

**ARKANSAS DEVELOPMENT FINANCE AUTHORITY
REQUEST FOR PROPOSALS FROM
UNDERWRITER(S)
FOR
ARKANSAS STATE AGENCY INFRASTRUCTURE
PROJECTS**

SPECIAL NOTE: YOUR IMMEDIATE ATTENTION IS CALLED TO SECTION I.C. YOU NEED TO SEND TO US AN E-MAIL ADDRESS FOR TRANSMISSION OF NOTICES OF INQUIRIES.



March 17, 2020

**Arkansas Development Finance Authority
#1 Commerce Way, Suite 602
Little Rock, AR 72202
(501) 682-5900**

SECTION I: INSTRUCTIONS TO PROPOSERS/ GENERAL INFORMATION

A. PURPOSE.

The Arkansas Development Finance Authority (ADFA) is seeking to engage an Underwriter, or team of Underwriters, to assist with the issuance of State Agency Bonds for a period of two years, with the option of extension beyond that. If a team is selected, the book running and managerial duties would be rotated on appropriate transactions. The economics would be equally divided, as would book running credit. The initial order of management would be randomly selected and maintained for the duration of the engagement, not to exceed 7 years.

We anticipate 3 to 5 transactions over the next two years, ranging in size from approximately \$13,000,000 to \$100,000,000, with varying and different revenue streams available for repayment. None would be General Obligation debt.

B. SUBMISSION OF PROPOSALS. Written proposals responding to the questions and requests for information in the manner specified in this Request For Proposal (“RFP”) should be submitted to the following:

rfp@arkansas.gov

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than April 8, 2020, by 4:00 p.m. c.s.t., via email. Late proposals will not be accepted. ADFA reserves the right to reject any or all proposals.

C. ADDITIONAL INFORMATION. It is the responsibility of the proposer to inquire about and clarify any aspect of the RFP. Questions should be directed to Ro Arrington, (Robert.arrington@arkansas.gov), Director of Homeownership and Public Finance. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all the proposers who provide us with an e-mail address. **IN ORDER TO BE ON THE DISTRIBUTION LIST FOR INTERNET TRANSMISSION OF ALL RESPONSES TO INQUIRIES, YOU MUST IMMEDIATELY ADVISE RO ARRINGTON OF ADFA, THE INTERNET E-MAIL ADDRESS TO WHICH YOU WANT ALL SUCH TRANSMISSIONS SENT.**

D. PROPERTY OF ADFA. Any information or materials submitted as a response to this RFP shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

E. RESPONSE TO REQUEST FOR PROPOSAL. Investment banking firms wishing to respond to this RFP may contact Ro Arrington, Chair of the Staff Professional Selection Committee. **NO CONTACT WITH ADFA BOARD MEMBERS IS ALLOWED AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A FIRM’S PROPOSAL.**

F. SELECTION TIMETABLE.

March 17, 2020	Request for Proposal Issued
April 8, 2020	Proposals Due @ 4:00 p.m.
TBA	Oral Presentations (if necessary)
April 16, 2020	Board Action (Appoint/ratify appointment of Underwriter(s), authorizes ADFA staff to negotiate fees)
TBD	Submission to Legislative Committee for contract review (if required)

G. SELECTION PROCESS. The ADFA Staff Professional Selection Committee will review the submitted proposals. Proposals will be evaluated based on (1) responses to specifics outlined in the Proposal Format section of this RFP and (2) the selection criteria. Proposals which omit any of these items may be rejected as non-responsive. From this review, a select group of firms may be chosen for oral presentations. All proposing firms will be advised of the firms selected for oral interviews. After staff conducts oral interviews, if necessary, the Board Professional Selection Committee, in consultation with the Staff Professional Selection Committee, will make its decision on a recommendation for selection which will be reported to the Board of Directors of the Authority at its regular meeting. The final selection will be made by a vote of Board members.

ADFA may, at any time prior to the selection of a firm or firms, reject any and all proposals and cancel this RFP, without liability therefore, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFP. Each proposer who submits a response does so solely at the proposer's cost, risk and expense. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates ADFA to select a firm(s).

Any firm selected will be required to complete a disclosure form in compliance with Governor's Executive Order 98-04. Any contract entered into with a firm selected will, pursuant to Act 710 of 2017, include a written certification that the firm is not engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

H. SELECTION CRITERIA. The proposals will be reviewed by the Staff Professional Selection Committee composed of selected members of ADFA staff. The committee generally will use the following criteria to rank all acceptable proposals and to develop recommendations to be presented to ADFA Board Professional Selection Committee; however, ADFA reserves the right to evaluate the ranking of proposals based on factors beyond the listed criteria.

CRITERIA

1. Qualifications of the underwriter:

- a. Prior experience with municipal bond issues, particularly state general obligation and appropriation bonds
 - b. Prior experience with comparable Arkansas municipal bond issues including size, number, complexity and success of prior bond issues
 - c. Qualifications of staff assigned to this program including the team members' demonstrated ability, years and type of experience
 - d. Demonstrated marketing ability and resources, and strength of co-managing group, as applicable
 - e. Net capital of the firm
 - f. Response to Arkansas presence and relevance to these transactions
2. Merits of the proposed marketing plan

SECTION II: SCOPE OF SERVICES AND REQUIREMENTS

The senior managing underwriter will be expected to perform all the normal duties associated with the underwriting and sale of the bonds in a negotiated mode including but not limited to:

1. Work with the ADFA Staff and review, comment and assist in all aspects of the financing, including but not limited to the following:
 - * the timing of sale
 - * maturities and other structuring elements
 - * lien structure and security type
 - * restrictions and covenants to be included in financing documents
 - * cash flow modeling of revenues and debt service requirements
 - * the need for reserve funds and other provisions
 - * credit enhancements
 - * bond ratings and rating agency discussions/presentations
2. Advise the Authority concerning market conditions and their correlation to the sale;
3. Obtain an underwriter's counsel (subject to the approval of ADFA);
4. Assist in the preparation of necessary documents related to the issue;
5. Develop a sale strategy and marketing plan;
6. Manage the syndicate prior to, during, and after the bond sale;
7. Conduct pre-sale briefings and information sessions;
8. Conduct the bond sale including "running the books" and, if necessary, underwriting;

9. Provide normal administrative services such as procurement of CUSIP number, establishment of account with DTC, etc.;
10. Prepare a summary analysis of the bond sale; and
11. Provide detailed Cost of Issuance breakdown in format requested by ADFA.

SECTION III: STATEMENT OF QUALIFICATIONS

An updated statement of qualifications should be maintained on file at ADFA for all firms submitting proposals. Ultimately, it is the responsibility of each firm to submit their own statement of qualifications to ADFA in order to be eligible to participate in the transaction.

SECTION IV: PROPOSAL FORMAT

A. TRANSMITTAL LETTER. A one page transmittal letter prepared on the proposer's business stationery should accompany the proposal.

B. PROPOSAL. The proposal should be labeled "Proposal to serve as Underwriter for the State Agency Infrastructure Projects." The submission must contain sufficient information to enable the Review Committee to evaluate the proposal. It should be prepared in a clear and concise manner and should address each of the following subsections:

1. **Investment Banking Team and Personnel.** Describe the manner in which you would organize your firm's resources to serve as ADFA's underwriter. In doing so, please address the following questions or issues:
 - a. Identify the individual who will manage this financing on a day-to-day basis. Indicate the degree to which he or she will be able to commit the firm's resources to ADFA. What is this person's availability for this financing and what other commitments does he or she have?
 - b. Identify other public finance bankers who will be assigned to work on this project, their roles and responsibilities. What are some relevant aspects of their background?
 - c. This request for proposal does not request recommendations or designations of underwriter's counsel or other law firms. Such designation will occur in conjunction with ADFA separately from this selection of an investment banking firm as senior manager.
2. **Co-Managing Group.** List the firm name and primary contact person for each investment banking firm who you propose as co-manager and describe the proposed

division of bonds between the senior manager and co-managers. Identify any firms that would be a proposed selling group.

3. **Financing Approach and Recommendation for the Financing Plan.** Please respond briefly to the following issue as you deem appropriate:

Describe your firm's specific marketing plan for selling these bonds and any issues that might impact this considering the challenges presented in the current market environment. Include a discussion of the types of buyers or market sectors that are most likely to participate in the sale.

4. **Arkansas Presence.** Please explain your firm's presence within Arkansas and describe how that presence is relevant to this proposed transaction.
5. **Rationale for Appointment and Proposal Summary.** This section of the proposal should be used by each proposer to present the case for its appointment to the position sought. It is not necessary for you to recite comprehensively your firm's qualifications and experience, which should be on file with ADFA in your current Statement of Qualifications, but it would be useful for you to describe how your qualifications and experience in structuring, underwriting and distributing securities is relevant to the proposed transaction. In particular, you may want to select, e.g., three (3) past deals as senior manager (indicating the date of issue, issuer, credit description, size and method of sale) and summarize their similarity to this program and its successfulness.
6. **Cost Proposal.** Provide an estimate of your total underwriting costs associated with serving as senior manager on this transaction. Please note that any payment to the underwriter is contingent on the closing of the bonds. Please use the form provided at the end of this RFP. ADFA would negotiate take down on each bond issue with the Senior Underwriter. Please list any expenses or fees outside of take down that ADFA might expect, including management fee, if any; and other expenses normally associated with similar transactions.
7. **Equal Opportunity Statement.** Please submit your Equal Opportunity Policy to ADFA in accordance with Arkansas Act 2157 of 2005. This act requires any firm wishing to respond to an RFP or submit a proposal or statement of qualifications to provide ADFA with your Equal Opportunity Policy.
8. **Acceptance.** Submission of proposals, in response to this Request for Proposal, constitutes acceptance of all conditions, requirements and limitations described in this document.

INVESTMENT BANKING FEE PROPOSAL

Underwriters' Expenses \$ _____ /\$1000

Expense Breakdown	(Maximum not to be exceeded)
Clearance	\$ _____
Computer	\$ _____
Travel	\$ _____
Syndication	\$ _____
Advertising	\$ _____
U/W Printing	\$ _____
Transaction Fees (MSRB, PSA, etc.)	\$ _____
Freight & Communications	\$ _____
Closing Expenses	\$ _____
Other (please specify)	
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

ADFA expects to receive funds due at closing in the form of a wire transfer or a Federal Funds check and plans to deposit those funds into their account the day of closing. Therefore, if the senior manager plans to charge for same day funds, the cost should be included as an expense item in this proposal. If it is not included, ADFA will assume there will be no charge for same day funds.