

COLLEGE STATION I.S.D.
9304 ROCK PRAIRIE ROAD, COLLEGE STATION, TX. 77845
PHONE (979) 764-5408

**PURCHASING OFFICE
INTER-DEPARTMENTAL MEMO**

TO: Mike Martindale
DATE: February 7, 2020
SUBJECT: Recommend Award of RFQ# 20-001 Financial Advisory Services

Financial Advisors provide many services to the district including, but not limited to, debt service calculations, bond elections, bond sales, and continuing disclosures. CSISD advertised Request for Qualifications (RFQ) #20-001 Financial Advisory Services, according to Texas state law and Board Policy. Eight (8) vendors responded to this RFQ and were evaluated by a committee of district administrators from Business and Purchasing Departments. The last Financial Advisory Services RFQ was awarded in November 2014 with an effective date of January 1, 2015.

Due to the projected growth of the district, and the need for a broad scope of financial services within the next five (5) years, the committee recommends Specialized Public Finance Inc. to provide us financial advisor services. Specialized Public Finance Inc. has diverse Texas public school clients. They have excellent results regarding multiple bond sales and financial services.

It is the recommendation of the committee to award RFQ# 20-001 Financial Advisory Services to Specialized Public Finance Inc.



Carmella Shafer, Director of Purchasing

Supplier Scoring Summary

20-001 RFQ - FINANCIAL ADVISORY SERVICES

Supplier	Rank		Scoring																				
	100	Score	Demonstration of Competence and Qualifications	Experience and Expertise	Technical Capabilities	Pricing Process	Qualifications and Experience of Key Staff	Successful Past Experience	Reasonableness of Proposed Fees	References	Quality of RFQ	20	20	5	5	15	10	10	10	10	5		
Specialized Public Finance Inc	1	97.3	19.75	19.8	5	5	15	9.75	8	10	5	19.75	19.8	5	5	15	9.75	8	10	5	19.75		
BOK Financial Securities, Inc.	2	97.0	19.5	19.3	5	4.75	15	9.75	9	10	4.75	19.5	19.3	5	4.75	15	9.75	9	10	4.75	19.5		
RBC Capital Markets, LLC	3	95.8	19.5	19	5	4.75	14.3	9.5	10	3.75	19.5	19	5	4.75	14.3	9.5	10	3.75	19.5	19	5		
Frost Bank	4	95.5	19	19.3	5	4.75	14.5	9.5	9	4.5	19	19.3	5	4.75	14.5	9.5	9	10	4.5	19	19.3	5	
SAMCO Capital Markets, Inc.	5	95.0	19.75	20	5	5	15	10	6	10	4.25	19.75	20	5	5	15	10	6	10	4.25	19.75		
Hilltop Securities Inc.	6	91.8	17.75	18.8	5	4.75	14.5	9	8	4	17.75	18.8	5	4.75	14.5	9	8	10	4	17.75	18.8	5	
PFM Financial Advisors	7	89.5	19	17	5	4.5	14	8.25	8	3.75	19	17	5	4.5	14	8.25	8	10	3.75	19	17	5	
Live Oak Public Finance LLC	8	80.5	15.5	15.8	5	5	11.3	6.75	8	10	3.25	15.5	15.8	5	5	11.3	6.75	8	10	3.25	15.5	15.8	5
		92.8	18.7	18.6	5.0	4.8	14.2	9.1	8.3	10.0	4.2	18.7	18.6	5.0	4.8	14.2	9.1	8.3	10.0	4.2	18.7	18.6	5.0

Recommended Vendors: Specialized Public Finance Inc

Evaluators : Carmella Shafer, Jennifer Hairell, Mike Martindale, Thad Lasater

Date: February 3, 2020

FINANCIAL ADVISORY SERVICES AGREEMENT

This Financial Advisory Services Agreement (the "Agreement") is made and entered into by and between the College Station Independent School District, Texas ("Issuer") and Specialized Public Finance Inc. ("SPFI") effective as of the date executed by the Issuer as set forth on the signature page hereof.

WITNESSETH:

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of indebtedness in amounts and forms which cannot presently be determined and, in connection with the authorization, sale, issuance and delivery of such indebtedness, Issuer desires to retain an independent financial advisor; and

WHEREAS, the Issuer desires to obtain the professional services of SPFI to advise the Issuer regarding the issuance and sale of certain evidences of indebtedness or debt obligations that may be authorized and issued or otherwise created or assumed by the Issuer (hereafter referred to collectively as "Debt") from time to time during the period in which this Agreement shall be effective; and

WHEREAS, SPFI is willing to provide its professional services and its facilities as financial advisor in connection with all programs of financing as may be considered and authorized by Issuer during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and SPFI, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I DESCRIPTION OF SERVICES

Upon the request of the Issuer, SPFI agrees to perform the financial advisory services stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay to SPFI the compensation as provided in Section VI hereof.

1. Financial Planning. Provide financial planning services related to Debt plans and programs.
2. Debt Elements. Provide recommendations regarding Debt under consideration, including such elements as timing, structure, security provisions, and such other provisions as may be appropriate.
3. Method of Sale. Make a recommendation as to an appropriate method of sale, including but not limited to competitive sale, negotiated sale or private/limited offering.
4. Price Fairness. Advise the Issuer as to the fairness of the price offered by the underwriters.

5. Offering Documents. Participate in and direct, as appropriate, the preparation of the offering documents and/or assist bond counsel with same.
6. Auditors. Coordinate verification by an independent auditor of any calculation incidents to the Debt, as required.
7. Printing. Coordinate all work incident to printing of the offering documents and other documents required by Issuer.
8. Closing. Provide the Issuer a post sale/closing booklet or update for the Debt and other outstanding debt, as needed.

SECTION II OTHER AVAILABLE SERVICES

In addition to the services set forth and described in Section I herein above, SPFI agrees to make available to the Issuer the following services, when so requested by the Issuer and subject to the agreement by Issuer and SPFI regarding the compensation, if any, to be paid for such services, it being understood and agreed that the services set forth in this Section II may require further agreement as to the compensation to be received by SPFI for such services:

1. Call Defeasance and Refunding. Evaluate and advise on exercising any call defeasance and/or refunding of any outstanding Debt.
2. Capital Program Modeling. Evaluate and advise on the development of any capital improvements programs.

SECTION III CONTINUING DISCLOSURE

It is understood and agreed that the Issuer, in connection with the sale and delivery of Debt, will be required to comply with certain continuing disclosure undertakings, including preparation and submission of annual reports (the "annual reports") and reporting of certain specified material events (the "material events") pursuant written undertakings of the Issuer and in accordance with the provisions of Securities and Exchange Commission Rule 15c2-12, as amended (the "Rule"). SPFI shall provide continuing disclosure services on the terms and conditions, for the time period and for the compensation set forth herein.

1. This Agreement shall apply to all Debt delivered subsequent to the effective date of the continuing disclosure undertakings of Issuer and as specified in the Rule, to the extent that any particular issue of Debt does not qualify for exceptions to the continuing disclosure requirements of the Rule.
2. SPFI agrees to perform annual reporting and material event notification duties required by the undertakings of Issuer and the Rule at a flat rate of \$0.00 per material event filing.
3. The fees of SPFI for providing the foregoing continuing disclosure services shall be negotiated annually (not to exceed \$1,500 per similarly-secured type of Debt). The fees of SPFI for providing material event notification services shall be negotiated separately at the time such notifications may be required.

SECTION IV TERM OF AGREEMENT

This Agreement shall become effective as of the date executed by the Issuer as set forth on the signature page hereof and, unless terminated by either party pursuant to Section V of this Agreement, shall remain in effect thereafter for a period of two (2) years from such date. Unless SPFI or Issuer shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will automatically renew on the third anniversary of the date hereof for an additional one (1) year period and thereafter will automatically renew on each anniversary date for successive one (1) year periods under the same terms as the initial 2 year period.

SECTION V TERMINATION

This Agreement may be terminated with or without cause by the Issuer or SPFI upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate. In the event of such termination, it is understood and agreed that only the amounts due SPFI for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

SECTION VI COMPENSATION AND EXPENSE REIMBURSEMENT

The fees due to SPFI for the services set forth and described in Section I of this Agreement with respect to each issuance of Debt during the term of this Agreement shall be calculated in accordance with the schedule set forth on Appendix A attached hereto. Unless specifically provided otherwise on Appendix A or in a separate written agreement between Issuer and SPFI, such fees, together with any other fees as may have been mutually agreed upon and all expenses for which SPFI is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Debt to the purchaser.

**SECTION VII
MISCELLANEOUS**

1. Choice of Law: Form ADV. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas. Proper venue for any legal action arising out of this Agreement shall be Travis County, Texas. Issuer acknowledges receipt of SPFI Form ADV.

2. Binding Effect: Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and SPFI, their respective heirs, executors, personal representatives, successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

3. Anti-Boycott Verification. Pursuant to Texas Government Code Section 2270.002, the SPFI certifies that it does not boycott Israel and will not boycott Israel during the term of the contract.

4. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto.

Specialized Public Finance Inc.

By: _____
Victor Quiroga, Jr.
Managing Director

College Station Independent School District

By: _____

Title: _____

Date: _____

ATTEST:

By: _____

Title: _____

APPENDIX A

Fee Schedule:

Base fee				\$ 9,000.00	Size
\$12.50	per \$1,000 up to	\$ 250,000	or 3,125.00	\$ 12,125.00	for \$ 250,000
9.50	per \$1,000 up to	250,000	or 2,375.00	14,500.00	for 500,000
6.00	per \$1,000 up to	500,000	or 3,000.00	17,500.00	for 1,000,000
2.00	per \$1,000 up to	4,000,000	or 8,000.00	25,500.00	for 5,000,000
1.50	per \$1,000 up to	15,000,000	or 22,500.00	48,000.00	for 20,000,000
0.75	per \$1,000 up to	30,000,000	or 22,500.00	70,500.00	for 50,000,000
0.50	per \$1,000	thereafter			

Fee shall be based on the higher of par amount, project fund deposit or refunded bond amount. The above charges shall be multiplied by 1.25 times for the completion of an application to a federal or state government agency or for the issuance of revenue bonds or refunding bonds, reflecting the additional services required.

The charges for ancillary services, including computer structuring and official statement printing, shall be levied only for those services which are reasonably necessary in completing the transaction and which are reasonable in amount, unless such charges were incurred at the specified direction of the Issuer.

The payment of charges for financial advisory services in Section I of the foregoing Agreement shall be contingent upon the delivery of bonds and shall be due at the time that bonds are delivered. The payment of charges for services described in Section II of the foregoing Agreement shall be due and payable in accordance with the mutual agreement therefor between SPFI and Issuer.

The Issuer shall be responsible for the following expenses, if and when applicable:

- Bond counsel
- Bond ratings
- Computer structuring (pursuant to SPFI internal fee schedule)
- Continuing Disclosure, as per Section III
- Credit enhancement
- Verification agent
- Official statement preparation
- Official statement printing and distribution
- Paying agent/registrar/trustee
- Travel related expenses (mileage, airfare, hotel, etc.) as requested
- Underwriter and underwriters' counsel
- Delivery, copy, conference call charges and other miscellaneous charges