory investigations or inquiries your firm is currently involved in or party to.
- e. Include a copy of your firm’s standard financial advisory services agreement.

Section III. Services and Capabilities

Describe the services and capabilities as outlined in the **Scope of Service and Performance Requirements, and Qualifications** section of this RFQ, in the order shown.

Section IV. Financial Condition

Provide documentation, which reflects the financial condition of the Firm. Such documentation must include income statements and balance sheets for the past two (2) fiscal years immediately preceding the date of this RFQ. **THIS INFORMATION SHOULD ONLY BE PROVIDED WITH YOUR ORIGINAL PROPOSAL. DO NOT PROVIDE THIS INFORMATION WITH YOUR EVALUATION COPIES.**

Section V. Conflict of Interest Statement

Provide a statement certifying that the firm has no current or anticipated conflict of interest with the representation of the District as financial adviser.

Section VI. Required Forms

Forms are required with **Original response & flash drive only**; they can be excluded from additional copies requested.

Proposer shall execute the following required forms (located on our website, [Required Forms link: https://www.austinisd.org/cp/forms](https://www.austinisd.org/cp/forms)), and return the **signed original** with the proposal:

- Offer Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at www.irs.gov)
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at <https://www.austinisd.org/cp/ciq-online>

VIII. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement under the provisions of the Texas Professional Services Procurement Act, chapter 2254 of the Texas Government Code. As described above, submissions will be evaluated and ranked on the basis of demonstrated competence and qualifications, and negotiations with submitters, in order of ranking, will be undertaken by AISD until a satisfactory contract for services is reached with a respondent for a fair and reasonable price.
- B. AISD will evaluate each firm’s statement in the areas of the qualifications, proposed plan, experience/service capabilities based on the following pre- determined criteria:

50 Points	Qualifications	This criteria includes the Firm and assigned Financial Advisor(s) qualifications to handle bond matters, experience and expertise for which a proposal has been submitted, experience with school districts and other governmental entities.
50 Points	Firms Capabilities	This criteria includes the firm’s capability and available resources to provide competent Financial Advisory services in a timely, comprehensive manner.

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all Firms to respond to questions and/or clarifications prompted. Firms may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration. AISD may make an award without discussion with any proposers after proposals are received
- D. AISD will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, AISD reserves the right to negotiate with the next qualified firm(s) until a contract can be reached.

IX. TERMS AND CONDITIONS

- A. Term of the agreement shall commence the date of award by the Board of Trustees through June 30, 2021, with the option to extend the contract for three (3) additional one (1) year terms, following satisfactory delivery of the services specified in the proposal and engagement letter.
- B. AISD reserves the right to reject any and/or all proposals, to make awards for individual products or services as may be advantageous, and waive all formalities in the RFQ process.
- C. Late proposals, if properly identified, will be returned unopened. No proposal may be withdrawn without written request.

