

The City of Jefferson-Cole County Library District Board of Trustees seeks the services of a financial advisor with experience in and knowledge of the municipal bond market and other financing options. The Board seeks an advisor with recent and extensive experience as financial advisor to governmental entities. The Board will rely on the financial advisor's ability to analyze the funding needs of the proposed library building project and the various financing options available to determine a funding program most advantageous to the Library.

The purpose of the letter is to solicit a proposal from your firm as financial advisor. Evaluation of the proposal will pay particular attention to the expertise of assigned personnel.

Your proposal must comply with the following:

1. The scope of services to be provided must include:
  - A. Analytical ability to evaluate the funding needs and cash flow requirements of the project.
  - B. Analysis of financing options available to the Board.
  - C. Development of a financing plan through completion of the building project and the projected pay back period.
  - D. Advice and assistance in implementing the financing plan.
  - E. Representation of Board interests in any negotiations with underwriters or bankers if necessary.
  - F. Preparation of any documents required by the financing plan including, but not limited to, preliminary official statements and official statements if needed.
  - G. Preparation of necessary debt service schedules.
  - H. Arrangement for printing and distribution of any necessary documents.
  - I. Advice and assistance in obtaining the best possible rating from Standard & Poor's, Moody's and Fitch and attendance at any presentation to the rating agencies.
  - J. Advice and assistance in presentation of additional information to prospective bidders on the bonds, including, if determined to be advisable by the Board, meetings with representatives of prospective bidders.

K. Attendance at any financing meetings and conferences as deemed necessary by the Board.

L. Any other services necessary in connection with the financing.

M. Research and advise the Board on aspects of tax exemption and arbitrage in cooperation with bond counsel and library legal counsel.

N. The following expenses are reimbursable but must be paid by the financial advisor:

- Printing and distribution of Preliminary Official Statements, Official Statement and Notice of Sale
- Rating Agency Fees

These expenses should be included on the financial advisor's final bill and will be paid by the Board upon receipt of such bill.

O. The response must be in writing.

2. Implementation and completion of the library building project is dependent upon the success of a library ballot issue in an upcoming election. Please indicate your fee and reimbursable costs if no financing is done and your firm fixed fee and reimbursable cost if the financing is executed.

A. No Financing Executed

Fee, if any \$ \_\_\_\_\_

Estimated out-of pocket expenses for which you would seek reimbursement.

Travel \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Phone \$ \_\_\_\_\_

Copying \$ \_\_\_\_\_

Misc. (List) \$ \_\_\_\_\_

Cap on out-of-pocket expenses to be Reimbursed (if applicable) \$ \_\_\_\_\_

B. Executed Financing Transaction

Amount per \$5,000 face value bond issue \$ \_\_\_\_\_  
Maximum fee (if applicable) on bond issue \$ \_\_\_\_\_

Firm Fixed Fee per other financing type transaction \$ \_\_\_\_\_

Estimated out-of-pocket expenses for which you would seek reimbursement.

Travel \$ \_\_\_\_\_  
Printing \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Transcript \$ \_\_\_\_\_  
Phone \$ \_\_\_\_\_  
Copying \$ \_\_\_\_\_  
Misc. (List) \$ \_\_\_\_\_

Cap on out-of-pocket expenses to be Reimbursed (if applicable) \$ \_\_\_\_\_

3. The response must include a detailed list of the firm's recent financial advisor experience related to Public Finance. The list must be divided into three categories – General Obligation, Revenue, and All Other. The list must include date of issue, name of issuer and amount of issue. The time period covered by the list shall not be less than September 2019 through August 2022.
4. The response must include a resume of each individual to be assigned. These resumes should emphasize relevant experience, as the evaluation will pay particular attention to the expertise of assigned personnel. No reassignments of individuals will be allowed without prior approval of the Board.
5. The response must include the firm's best estimate of total staff-hours required. The response must also identify the individuals to be assigned and their estimated staff-hours.
6. The response must indicate whether the firm or any principals that would be involved in serving the Board have been subject to any licensure disciplinary action, been convicted of or plead guilty to any state or federal offense, or paid any civil judgment, settlement, or fine in connection with their professional practice. The response must also include the SEC or MSRB registration numbers for the firm as a "municipal advisor."
7. The response must be received in writing and no fax bids will be accepted. Eight (8) copies of the proposal must be received by 12:00 p.m. on Wednesday, October 26, 2022. Proposals should be delivered to Missouri River Regional Library, Attn: Debra Winter, 214 Adams Street, Jefferson City, MO 65101. If sending via US mail the address is P.O. Box 89, Jefferson City, MO 65102.

Failure to comply with all the requirements of this request for proposal may eliminate a proposal from consideration. Proposals will be evaluated on four major criteria:

- Scope of services – particular scrutiny will be given to deviations from the specific requirements
- Expertise of assigned personnel
- Experience of firm
- Cost.

The Board reserves the right to conduct negotiations of the proposal received or to award without negotiations. A question/answer conference with your firm may be conducted prior to the award of the contract, if deemed necessary. In addition, the firm may be asked to make an oral presentation of its proposal during the question/answer conference. Attendance cost at the conference shall be at the firm's own expense. The Board reserves the right to reject any and all bids for any reason whatsoever.

If you have any questions, please contact Debra Winter at 573-634-6064 ext. 249.

Sincerely,

Debra Winter  
Business Manager/Accountant