

## **Request for Qualifications Financial Advisor**

The Township is seeking the services of an independent Financial Advisor during 2015 to provide management advice and to assist in the issuance of its debt.

Listed below is the basic Scope of Services which the Financial Advisor is expected to provide and questions which should be answered as part of the respondent firm's response to this Request for Qualifications.

### **Scope of Services**

The functions enumerated are not meant to be limiting. It is expected the Financial Advisor will do those things and provide advice appropriate to assure a successful financing of the Township's debt.

- Review existing Debt Structure and Assist in Developing a Debt Financing Plan
- Provide analysis of Tax Impact of Recommended Financing Plan
- Develop Detailed Financing Timetable
- Coordinate the Financing Team
- Preparation of Preliminary and Official Statement
- Presentation to Rating Agency(ies)
- Monitor Market and Provide Analyses Regarding Timing and Structure of Debt Issues
- Coordinate Electronic Sale of Debt if Appropriate
- Provide Updated Debt Service Schedules
- Create Summary Reports of Debt Issuances

### **Response Content**

Firms should address in their Responses the following:

1. Description of Firm - Provide a history and description of your firm.
2. Experience - Please briefly summarize your experience since January 1, 2007 on tax-exempt bond and note issues as financial advisor for entities in the State of New Jersey.
3. References - Provide three (3) references. Include the issuer name, contact person, his/her title and address and telephone number for whom you have provided similar services.

4. Investigations/Litigation - Provide details of any criminal or regulatory investigation or pertinent litigation pending against your firm or members of your firm.
5. Certificates Required - The respondent must submit the following certificates: (i) Affirmative Action Employee Information Report or Certificate of Employee Information Report; (ii) Proof of general liability insurance coverage and professional liability insurance coverage; and, (iii) Proof of NJ Business Registration.
6. Other Information - Please discuss any factors which you believe are relevant to the Township's selection of your firm.
7. Compensation - Please attach your fee schedule for providing the Scope of Services requested in this Request for Qualifications. Include a description of any out of pocket expenses which might be included and of hourly rate charges which relate to this engagement.
8. The applicant/proposer shall **submit two (2) copies** of his/her proposal to the attention of the Township Clerk for review and consideration by the Township Manager and Township Council.

**“The Township shall require that all public documents held by outside vendors/professionals be copied and provided to the Township, without charge, if requested by the Township. The vendor/professional shall comply with a request for public documents by the Township within five (5) working days of the request.”**