



Interoffice Memorandum

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
JUN 16 2015 *NP/BS*

May 21, 2015

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: *[Signature]* Johnny Richardson, Manager, Procurement Contracts Division

CONTACT: Fred Winterkamp, Manager, Fiscal and Business Services Division
(407)-836-2920

SUBJECT: Selection of Consultant, Request for Proposals Y15-1034-LC,
Financial Advisory Services

RECOMMENDATION

Selection of Public Financial Management, Inc., RFP Y15-1034-LC, to provide Financial Advisory Services. Request authority for the Procurement Division to negotiate and execute a 3-year contact within a budget of \$450,000. Also, request authority for the Procurement Division to renew the contract for two additional one year periods.

The proposal was evaluated by the Procurement Committee on May 20, 2015. Commissioner Jennifer Thompson was assigned to the committee.

PURPOSE

To provide financial advisory services relating to planning, preparing, marketing and distributing tax-exempt bond issues, notes, certificates or other appropriate financial instruments for capital improvement programs or capital acquisitions. The firm will also provide general financial advisory services as requested by the County.

DISCUSSION

For each project or program required by the County, the financial advisor will develop a plan of finance in consultation with staff, engineering consultants, bond counsel, special counsel or other consultants as authorized by the County's designated representative. The plan shall be based on engineering or feasibility studies relating to the proposed projects or programs, studies pertaining to revenue projections and the existing financial and legal structure of the County.

The firm will consult with staff relative to questions that may arise with regard to outstanding or proposed County debt. The firm will provide year-over-year budgetary savings by continuously developing ways to reduce the annual cost of debt service payments due on outstanding County debt.

The RFP was emailed to eight potential proposers. One potential proposer, FirstSouthwest, was queried regarding their failure to compete. They indicated that they were not interested. They were the only other firm that competed for the previous contract.

The proposal is considered reasonable because the fees are lower than those of the current contract.


RFP # Y15-1034-LC, Financial Advisory Services	QUAL OF STAFF		QUAL OF FIRM		TECHNICAL APPROACH		M/WBE		LOCATION		FEE PROPOSAL		Welfare Transition	SDV Subcontractor	SDV Prime	TOTAL
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE				
WEIGHT	20		20		20		10		10		20		5	10	5	
Public Financial Management	4.0	80	5.0	100	5	100	4	40	5	50	5	100	0	0	0	470



Interoffice Memorandum

May 5, 2015

To: Linda Carson, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y15-1034-LC, Financial Advisory Services**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and MWBE participation score on a 1 – 5 rating:

1.	Public Financial Management, Inc.		4 Points
AFAM	M2 Management, Inc.	24%	
	Total MWBE Participation:	24%	
	EEO Staff	45%	
Bonus Points			
*	Service-Disabled Veterans	0	
*	Welfare Recipients:	0	

*The Schedule of Sub-contracting SDV Participation and the Welfare Transition and/or Dislocated Worker forms were not submitted with the proposal.

cc: Contract File