

**GUIDELINES FOR
STATEMENT OF QUALIFICATIONS
FROM
BOND COUNSEL**



**Arkansas Development Finance Authority
900 West Capitol, Suite 310
Little Rock, AR 72201
(501) 682-5900
rfp@adfa.arkansas.gov**

An updated statement of qualifications should be maintained on file at ADFA containing the following information:

1. **General Information Regarding the Firm.** Please provide the following information about your firm:
 - a. A list of professional employees employed by your firm.
 - b. A list of employees currently engaged in securities transactions.
 - c. A list of employees currently engaged in municipal bond transactions.
 - d. A list of employees engaged in other activities that will contribute to your firm's ability to serve as bond counsel.

2. **Experience as Bond Counsel for Tax-Exempt Municipal Securities.** Provide a representative list of recent (last one to two years) state or local transactions on which your firm served as bond counsel, which includes the following:
 - a. Name of issuer
 - b. Size and title of issue
 - c. Date of issue
 - d. Purpose or use of proceeds
 - e. Your firm's engagement team

3. **Legal Team and Personnel.** Provide a summary of the background, qualifications and experience of the professionals in your firm who are involved in municipal bond matters and who you expect may have involvement in ADFA-related activities.

4. **Client References.** Provide between three and five client references for which you provided services that you feel represent a financing program that bears some similarity to the programs being undertaken by ADFA in which you expect to participate. Furnish name, title, agency and telephone number for these references.