



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Financial Advisor Services

Solicitation Number: RFP 16-004, 6100006762

Description: The City of San Antonio, Finance Department is seeking proposals from qualified Firm(s) to perform professional Financial Advisor Services to 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. These services include, but are not limited to, quantitative analysis, evaluation and presentation of financing options, provision of timely credit market information, preparation of offering documents, advice and assistance with the issuance, sale and delivery of debt instruments, as well as, attending meetings and on-going services after the successful delivery of a debt issuance.

Applicable Product Categories: 94648

Date Issued: October 19, 2015

Due Date & Time: November 17, 2015 at 2:00 P.M.

Pre-Submittal Conference: Monday, October 26, 2015 at 1:00 P.M. Central Time at the City of San Antonio, Finance Department, Purchasing Division Hill Country Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, TX 78205

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov

Evaluation Committee Voting Members:

Ben Gorzell, Jr., Chief Finance Officer
Maria Villagomez, Assistant City Manager
Michael Sawaya, Director of Convention and Sports Facilities
Troy Elliott, Director of Finance
Margaret U. Villegas, Assistant Director of Finance
Cappi Arriola, Financial Management Administrator
Alejandro Tijerina, Financial Manager

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

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **October 29, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Light, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Debra.Light@sanantonio.gov

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

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: 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

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.