



# College Station Independent School District

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*Success...each life...each day...each hour*

## MEMORANDUM

To: College Station ISD Board of Trustees  
From: Mike Martindale, Interim Superintendent *M*  
Date: February 12, 2020  
Subject: Request for Qualifications – Financial Advisory Services  
Agenda Item: J – 2.

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## BACKGROUND

In February 2015, the Board of Trustees approved a sixty-month (5 year) agreement with a financial advisor to provide services to the district. With our current agreement expiring, it is time for the district to go through the process of identifying a financial advisor for the future.

Financial Advisors provide many services to districts, such as debt issuance, debt structure, debt repayments, refunding of existing debt, arbitrage liability calculations, and continuing debt disclosure publications. The district's financial advisor will also provide timely information vital to the work of College Station ISD's future planning efforts.

College Station ISD advertised a Request for Qualifications (RFQ) #20-001 Financial Advisory Services, according to state law and board policy. The RFQ was issued on November 5, 2019 and closed on December 10, 2019. Eight vendors responded to the RFQ and were evaluated by a committee of administrators from the business and purchasing departments consisting of Mike Martindale, Deputy Superintendent/CFO, Thad Lasater, Director of Business Services, Carmella Shafer, Director of Purchasing, and Jennifer Hairell, Purchasing Specialist. Some examples of the criteria used in scoring the RFQ responses were general experience and history in public finance, the firm's experience during the last five years as a financial advisor of bond issues with Texas Public Schools, pricing, and expertise and years of Financial Advisor service of key staff to be assigned to the district.

It is the recommendation that RFQ #20-001 Financial Advisory Services be awarded to Specialized Public Finance Inc.



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## RECOMMENDATION

It is recommended that the College Station ISD Board of Trustees approve the award of Request for Qualifications #20-001 Financial Advisor to Specialized Public Finance Inc.