

<b>Board Meeting Date:</b>	June 19, 2017
<b>Solicitation No.:</b>	17-061MH
<b>Description:</b>	<p><b>Financial Advisor Services:</b></p> <p><u><b>Recommendation</b></u></p> <p>The Administration is seeking Board approval of a contract with FirstSouthwest to serve as the financial advisor to the District and authorization for the Superintendent to execute the agreement.</p> <p><u><b>Background</b></u></p> <p>Board Policy CH (Local) requires that the Board review the contracts with the District's financial providers no less than every five years. The Board last approved a contract for a financial advisor in October 2010. This contract expired on October 25, 2015, but services continued on a month-to-month basis. Recently, the District issued a Request for Qualifications for Financial Advisor Services to exercise due diligence. Four responses were received, reviewed and scored by an Evaluation Committee and the results indicate that FirstSouthwest was the highest rated vendor. The Administration is requesting approval of a new five-year agreement with FirstSouthwest under the same terms as the previously executed contract.</p> <p>FirstSouthwest has successfully guided the District through the implementation of a variable rate debt program and a commercial paper program. In addition, FirstSouthwest has counseled the District through the process of remarketing various debt series which resulted in both a reduction in principal and a savings in interest. The savings realized have allowed the Administration to recommend a reduction in the Interest &amp; Sinking (I&amp;S) fund tax rate for tax year 2017. Continuation of sound and reliable financial advisor services is crucial for the District to continue to maintain its low I&amp;S rate.</p> <p>The fees due to FirstSouthwest for each new issuance will not exceed the fee schedule as listed below:</p> <p style="padding-left: 40px;">\$20,000 for the first \$1,000,000 of bonds issued, plus:  \$1.5 per \$1,000 for the next \$4,000,000 of bonds issued, plus:  \$1.0 per \$1,000 for the next \$5,000,000 of bonds issues, plus:  \$0.75 per \$1,000 thereafter.</p>

	<p>Fees for any issue of Advance Refunding Bonds and/or Debt Instruments involving escrow agreements will be the fee schedule set out above plus 15 percent.</p> <p>FirstSouthwest was paid \$71,868 in fiscal year 2015 for the 2015C refunding, \$243,911 in fiscal year 2016 for the 2016A refunding and the 2015A &amp; B bond issuance, and \$141,778 to date in fiscal year 2017 for the 2015A remarketing and the remarketing of the commercial paper.</p> <p>The contract being considered is the standard Municipal Advisor Agreement and provides disclosures required under the Dodd Frank Act. This agreement will remain in effect for a period of five years unless terminated by either party prior to that date.</p>
<b>Requested By:</b>	<b>Steven Bassett, Chief Financial Officer</b>
<b>Vendor(s):</b>	<b>FirstSouthwest</b>
<b>Budget Sources:</b>	<b>Debt Service Fund (599)</b>
<b>Amount:</b>	<b>Based on Number, Type and Par of Annual Transactions</b>
<b>Other Supporting Information</b>	
<b>Number of vendors contacted by Purchasing:</b>	<b>1</b>
<b>Number of vendors contacted by FBISD Notification System:</b>	<b>1965</b>
<b>Number of vendors downloaded the solicitation:</b>	<b>118</b>
<b>Number of responses received:</b>	<b>4</b>
<b>Number of "no bid" responses received:</b>	<b>0</b>
<b>Length of commitment:</b>	<b>5 years</b>
<b>Last solicitation date:</b>	<b>N/A</b>
<b>Supporting documents:</b>	<b>Evaluation Criteria and Rubric</b>
<b>Disclosure under Board Policy CH, CV, or DBD (Local):</b>	<b>None</b>

Evaluation Summary  
 RFQ 17-061MH  
 Financial Advisor Services  
 Board Date: June 19, 2017

Vendor	Response to RFQ (5 pts. max)	Proposed Methodology (25 pts. max)	Past Relevant Performance (25 pts. Max)	Firm's Profile/Team Organization/Resume (25 pts. Max)	Past FBISD Experience (10 pts. Max)	References (5 pts. Max)	Financial Stability of Firm (5 pts. Max)	Proposer's Total Score (100 pts. Max)
FirstSouthwest	5	24	24	24	10	2	5	94
RBCC	5	23	24	24	5	3	5	89
George Baum Co.	4	20	18	22	0	3	4	71
Estrada Co.	3	17	20	20	0	3	3	66

## RFQ 17-061MH Financial Advisor Services

**Evaluation criteria:** Proposal shall be evaluated using the evaluation criteria listed below. Fort Bend ISD reserves the right to award contract as best meets the District's needs such as per section, groups, or all.

	<b>Evaluation Criteria</b>	<b>Scoring Description</b>	<b>Point System</b>
1	Response to RFQ	Adequacy of response to the RFQ as relates to meeting the needs of FBISD.	5 points
2	Proposed Methodology	Review of the firm's techniques and methods, and intended approach to meet the requirements of this RFQ and the District.	25 points
3	Past Relevant Performance	Review of recent and relevant assessment CIPs of similar size and scope to this RFQ.	25 points
4	Firm's Profile/Team Organization/Resume	Review of team organization, relevant qualifications and experience of the firm and personnel. Review of resumes, credentials, and experience of the individuals who will be assigned to support accomplishment of the service to FBISD standards.	25 points
5	Past FBISD Experience	Review of past positive experience with FBISD.	10 points
6	References	Adequacy of response and information provided by relevant references. List of References should come from past project examples listed within this RFQ. References will be contacted via e-mail with a deadline. If no response is received by the deadline, there will be points deducted in this section.	5 points
7	Financial Stability of Firm		5 points
	<b>TOTAL</b>		<b>100 points</b>