



Request for Proposal Bond Issue Financial Advisor (Fiscal Agent)

The Boyle County Board of Education is requesting proposals for the services of a Bond Issue Financial Advisor (Fiscal Agent) as described in the attached request for the Boyle County Board of Education and the Boyle County Finance Corporation.

Qualified organizations are invited to submit proposals as described herein. Proposals are to be addressed to:

Sandy Jupin
Boyle County Schools
352 North Danville Bypass
Danville, KY 40422

Proposals may be hand delivered to Sandy Jupin at 1651 Perryville Rd Danville, KY 40422 in the back of the middle school location (parking lot side).

Proposals must be received **no later than 10:00 a.m., March 3, 2017**. Bids will be opened Friday March 3, 2017 at 2:00 P.M.

Boyle County Schools reserves the right to reject any proposal not received by the above time and date regardless of when the proposal was mailed. Proposals will be evaluated and interviews will be given to those with the best evaluated proposals.

OVERVIEW OF THE Boyle County Board of Education

The Boyle County Board of Education is a public school district with a student population of approximately 2952 students. It is located in Central Kentucky in Boyle County. The city is Danville. The school system has approximately 393 employees who are supplemented by temporary employees. The current budget and Audit are available online: <http://www.boyle.kyschools.us>

The City of Boyle is currently bidding a new middle school construction project with bond financing of approximately \$28,000,000.

GENERAL REQUIREMENTS

The Boyle County Board of Education is seeking a Bond Issue Financial Advisor for bonding projects current and future. Proposing firms must have experience in providing school bond issue financial advisory services to Kentucky bond issuers and are eligible to represent Boyle County Schools. Financial Advisor must be an independent advisor specializing in providing services for school bond transactions.

Furthermore, proposals will be evaluated and ranked based upon criteria including but not limited to quality of services, demonstrated experience of quality service delivery, cost, conflict of interest policies, and history of fiscal integrity.

The Boyle County Board of Education has the right to reject any and all proposals. The Boyle County Board of Education may cancel the contract with 60 days' notice.

SCOPE OF SERVICES

Role of Financial Advisor:

1. Serve as the Board's advisor on debt financing projects. Handle all elements of each bond sale by the Boyle County Board of Education.
2. Provide independent financial advice and serve solely the interests of the Boyle County Board of Education.
3. Manage the bond financing process and negotiate key business points to accomplish the school system's objectives

Service to be provided:

Services to be provided by the selected Bond Issue Financial Advisor will include, but are not limited to, the following:

A. Participant Assistance:

- ☐ Evaluate potential underwriters for a negotiated sale or define process for competitive sale,
- ☐ Evaluate and assist in securing credit enhancement if necessary,
- ☐ Maintain proper accounting records and adequate documentation. Provide all debt service schedules with breakdown of financing responsibility by entity (EX. SFCC – School System).

B. Participant Financial Condition Review

- ☐ Evaluate participant credit quality and financial strength using typical industry standards,
- ☐ Review, evaluate and comment on adequacy of financial forecast studies,
- ☐ Prepare written reports to the Boyle County Board of education regarding the feasibility of issuing the bonds and sufficiency of revenues and funds pledged to support the bonds.
- ☐ Prepare bonding potential analysis requested by the board and be available for presentations during board meetings as necessary.
- ☐ Coordinate electronic transfers of funds related to bond sale. Outline all costs to finance department.
- ☐ The fiscal agent will ensure that all financial procedures are in compliance with Generally Accepted Accounting Procedures (GAAP), OMB policies, Code of Federal

Regulations (CFR), Federal Acquisition Regulations (FAR), and any other federal or state regulatory requirements.

- ☐ The fiscal agent will limit the risk of questioned or disallowed costs.
- ☐ Respond to audit financial findings;

C. Bond Document Participation and Review

- ☐ Attend all organizational, document review, and special meetings related to a bond financing,
- ☐ Evaluate, advise, and consult with the Board of Education and bond counsel regarding financial and non-financial bond covenants of the bond issue,
- ☐ Assist in furnishing materials and data to rating agencies, bond insurers, and letter of credit providers,
- ☐ Assist in structuring bond transaction for competitively sold bond issues.

D. Official Statement Review and Preparation

- ☐ Assist in team discussions in conjunction with counsel on form, content, and sufficiency of information in the official statement,
- ☐ Prepare the official statement in conjunction with counsel for competitively sold bond issues.
- ☐ Identify and Prepare all resolutions for the board related to bond sale and financing.
- ☐ Assist in BG-1 plan of financing
- ☐ Submission of all bond sale documents to KDE.

E. Pricing of Bond Issue

Competitive Sale:

- ☐ Coordination of pre-sale publicity, call for bids, evaluation of bids, recommendations to the Council regarding sufficiency of bids, and awarding of bonds.

Negotiated Sale:

- ☐ Coordinate pricing meetings and offerings of negotiated issues,
- ☐ Recommend structure of underwriting teams; i.e., co-managers, selling group, syndicate, etc.,
- ☐ Recommend timing of bond pricing,
- ☐ Review, monitor and advise the Board of Education regarding proposed negotiated interest rates and spreads.

F. Recommendations to the Board

- ☐ Prepare an oral and written recommendation to the Boyle County Board of education for the Bond issue regarding financial feasibility, bond covenants, and pricing of the bonds.

G. Bond Closing

- ☐ Review closing memorandum with bond counsel to confirm activities at the closing and role of each party,
- ☐ Assist participant in evaluating the investment of bond proceeds (where applicable) for construction fund, debt service, fund, escrow, etc.

H. Special Meetings of the Board of Education

- ☐ Prepare and deliver presentations designed to facilitate an understanding of public sector financing and its implications to the Boyle County Board of Education.

I. Post Issuance Assistance

- ☐ Advise the Boyle County Board of Education on post issuance changes, credit enhancement, management consultants, etc.,
- ☐ Conduct post issuance reviews (e.g., remarketing agent performance) as requested by the Board,
- ☐ Provide a report to the Board on the project and the bond issue sale.

J. Program Development

- ☐ Assist staff by evaluating program proposals or changes in policy.

PROPOSAL REQUIREMENTS

The following are the contents that all proposals must include; all the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

1. Interest and Proposals:

- a) A brief description of the firm, including its location, years in the business, history, and philosophy. Include an outline of the firm's officers and executive management.
- b) Advisor shall provide a clear, concise response to the scope of service requirements set forth above.

2. Qualifications and Experiences:

Describe your qualifications for providing the required services and your experience relevant to the required services. Please address the following areas:

- a. Overall experience in serving as a Bond Issue Financial Advisor.
- b. Identify the engagements in connection with Kentucky School Bond financings and advisory services rendered by your firm since January 1, 2011.

3. Team and Availability

- a) Identify the individuals within your firm who would be responsible for this engagement, and describe the qualifications and relevant experience of each person named. Proposal shall identify key contact person for communication with the Board of Education on all project-related matters. In addition, identify any sub-consultants, if applicable.

b) Proposal shall include a statement on availability and commitment of the respondent and assigned professional who will undertake the scope of services

4. References:

Proposal shall include the name, address and telephone of not less than three clients for whom similar services to those described in this Request for Proposal have been performed.

5. Disclosure:

The Advisor will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the Boyle County Board of Education. Advisor shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

6. Insurance:

- a. Provide a certificate of insurance showing the firm's current limits of liability for commercial, general, and professional liability, workers compensation, and business automobile liability.
- b. List all current and unresolved litigations, arbitrations, or mediations of the firm.

7. Fee:

The applicant will prepare a total fee statement for financing as discussed in the RFP. Fees stated are to cover the financial plan for current projects in its entirety. Alternate Fee proposals should be made for competitive vs. negotiated sale if applicable. If a contingent fee is contemplated, it is to be clearly stated in your proposal. Any fee change must be clearly expressed to the board before any bond sale. Please specify and be prepared to show proof of the level and type(s) of insurance carried to cover errors and omissions, improper judgment, or negligence.

8. Any miscellaneous or relevant information pertaining to proposal

9. Proposal Submission:

- a. Three copies of the completed proposal shall be submitted to Sandy Jupin, Secretary to the Superintendent, in a sealed envelope(s) marked "PROPOSAL-BOND ISSUE FINANCE ADVISOR" and delivered to the address below. The deadline for submission of proposals is **10:00 am on Friday, March 3, 2017**. Proposals or amendments to proposals arriving after the deadline for submission will not be considered.

Boyle County Board of Education
Attn: Sandy Jupin, Secretary to the Superintendent
352 North Danville Bypass
Danville, KY 40422

- b. The Board reserves the right to request a change in any proposed sub-consultants, if applicable.
- c. The Board reserves the right to waive any irregularities and/or reject any and submittals. The Board is under no obligation to award a contract to any firm submitting a proposal.
- d. The Board shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
- e. All materials submitted shall become the property of the Boyle County Board of Education and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee for privacy or confidentiality is offered or implied.

By submitting a proposal in response to this RFP, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the Boyle County Board of Education. Thank you in advance for your interest in the Boyle County Board of Education.

Any questions may be addressed to David Morris (Chief Financial Officer) at david.morris@boyle.kyschools.us or 859-236-4323. Deadline for questions is 3:00 PM on Thursday March 2.

END OF REQUEST FOR PROPOSAL