



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Financial Underwriting Services

Solicitation Number: RFQ 16-085

Description: The City of San Antonio, Finance Department is requesting proposals from qualified firms to establish a financial underwriting pool comprised of firms to be 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.

Applicable Product Categories: 94649

Date Issued: June 27, 2016

Due Date & Time: July 29, 2016 at 11:00 A.M., Central Time

Pre-Submittal Conference: Wednesday, July 13, 2016 at 1:00 P.M. Central Time at the Finance Department, Purchasing Division, Hill Country Conference Room, Riverview Towers at 111 Soledad, 11<sup>th</sup> Floor, San Antonio, Texas 78205.

Staff Contact Person: Tony Aguilar, Procurement Specialist III, [Tony.Aguilar@sanantonio.gov](mailto:Tony.Aguilar@sanantonio.gov)

#### **Evaluation Committee Voting Members:**

Ben Gorzell, Jr., Chief Financial Officer, City Manager's Office  
Troy Elliott, Director, Finance Department  
Margaret U. Villegas, Assistant Director, Finance Department  
Cappi Arriola, Financial Administrator, Finance Department  
Alejandro Tijerina, Financial Manager, Finance Department  
Cara DeAnda, Chief Financial Officer/Associate Controller, Galaxy Builders

**Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFQ or proposals from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFQ has been released until the contract is awarded.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **July 15, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Tony Aguilar, Procurement Specialist III**  
**City of San Antonio, Finance Department, Purchasing Division**  
[Tony.Aguilar@sanantonio.gov](mailto:Tony.Aguilar@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation.

**TO REGISTER AS A VENDOR:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov)