

**REQUEST FOR PROPOSALS FOR  
FINANCIAL ADVISORY / QUANTITATIVE SERVICES  
FOR THE  
IOWA FINANCE AUTHORITY'S  
HOUSING PROGRAMS  
(RFP# IFA-01-2015)**

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## **ARTICLE 1 -- INTRODUCTION**

### **1.1 Purpose**

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from Financial Advisory and Consulting firms to work with Iowa Finance Authority’s (“Authority”) affordable housing programs. By Iowa statute, the Treasurer of the State (“Treasurer”) selects the finance professionals for the Authority. The Treasurer and the Authority intend to award a two year contract beginning on or around March 15, 2015, and ending on February 28, 2017, with up to three additional one (1) year extensions.

The Authority is simultaneously issuing an RFP for Arbitrage Rebate Services for the same contract terms. If your firm offers rebate services and would like to submit a proposal you can do so under this proposal for Financial Advisory and Quantitative Services. Under Section 3.2, Scope of Services, the rebate services are listed as optional. The ability to provide rebate services is not a requirement to be able to respond to the Financial Advisory and Quantitative Services RFP.

### **1.2 Background Information**

The Authority is committed to its mission of promoting, developing and providing a wide range of housing opportunities to assist lower and moderate income individuals and families obtain decent affordable housing. The Authority has two multifamily indentures, the Multi-Family Bonds (1978) and the Multifamily Housing Bonds (2005), which have about \$50 million bonds outstanding. The Authority has two single family parity bond indentures, the Single Family Mortgage Bonds (1991) and the Single Family Mortgage Revenue Bonds (2009). In 2009 the single family program had over \$1 billion in outstanding debt but as of June 30, 2014 approximately \$400 million of bonds were outstanding. The bonds are supported by mortgage backed securities and other investments.

In recent years the Authority has faced challenges issuing debt to fund its single family program. In 2013 the Authority issued \$77.4 million of bonds, half of that for an economic refunding. During the 2014 calendar year, the Authority originated \$144 million in single family loans which were sold into the secondary market.

The management of existing debt has become more complex with the massive prepayments experienced within the last few years. The Authority has focused on managing its outstanding debt effectively by redeeming bonds monthly but has faced challenges managing its variable rate debt with its existing swaps. Additionally, in 2015 the Authority will encounter the expiration of existing standby purchase agreements and par termination options of existing swaps.

This RFP is designed to provide firms with the information necessary for the preparation of competitive bid proposals. The RFP process is for the Authority’s benefit and is intended to provide the Authority and the Treasurer with competitive information to assist in the selection process. This RFP is not intended to be comprehensive. Each firm is responsible for determining all factors necessary for submission of a comprehensive bid proposal.

The selected firm will be ineligible to provide bond underwriting and GIC brokering services and will not be eligible to perform as a swap counterparty during the term of

this agreement.

## **ARTICLE 2 -- ADMINISTRATIVE INFORMATION**

### **2.1 Issuing Officer**

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful firm or firms.

**Cindy Harris, Issuing Officer**  
**Iowa Finance Authority**  
**2015 Grand Avenue**  
**Des Moines, Iowa 50312**  
**Cindy.Harris@iowa.gov**

### **2.2 Restriction on Communication**

From the issue date of this RFP until announcement of the successful firm, firms may contact only the Issuing Officer regarding matters concerning this RFP. The Issuing Officer will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted via e-mail to the Issuing Officer by 4:30 p.m., central time, February 4, 2015. Oral questions related to the interpretation of this RFP will not be accepted. The Issuing Officer will collect all questions and post both the questions and responses to the Authority's and Treasurer's website. Firms may be disqualified if they contact any Authority board member or employee other than the Issuing Officer regarding this RFP.

### **2.3 Downloading the RFP from the Internet**

Any amendments will be posted on either the Authority's website at [www.iowafinanceauthority.com](http://www.iowafinanceauthority.com) or the Treasurer's website at [www.treasurer.state.ia.us](http://www.treasurer.state.ia.us). The firm is advised to check the Authority's website and the Treasurer's website periodically for amendments to this RFP.

### **2.4 Procurement Timetable**

The following dates are set forth for informational and planning purposes; however, the Treasurer and the Authority reserve the right to change the dates.

- Issue RFP – on or about January 26, 2015
- Questions Due – February 4, 2015
- Response to Questions Issued – February 9, 2015
- Closing Date for Receipt of Bid Proposals – February 20, 2015
- Announce Successful Firms – on or about March 2, 2015

### **2.5 Questions and Requests for Clarification**

Firms are invited to submit written questions and requests for clarifications regarding the RFP. The questions or requests for clarifications must be via e-mail and received by the Issuing Officer before 4:30 p.m., central time, February 4, 2015. Oral questions will not be permitted. If the questions or requests for clarifications pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions and requests for

clarifications will be posted on the Authority's and State Treasurer's website on or before February 9, 2015. The written responses will be considered part of the RFP.

## **2.6 Amendment to the RFP and Bid Proposal and Withdrawal of Bid Proposal**

The Treasurer and the Authority reserve the right to amend the RFP at any time. The firm shall acknowledge receipt of any and all amendments in its proposal. If the amendment occurs after the closing date for receipt of bid proposals, the Treasurer and the Authority may, in their sole discretion, allow firms to amend their bid proposals in response to the amendment if necessary.

The firm may amend its bid proposal. The amendment must be in writing, signed by the firm and received by the time set for the receipt of proposals. Electronic mail and faxed amendments will not be accepted. Firms who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Firms must notify the Issuing Officer in writing if they wish to withdraw their proposals.

## **2.7 Submission of Bid Proposals**

The Issuing Officer must receive five (5) hard copies and one (1) pdf on a CD-ROM of the bid proposal at the address set forth in section 2.1 before 4:30 p.m., central time, February 20, 2015. **This is a mandatory requirement and will not be waived by the Treasurer and the Authority. Any hard copy bid proposal received after this deadline will be rejected and returned unopened to the firm.** Firms mailing bid proposals must allow ample mail delivery time to ensure timely receipt of their bid proposals. It is the firm's responsibility to ensure that the bid proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the bid proposal. Firms must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Information provided by the firm orally shall not be considered part of the firm's proposal.

## **2.8 Costs of Preparing the Bid Proposal**

The costs of preparation and delivery of the bid proposal are solely the responsibility of the firm submitting such proposal.

## **2.9 Rejection of Bid Proposals**

The Treasurer and the Authority reserve the right to reject any or all bid proposals, in whole and in part, received in response to this RFP. Issuance of this RFP in no way constitutes a commitment by the Treasurer and the Authority to award a contract.

## **2.10 Disqualification**

The Treasurer and the Authority may reject proposals outright for any one of the following reasons:

**2.10.1** The firm fails to deliver the bid proposal by the due date and time.

**2.10.2** The firm states that a service requirement cannot be met.

**2.10.3** The firm's response materially changes a service requirement.

**2.10.4** The firm's response limits the rights of the Authority.

**2.10.5** The firm fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient. Responses must indicate present capability; representations that future developments will satisfy the requirement are not sufficient.

**2.10.6** The firm fails to respond to the Authority's request for information, documents, or references.

**2.10.7** The firm fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.

**2.10.8** The firm presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.

**2.10.9** The firm initiates unauthorized contact regarding the RFP.

**2.10.10** The firm provides misleading or inaccurate responses.

### **2.11 Nonmaterial and Material Variances**

The Treasurer and the Authority reserve the right to waive or permit cure of nonmaterial variances in the bid proposal if, in the judgment of the Treasurer and the Authority, it is in the Authority's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other firms; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event the Treasurer and the Authority waive or permit cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the firm from full compliance with RFP specifications or other contract requirements if the firm is awarded the contract. The determination of materiality is in the sole discretion of the Authority.

### **2.12 Reference Checks**

The Treasurer and the Authority reserve the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the firm's qualifications.

### **2.13 Information From Other Sources**

The Treasurer and the Authority reserve the right to obtain and consider information from other sources concerning a firm, such as the firm's capability and performance under other contracts.

### **2.14 Verification of Bid Proposal Contents**

The content of a bid proposal submitted by a firm is subject to verification. Misleading or inaccurate responses shall result in disqualification.

### **2.15 Bid Proposal Clarification Process**

The Treasurer and the Authority reserve the right to contact a firm after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding. The Treasurer and the Authority will not consider information received if the information materially alters the content of the bid proposal. An individual authorized to legally bind the firm shall sign responses to any request for clarification. Responses shall be submitted to the

Authority within the time specified in the request. Failure to comply with requests for additional information may result in rejection of the bid proposal as noncompliant.

### **2.16 Disposition of Bid Proposals**

All proposals become the property of the Treasurer and the Authority and shall not be returned to the firm unless all bid proposals are rejected or the RFP is cancelled. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

### **2.17 Public Records and Requests for Confidential Treatment**

The Treasurer and the Authority may treat all information submitted by a firm as public information following the conclusion of the selection process unless the firm properly requests that information be treated as confidential at the time of submitting the bid proposal. The release of information is governed by Iowa Code chapter 22. Firms are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The Treasurer and the Authority will copy public records as required to comply with the public records laws. Any request for confidential treatment of information must be included in the transmittal letter with the firm's bid proposal. In addition, the firm must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the firm to respond to any inquiries by the Treasurer and the Authority concerning the confidential status of the materials. Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the firm. If the firm designates any portion of the RFP as confidential, the firm must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 4 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible. The Treasurer and the Authority will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event the Treasurer or the Authority receive a request for information marked confidential, written notice shall be given to the firm seven calendar days prior to the release of the information to allow the firm to seek injunctive relief pursuant to Section 22.8 of the Iowa Code. The firm's failure to request confidential treatment of material will be deemed by the Treasurer and the Authority as a waiver of any right to confidentiality, which the firm may have had.

### **2.18 Copyrights**

By submitting a bid proposal, the firm agrees that the Treasurer and the Authority may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The firm consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The Treasurer and the Authority shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

### **2.19 Release of Claims**

By submitting a bid proposal, the firm agrees that it will not bring any claim or cause of action against the Treasurer and the Authority based on any misunderstanding concerning the information provided herein or concerning the Treasurer's or the Authority's failure, negligent or otherwise, to provide the firm with pertinent information as intended by this RFP.

### **2.20 Presentations**

Firms may be required to make a presentation of the bid proposal. The presentation, if necessary, will occur at the Authority's offices. The determination as to need for presentations, the location, order, and schedule of the presentations will be made by the Evaluation Committee.

### **2.21 Evaluation of Bid Proposals Submitted**

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP.

### **2.23 Choice of Law and Forum**

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Firms are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

### **2.24 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Firms are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

### **2.25 No Minimum Guaranteed**

The Authority anticipates that the selected firm will provide services as requested by the Authority. The Authority will not guarantee any minimum compensation will be paid to the firm or any minimum usage of the firm's services.

## **ARTICLE 3 -- SERVICE REQUIREMENTS**

### **3.1 Introduction**

The Authority is seeking a Financial Advisory and/or Consulting firm with highly specialized expertise in financing affordable housing and invites firms to demonstrate that expertise in their response to this RFP. The selected firm will be expected to work closely with Authority board and staff, bond counsel, investment bankers, the bond trustee, rating agencies, financial institutions and other persons or organizations as may be necessary. Additionally, the selected firm is expected to provide an independent point of view and professional analysis on which the Authority and Board can rely. The Authority currently has two senior managing underwriters (RBC and Morgan Stanley) that rotate as the lead manager from deal to deal.

### **3.2 Scope of Work**

The services to be performed by the selected firm or firms will include, but are not limited to, the following:

Services related to ongoing bond resolution management:

- Maintenance of computer cash flow models for the 1991 and 2009 single family bond indentures;
- Support of direct user access to and use of computer cash flow models, including user training;
- Structuring and/or evaluating ongoing indenture management, surpluses, or operating policies;
- Sizing and analysis of ongoing contract and 10 year rule bond redemptions

Services related to bond transactions:

- Assist and advise the Authority on the issuance of debt and financing structures to meet the Authority's program goals and needs given current and projected market conditions;
- Provide new ideas and suggestions that are appropriate for the Authority's financial structure and to provide an evaluation of such ideas presented by outside parties, including investment bankers;
- Prepare rating agency cash flows as requested;
- Review and/or assist in the preparation of bond documents and program documents used in connection with the Program (including but not limited to resolutions, tax documents, closing documents, official statements, swap documents, etc.);

Services related to post issuance tax compliance:

- Mortgage yield compliance on variable yield tax plans where both bond and mortgage yields are recalculated;
- Calculating the benefits/costs of fixed or variable yield tax plans when IFA evaluates bond redemptions related to VRDOs and par termination of swaps;
- Ability to calculate universal cap positions and asset transfers, as required
- Optional: Arbitrage rebate computations with respect to non-mortgage investments (See the RFP for Arbitrage Rebate Services, Section 3.2, for a more detailed description of the scope of work)

Services related to business management:

- Develop balance sheet and cash flow modeling for annual budgeting projections;
- Provide analysis on an ad hoc basis of specific ideas and proposals

## **ARTICLE 4 -- FORMAT AND CONTENT OF BID PROPOSALS**

### **4.1 Instructions**

These instructions prescribe the format and content of the bid proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the bid proposal.

**4.1.1** The bid proposal shall be printed on 8.5" x 11" paper (one side only).

**4.1.2** The bid proposal shall be sealed in an envelope. If multiple envelopes for each bid proposal are used, the envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc.

The envelopes shall be labeled with the following information:

**Request for Proposals for Financial Advisory / Quantitative Services for the Iowa Finance Authority's Housing Programs**  
**[Firm's Name and Address]**

**4.1.3** Five (5) hard copies and one (1) electronic form (either CD-ROM or and emailed pdf file) of the bid proposal shall be timely submitted to the Issuing Officer.

**4.1.4** If the firm designates any information in its proposal as confidential pursuant to section 2.17, the firm must also submit one (1) copy of the bid proposal in electronic form from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

## **4.2 Technical Proposal**

The following documents and responses shall be included in the bid proposal in the order given below:

### **4.2.1 Transmittal Letter**

An individual authorized to legally bind the firm shall sign the transmittal letter. The letter shall include the firm's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the Authority about the confidential nature of the information.

### **4.2.2 Background Information**

The firm shall provide the following general background information:

**4.2.2.1** Name, address, telephone number, fax number and e-mail address of the firm including all d/b/a's or assumed names or other operating names of the firm.

**4.2.2.2** Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the firm's performance under the terms of this RFP.

**4.2.2.3** Local office address and phone number (if any).

### **4.2.3 Personnel**

The firm must provide information for all key personnel who will be involved in providing the services contemplated by this RFP. Include only those who will likely be

assigned to this account, and indicate the day-to-day contact person or persons. The following information must be included:

**4.2.3.1** Full name.

**4.2.3.2** Education.

**4.2.3.3** Documentation if you are a registered municipal advisor.

**4.2.3.4** Years of experience and employment history particularly as it relates to the scope of services specified herein.

**4.2.3.5** Expected role in the Authority's work.

#### **4.2.4 Overview and Demonstration of Knowledge**

The firm shall prepare an executive summary and overview of the services it is offering, including all of the following information:

**4.2.4.1** Statements that demonstrate that the firm understands and agrees with the terms and conditions of the RFP and the proposed contract.

**4.2.4.2** An overview of the firm's plans for providing the necessary services to the Authority.

**4.2.4.3** A demonstration of the firm's knowledge of mortgage revenue bond programs, affordable housing, and the municipal finance industry.

**4.2.4.4** An explanation as to why the firm should be awarded this engagement.

#### **4.2.5 Experience**

The firm must provide the following information regarding its experience:

**4.2.5.1** Number of years in business.

**4.2.5.2** Number of years of experience providing the types of services sought by the RFP to include the number of professionals specializing in housing.

**4.2.5.3** Describe the level of technical experience in providing the types of services sought by the RFP

**4.2.5.4** List the information set forth below for each housing transaction for which your firm has provided services in the last three years. Please indicate whether you also provide compliance services for these transactions.

- Date of Issue
- Name of Issuer
- Description of Issue
- Principal Amount

**4.2.5.5** List the State Housing Finance Agencies (HFA) where your firm currently and actively serves.

**4.2.5.6** List at least three (3) current or previous clients knowledgeable of the firm's performance in providing services similar to the services described in this RFP and a contact person and telephone number for each reference. If available, references at agencies with programs similar in size or scope of IFA are preferable.

**4.2.5.7** Describe any significant changes in your firm's organization, focus or leadership since January 2009, and whether any changes are anticipated in the near future.

**4.2.5.8** Describe any investigative, disciplinary or enforcement actions pending against your firm, and information on any such investigations which concluded with enforcement or disciplinary action against your firm since January 2009.

#### **4.2.6 Acceptance of Terms and Conditions**

The firm shall specifically agree that the bid proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the firm objects to any term or condition, the firm must specifically refer to the RFP page, and section. Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the firm.

#### **4.2.7 Certification of Independence and No Conflict of Interest**

The firm shall sign and submit with the bid proposal the document included as Attachment No. 1 in which the firm shall certify that it developed the bid proposal independently. The firm shall also certify that no relationship exists or will exist during the contract period between the firm and the Authority or the Treasurer that interferes with fair competition or is a conflict of interest. The Authority and the Treasurer reserve the right to reject a bid proposal or cancel the award if, in their discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the Authority.

#### **4.2.8 Authorization to Release Information**

The firm shall sign and submit with the bid proposal the document included as Attachment No. 2 in which the firm authorizes the release of information to the Authority.

#### **4.2.9 Certification of True and Accurate Statements**

The firm shall sign and submit with the bid proposal the document included as Attachment No. 3 in which the firm certifies that the contents of the bid proposal are true and accurate.

#### **4.2.10 Firm Bid Proposal Terms**

The firm shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain firm a minimum of 90 days following the deadline for submitting proposals.

### **4.3 Questions**

Your answers will be assessed on their clarity, logic and **conciseness** and will be a material factor in determining the best firm to serve the Authority's needs.

**4.3.1** Would your firm commit to your cost proposal and fee structure for the initial two year period of the contract for services? If not, then how long would your firm honor the cost proposal and fee structure?

**4.3.2** Describe your relationships with any other financial institutions, including investment banking firms. If you have any legal or contractual relationships with any investment banking firms, please describe them.

**4.3.3** What bond software does your firm use for consolidated cash flows?

**4.3.4** For the last year and a half the Authority has been selling its mortgage backed securities in the TBA market. Its single family balance sheet shrunk dramatically in the last few years. Do you think HFAs should be concerned about shrinking balance sheets even if they are making sufficient income through their MBS sales? Why or why not? If you think a shrinking balance sheet is a serious concern how would you go about helping the Authority to address this? Feel free to use examples where you have helped others. If you do not think it is a concern, please explain.

**4.3.5** Please provide up to three examples of unique analyses, strategies or transactions that you recommended to a client that resulted in substantial improvements in cost savings, efficiency, financial flexibility, reduction in overall portfolio risk and/or helped achieve the client's mission.

**4.3.6** List, in order, what you think the three most important functions you would perform for the Authority and how you can meet the Authority's needs in this area. Please be succinct.

**4.3.7** Please share your expertise in multifamily construction and/or permanent financing strategies and techniques. In your response please also address your experience financing workforce rental housing for residents with 80%-140% area median income. Provide one example of how you helped a client fund a multifamily project or projects.

**4.3.8** Discuss the firm's experience with housing finance agencies selling their Ginnie Mae and/or Fannie Mae MBS in the TBA market and expertise of staff in this area.

#### **4.4 Cost Proposal**

To help you assess your costs, the Authority's indentures have the following characteristics:

1991 Indenture (rated by both S&P and Moody's)

- a. Approximately \$210 million bonds outstanding (6/30/14)
- b. 18 total bond issuances
- c. 12 issues with VRDNs and/or swaps; 6 are 100% fixed rate
- d. 2 bond series are monthly pass-thrus
- e. 1 open tax plan with 100% VRDN; remaining are fixed yield plans

2009 Indenture (rated by only Moody's)

- a. Approximately \$185 million bonds outstanding (6/30/14)
- b. 9 total bond issues all fixed rate
- c. 5 series are monthly pass-thru bonds
- d. 1 of the 5 is a taxable step in structure

In order to help compare costs across respondents please use Attachment #4 to submit your cost proposal. Fill in the highlighted cells and provide other clarifications to your pricing in this attachment, if needed.

## **ARTICLE 5 -- EVALUATION OF BID PROPOSALS**

### **5.1 Introduction**

This section describes the evaluation process that will be used to determine which bid proposal provides the greatest benefits to the Authority. The evaluation process is designed to award the contract not necessarily to the firm of least cost, but rather to the firm with the best combination of attributes to perform the required services.

### **5.2 Evaluation Steps**

The evaluation and award process shall consist of the following:

- a. Review of the bid proposals to assess compliance with mandatory requirements;
- b. Detailed evaluation of proposed services, programs, and solutions;
- c. Evaluation of technical proposals;
- d. Evaluation of cost proposals;
- e. Integration of technical proposal and cost proposal into an Evaluation Committee recommendation to the Treasurer; and
- f. Award decision by the Treasurer.

### **5.3 Evaluation Committee**

The Treasurer and the Authority intend to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. An Evaluation Committee will review and evaluate the proposals. The Evaluation Committee will make a recommendation to the Treasurer. The Treasurer will select the firm. The Treasurer is not bound by the Evaluation Committee's recommendation.

### **5.4 Evaluation Criteria**

The Evaluation Committee will evaluate all proposals and make an award recommendation to the Treasurer using the following criteria, which are listed in no particular order.

#### **4.2 Technical Proposal (35%)**

The firm's experience in the issuance of bonds and post issuance yield compliance for purposes similar to those outlined in the scope of services for this RFP as well as the experience of the assigned staff.

#### **4.3 Questions (35%)**

The firm's expected service and ability to meet the Authority's needs and the manner in which the firm's answers have addressed the questions, including the thoughtfulness and clarity of the responses.

#### **4.4 Cost Proposal (30%)**

The firm's cost proposal will be evaluated in relation to other fee proposals received. The winning proposal may not be the proposal with the lowest cost.

#### **5.5 Recommendation of the Evaluation Committee**

The final recommendation(s) of the Evaluation Committee shall be presented to the Treasurer for consideration. This recommendation may include, but is not limited to, the name of one or more firms recommended for selection or a recommendation that no firm be selected.

### **ARTICLE 6 -- CONTRACT TERMS AND CONDITIONS**

#### **6.1 Contract Terms and Conditions**

The Treasurer will include the contract terms and conditions in the award letter sent to the winning firm or firms. The resulting contract will consist of the following: the terms and conditions of this RFP, the offer contained in the firm's proposal, and other terms necessary for completing the services outlined in this RFP. The Authority and Treasurer may negotiate compensation of the selected firm and may renegotiate such compensation if conditions warrant.

#### **6.2 Contract Length**

The initial term of the contract will be two years and will commence on or around March 15, 2015 and end on February 28, 2017. The Authority and the Treasurer shall have the option to renew the contract upon the same terms and conditions for three additional one-year renewal terms.

## Attachment #1

Date

Cindy Harris, Issuing Officer  
Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, Iowa 50312

Re: Request for Proposal for Financial Advisory / Quantitative Services

### CERTIFICATION OF TRUE AND ACCURATE STATEMENTS

Dear Ms. Harris:

By submitting a proposal in response to the Request for Proposals for Financial Advisory / Quantitative Services for the Iowa Finance Authority (RFP), the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Authority who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.
4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Firm) and the Authority that interferes with fair competition or is a conflict of interest.

Sincerely,

---

Name and Title

**Attachment #2**

Date

Cindy Harris, Issuing Officer  
Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, Iowa 50312

Re: Request for Proposal for Financial Advisory / Quantitative Services

**AUTHORIZATION TO RELEASE INFORMATION**

Dear Ms. Harris:

**[name of firm]** hereby authorizes the Iowa Finance Authority ("Authority") to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful firm in response to Request for Proposal for Financial Advisory / Quantitative Services. The firm acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The firm acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Authority or may otherwise hurt its reputation or operations. The firm is willing to take that risk. The firm hereby releases, acquits and forever discharges the State of Iowa, the Authority, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Authority in the evaluation and selection of a successful firm in response to the Request for Proposal. The firm authorizes representatives of the Authority to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to the Request for Proposal. The firm further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Authority in the evaluation and selection of a successful firm in response to the Request for Proposal. A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

\_\_\_\_\_  
Printed Name of Firm

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Date

**Attachment #3**

Date

Cindy Harris, Issuing Officer  
Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, Iowa 50312

Re: Request for Proposal for Financial Advisory / Quantitative Services

**AUTHORIZATION TO RELEASE INFORMATION**

Dear Ms. Harris:

I certify that the contents of the proposal submitted on behalf of (Name of Firm) in response to the RFP for Financial Advisory / Quantitative Services are true and accurate. I also certify that (Name of Firm) has not made any knowingly false statements in its proposal.

Sincerely,

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date