



City of San Antonio

SUBJECT: Request for Qualifications (RFQ) for Financial Underwriting Services (**RFQ 016-085**), Scheduled to Close: **July 29, 2016**; Date of Issue: **June 27, 2016**

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: July 11, 2016

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR QUALIFICATIONS**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: Can companies from outside the U.S. apply for this project? For example, India or Canada?

Response: There are no geographic restrictions or limitations regarding submission of a Proposal in response to this RFQ. However, each Respondent providing services covered by this RFQ must be fully compliant with all applicable federal, State, and local statutes and regulations related to providing the services covered by this RFQ.

Question 2: Does our firm have to come to your location for meetings if awarded?

Response: While in-person meetings are preferred, they are not mandatory; conference calls may be acceptable. It is expected that firms chosen in an underwriting syndicate communicate with each other and with the City as necessary to fully and successfully execute transactions.

Question 3: Can we perform the tasks related to this RFQ from outside of the U.S.? For example, India or Canada?

Response: Please refer to the response to Question 1.

Question 4: Can we submit our proposal via email?

Response: No. Proposals sent by email or fax will not be accepted. All proposals must be submitted in hard copy format only to the mailing address listed on page 8 of the RFQ.

Question 5: What are the parameters of the allowable communications between *[a firm currently engaged in an active underwriting syndicate for the City]* and the City of San Antonio and its Financial Advisors given this circumstance? Is it possible to get a statement in writing from the City that *[firm]* can continue its normal course of business as it relates *[to]* the upcoming financing related to *[current transactions]*.

Response: The answer to this question may be found on page 9 of the RFQ in Section 011 – Restrictions on Communication: “This prohibition **does not** apply to communications with a City officer or employee regarding normal City business between the Firm and the City that is **not** concerned with or related to this RFQ or a proposal to be submitted in response to it.” These restrictions on communication also apply to communications between the firm and the City’s Financial Advisors and/or Bond Counsel.

Question 6: We are currently engaged by the City as an underwriter for financings that will be completed this summer. As part of those engagements, we will be required to have contact with finance officials of the City in order to complete the financings.

The current RFQ states that contact with City officials during the RFQ period could result in disqualification. Is there a way for those specifically involved in the upcoming financings to get a waiver such that we can contact finance department officials about those financings?

Response: Please refer to the answer to Question 5.

Question 7: We noticed that some of the attachment labeling is not linked correctly under Section 008- RFQ Requirements. For example on page 7 of 36, all the referenced Attachments under E through L do not match the naming of the actual Attachments in the RFQ document on pages 30-36. Can this be clarified?

Response: Please find the revised Section 008 – RFQ Requirements below with the corrected Attachment reference.

008 - RFQ REQUIREMENTS

Firm’s Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. (1) **COMPLETE** original, signed in ink, **eight (8)** hardcopies WITH ONLY TABS and documents for FIRM EXPERIENCE, BACKGROUND AND QUALIFICATIONS; PROPOSED PLAN; etc. (**NO SBEDA, LPP, OR VOSB IS TO BE INCLUDED**), and one (1) copy of the proposal on compact disk (CD) or portable USB drive containing a searchable Adobe PDF version of the entire proposal. Each of the items listed below must be labeled with the heading indicated below as a separate file on the CD.

- A. TABLE OF CONTENTS.
- B. EXECUTIVE SUMMARY. The summary shall include a statement of work to be accomplished, how the firm proposes to accomplish and perform each specific service and unique problems perceived by the firm and their solutions to include measurable performance goals for the scope performed.
- C. EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFQ as Attachment A, Part One.
- D. PROPOSED PLAN. Use the Form found in this RFQ as Attachment A, Part Two.
- E. CONTRACTS DISCLOSURE FORM. Use the Form in RFQ Attachment B, which is posted separately or Firm may download a copy at:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>.

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

- F. LITIGATION DISCLOSURE. Complete and submit RFQ Attachment C, Litigation Disclosure Form.
- G. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM(S). Complete, sign and submit all SBEDA form(s), found in this RFQ as Attachment D.
- H. LOCAL PREFERENCE PROGRAM (LPP) ORDINANCE IDENTIFICATION FORM. Complete, sign and submit LPP Identification Form found in this RFQ as Attachment E.
- I. VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM IDENTIFICATION FORM. Complete, sign and submit form found in this RFQ as Attachment F.
- J. FINANCIAL INFORMATION. Audited financial statements are preferred. In the event audited financial statements are not available, state the reason why. If audited financial statements are not available, Respondents may submit other financial statement(s) or documentation, such as a Trial Balance Income Statement along with the most recent Annual Tax Submission that validates and ensures the long term financial viability of the organization. Failure to provide requested information may impact your firm's final score.
- K. SIGNATURE PAGE. Firm must complete, sign, and submit the Signature Page found in RFQ Attachment G. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the Proposal.
- L. PROPOSAL CHECKLIST. Complete and submit the RFQ Checklist found in RFQ Attachment H.

Firm is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE RFQ REQUIREMENTS MAY RESULT IN THE FIRM'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.



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Finance Department – Purchasing Division