



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 18, 2016

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

**THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS
FOLLOWS:**

1. Add: Exhibit 4, Pre-Submittal Sign in sheet dated July 13, 2016 – Exhibit posted as a separate document.
2. Add: Exhibit 5, SBEDA PowerPoint Presentation – Exhibit is posted as a separate document.

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

Question 1: Can we have a list of items, schedule of requirements, scope of work, terms of reference and bill of materials required?

Response: The City of San Antonio has implemented the San Antonio eProcurement System, (SAePS). To receive a copy of this RFQ all vendors must first register on-line at: <http://www.sanantonio.gov/purchasing/SAePS.aspx>. The RFQ and all of the associated requirements are listed on the City website and can be downloaded free of charge. The website address is www.sanantonio.gov. Click on the Business tab, go to Bids & Purchasing and then click on Bidding & Contracting Opportunities to obtain a free copy of all RFQ documents.

Question 2: Can we have a soft copy of the tender document through email?

Response: Please refer to the response to Question 1.

Question 3: What are the names of countries that will be eligible to participate in this tender?

Response: There are no geographic restrictions or limitations regarding submission of a Proposal in response to this RFQ. However, each Respondent and/or every individual 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 4: Can we have information about the tendering procedure and guidelines?

Response: Please refer to the response to Question 1.

Question 5: What is the estimated budget for this purchase?

Response: Firms may be chosen from the pool to serve in underwriting syndicates for the City's various financings. There is no guarantee a firm will be chosen for a syndicate and therefore there is no contract value for participating in the pool.

Question 6: Will there be any extensions of the bidding deadline?

Response: At this time there are no extensions of the deadline.

Question 7: Will there be any addendums or pre-bid meeting minutes?

Response: All questions asked during the Pre-Submittal Conference are posted in this Addendum. Any changes or questions for the RFQ will be posted in an Addendum and posted to the City's website.

Question 8: Regarding the request of references to be from the local government sector, can the City clarify which issuers are the most appropriate references? Should respondents provide references of issuers based in San Antonio – or alternatively City issuers such as City of San Antonio, City of Dallas, etc.

Response: The City is seeking references from entities similar to the City.

Question 9: Question A (d): Should respondents provide a full coverage team in response to this question?

Response: Question A (d) pertains to all Lead Bankers identified. If Lead Banker varies by type of transaction, all Lead Bankers should be included in the response.

Question 10: Question A (e): In trying to differentiate our response from A (d), can the City provide clarity on what would constitute 'other staff'?

Response: "Other staff" refers to all staff members who would be involved in potential engagements with the City in addition to the Lead Banker.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE

On July 13, 2016, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Financial Underwriting Services RFQ. The following questions below were asked at the Pre-Submittal Conference.

Question 11: Which telephone number can we give to Federal Express when submitting our proposal through this carrier?

Response: Federal Express can contact our Office of the City Clerk at 210-207-7253.

Question 12: Which documents shall be submitted in the 8 copies?

Response: The following documents shall be submitted in the copies: 1) Executive Summary, 2) Firm Experience, Background & Qualifications (RFQ Attachment A, Part One) and 3) Proposed Plan (RFQ Attachment A, Part Two).

Question 13: Can we staple our proposals or clip them with a binder clip?

Response: Proposals can only be submitted stapled or with a binder clip.

Question 14: Do we print our proposal two sided?

Response: Yes.

Question 15: Regarding the maximum page limit in the RFQ, the limit is 20 pages, but is it 20 pages front and back?

Response: Yes. The maximum page limit is 20 double sided pages.

Question 16: If we submit an exception to SBEDA form, do we receive negative points?

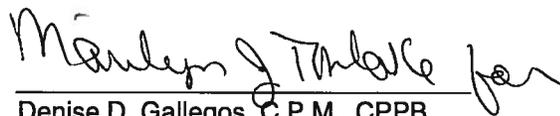
Response: No, negative points are not applied for completing and submitting an Exception to SBEDA form.

Question 17: Are the Local Preference Program and the Small Business Program mutually exclusive?

Response: The Small Business Economic Development Advocacy (SBEDA) is an entirely separate program from the Local Preference Program that the City of San Antonio applies on City contracts. For more information on the SBEDA Program, please contact the Small Business Office at (210) 207-3922 and for information on the Local Preference Program for this solicitation; please contact Debra Light at (210) 207-7266 or debra.light@sanantonio.gov.

Question 18: Do we need to include a Table of Contents in the 8 hardcopies?

Response: The Table of Contents used in the original RFQ may be used for the eight (8) copies even though the copies contain only the sections as outlined in the response to Question 12.



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