

**REQUEST FOR PROPOSALS FOR  
INVESTMENT BANKING SERVICES  
FOR THE  
IOWA FINANCE AUTHORITY'S  
STATE REVOLVING FUND  
2022**



**PARTNERSHIP WITH THE IOWA FINANCE AUTHORITY  
AND THE IOWA DEPARTMENT OF NATURAL RESOURCES**



## ARTICLE 1 -- INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from Investment Banking firms to work with the Iowa Finance Authority’s (“Authority”) State Revolving Fund (“SRF”) programs. By Iowa statute, the Treasurer of the State of Iowa (“Treasurer”) selects the finance professionals for the Authority. The Treasurer and the Authority intend to award a four-year contract beginning on or around August 19, 2022, and ending on July 31, 2026, with up to two additional one (1) year extensions.

### 1.2 Background Information

The SRF is a federal program jointly administered with the Department of Natural Resources to provide low-cost financing to Iowa communities and municipalities for the design and construction of water and wastewater infrastructure projects.

The Clean Water SRF funds wastewater treatment, sewer rehabilitation, and storm water quality improvements, as well as non-point source projects. The Drinking Water SRF funds water treatment plants or improvements to existing facilities, water line extensions to existing properties, water storage facilities, wells, and source water protection efforts. The financing for these projects comes in the form of different types of loans depending on the community’s need: construction, planning and design, and source water protection. Low-interest loans are also available to public and private borrowers to address storm water management, septic systems, landfill closure, soil erosion, and manure management, for example.

The SRF receives grants from the United States Environmental Protection Agency (EPA) and issues tax-exempt bonds in order to fund projects under the SRF. Loan interest and servicing fees also contribute to the program.

For more information, including the Authority’s 2021 audited financial statements please visit: IFA-FY21-Financial-Statements.pdf ([iowafinance.com](http://iowafinance.com))

This RFP is designed to provide firms with the information necessary for the preparation of competitive bid proposals. The RFP process is for the Authority’s benefit and is intended to provide the Authority and the Treasurer with competitive information to assist in the selection process. This RFP is not intended to be comprehensive. Each firm is responsible for determining all factors necessary for submission of a comprehensive bid proposal.

## ARTICLE 2 -- ADMINISTRATIVE INFORMATION

### 2.1 Issuing Officer

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful firm or firms.

**Cindy Harris, Issuing Officer**  
**Iowa Finance Authority**  
**1963 Bell Avenue**  
**Suite 200**  
**Des Moines, Iowa 50315**  
[cindy.harris@iowafinance.com](mailto:cindy.harris@iowafinance.com)

## **2.2 Restriction on Communication**

From the issue date of this RFP until announcement of the successful firms, firms may contact only the Issuing Officer. The Issuing Officer will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFP must be **submitted via e-mail** to the Issuing Officer by 4:30 p.m., central time, July 8, 2022. Verbal questions related to the interpretation of this RFP will not be accepted. The Issuing Officer will collect all questions and post both the questions and responses to <https://bidopportunities.iowa.gov/>. Firms may be disqualified if they contact any Authority board member or employee other than the Issuing Officer regarding this RFP.

## **2.3 Downloading the RFP from the Internet**

The RFP and any amendments to the RFP will be posted at <https://bidopportunities.iowa.gov/>. The firm is advised to check the website periodically for amendments to this RFP, particularly if the firm downloaded the RFP from the Internet as the firm may not automatically receive amendments. It is the firm's sole responsibility to check as frequently as the firm deems prudent for addenda to posted documents.

## **2.4 Procurement Timetable**

The following dates are set forth for informational and planning purposes; however, the Treasurer and the Authority reserve the right to change the dates.

- Issue RFP – on or about June 24, 2022
- Questions Due – July 8, 2022
- Response to Questions Issued – July 15, 2022
- Closing Date for Receipt of Bid Proposals – July 29, 2022
- Announce Successful Firms – on or about August 19, 2022

## **2.5 Questions and Requests for Clarification**

Firms are invited to submit written questions and requests for clarifications regarding the RFP. The questions or requests for clarifications must be **submitted via e-mail** and received by the Issuing Officer before 4:30 p.m., central time, July 8, 2022. Verbal questions will not be permitted. If the questions or requests for clarifications pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be posted on <https://bidopportunities.iowa.gov/> on or before July 15, 2022. The written responses will be considered part of the RFP.

## **2.6 Amendment to the RFP and Bid Proposal and Withdrawal of Bid Proposal**

The Treasurer and the Authority reserve the right to amend the RFP at any time. The firm shall acknowledge receipt of any and all amendments in its proposal. If the amendment occurs after the closing date for receipt of bid proposals, the Treasurer and the Authority may, in their sole discretion, allow firms to amend their bid proposals in response to the amendment if necessary.

The firm may amend its bid proposal. The amendment must be in writing, signed by the firm and received by the time set for the receipt of proposals. Firms who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Firms must notify the Issuing Officer in writing if they wish to withdraw their proposals.

## **2.7 Submission of Bid Proposals**

The bid proposal must be a PDF attachment **submitted via email** addressed to [210143a7.lowa1.onmicrosoft.com@amer.teams.ms](mailto:210143a7.lowa1.onmicrosoft.com@amer.teams.ms) and must be received by 4:30 p.m., central time, July 29, 2022. **This is a mandatory requirement and will not be waived by the Treasurer and the Authority. Any bid proposal received after this deadline will be rejected. IFA is under no obligation to confirm receipt.** Firms must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the firm shall not be considered part of the firm's proposal. **Separate attachments for the technical proposal (including answers to questions in section 4.3) and cost proposal are required. The technical proposal and the cost proposal shall be labeled as such.**

## **2.8 Costs of Preparing the Bid Proposal**

The costs of preparation and delivery of the bid proposal are solely the responsibility of the firm submitting such proposal.

## **2.9 Rejection of Bid Proposals**

The Treasurer and the Authority reserve the right to reject any or all bid proposals, in whole and in part, received in response to this RFP. Issuance of this RFP in no way constitutes a commitment by the Treasurer and the Authority to award a contract.

## **2.10 Disqualification**

The Treasurer and the Authority may reject proposals outright for any one of the following reasons:

**2.10.1** The firm fails to deliver the bid proposal by the due date and time.

**2.10.2** The firm states that a service requirement cannot be met.

**2.10.3** The firm's response materially changes a service requirement.

**2.10.4** The firm's response limits the rights of the Authority.

**2.10.5** The firm fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient. Responses must indicate present capability; representations that future developments will satisfy the requirement are not sufficient.

**2.10.6** The firm fails to respond to the Authority's request for information, documents, or references.

**2.10.7** The firm fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.

**2.10.8** The firm presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.

**2.10.9** The firm initiates unauthorized contact regarding the RFP.

**2.10.10** The firm provides misleading or inaccurate responses. The content of a bid proposal submitted by a firm is subject to verification.

### **2.11 Nonmaterial and Material Variances**

The Treasurer and the Authority reserve the right to waive or permit cure of nonmaterial variances in the bid proposal if, in the judgment of the Treasurer and the Authority, it is in the Authority's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other firms; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event the Treasurer and the Authority waive or permit cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the firm from full compliance with RFP specifications or other contract requirements if the firm is awarded the contract. The determination of materiality is in the sole discretion of the Authority.

### **2.12 Reference Checks**

The Treasurer and the Authority reserve the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the firm's qualifications.

### **2.13 Information From Other Sources**

The Treasurer and the Authority reserve the right to obtain and consider information from other sources concerning a firm, such as the firm's capability and performance under other contracts.

### **2.14 Bid Proposal Clarification Process**

The Treasurer and the Authority reserve the right to contact a firm after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding. The Treasurer and the Authority will not consider information received if the information materially alters the content of the bid proposal. An individual authorized to legally bind the firm shall sign responses to any request for clarification. Responses shall be submitted to the Authority within the time specified in the request. Failure to comply with requests for additional information may result in rejection of the bid proposal as noncompliant.

### **2.15 Disposition of Bid Proposals**

All proposals become the property of the Treasurer and the Authority. At the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

### **2.16 Public Records and Requests for Confidential Treatment**

The Treasurer and the Authority will treat all information submitted by a firm as public records unless the firm properly requests that specific parts of the proposal be treated as confidential at the time of submitting the proposal AND the information is confidential under Iowa or other applicable law. The Treasurer's and Authority's release of public records is governed by Iowa Code Chapter 22. Firms are encouraged to familiarize themselves with Chapter 22 before submitting a proposal. The Treasurer and the Authority will copy and produce public records as required to comply with Chapter 22 or other applicable law.

Any request for confidential treatment of specific information must be included in the transmittal letter with the firm's proposal. For each confidentiality request, the firm must (1) enumerate the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) provide adequate justification as to why the material should be maintained in confidence, (3) explain why disclosure of the material would not be in the best interest of the public, and (4) set forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Authority concerning the confidential status of such material. Requests to maintain an entire application as confidential will be rejected as non-responsive. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting an application as non-responsive.

Any proposal submitted which contains information for which the firm is requesting confidential treatment must be conspicuously marked by the firm as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Failure to properly identify specific information as confidential shall relieve the Treasurer, the Authority, or State personnel from any responsibility if confidential information is viewed by the public, a competitor, or is in any way released. If the firm identifies its entire proposal as confidential, the Treasurer and Authority will reject the proposal as non-responsive.

If the firm designates any portion of its proposal as confidential, the firm must submit one copy labeled as "Public Copy" from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 4 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

If the Treasurer or Authority receive a request for information that includes information the firm has marked as confidential and the Treasurer or Authority intend to release such information, the Treasurer or Authority will give written notice to the firm at least seven calendar days prior to the release of the information to allow the firm to seek injunctive relief pursuant to Iowa Code Section 22.8. After seven calendar days, the Treasurer or Authority will release the information marked confidential unless a court of competent jurisdiction determines the information is confidential under Iowa Code Chapter 22 or other applicable law.

If the firm fails to comply with the request process set forth herein, if the firm's request for confidentiality is unreasonable, or if the firm rescinds its request for confidential treatment, the Treasurer or Authority may release such information or material with or without providing advance notice to the firm and with or without affording the firm the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The firm's failure to request confidential treatment of material will be deemed a waiver of any right to confidentiality the firm may have had.

## **2.17 Copyrights**

By submitting a bid proposal, the firm agrees that the Treasurer and the Authority may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The firm consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The Treasurer and

the Authority shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

### **2.18 Release of Claims**

By submitting a bid proposal, the firm agrees that it will not bring any claim or cause of action against the Treasurer and the Authority based on any misunderstanding concerning the information provided herein or concerning the Treasurer's or the Authority's failure, negligent or otherwise, to provide the firm with pertinent information as intended by this RFP.

### **2.19 Presentations**

Firms may be required to make a presentation of the bid proposal. The presentation, if necessary, will occur at the Authority's offices. The determination as to need for presentations, the location, order, and schedule of the presentations will be made by the Evaluation Committee.

### **2.20 Evaluation of Bid Proposals Submitted**

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP.

### **2.21 Choice of Law and Forum**

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Firms are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

### **2.22 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Firms are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

### **2.23 No Minimum Guaranteed**

The Authority anticipates that the selected firm will provide services as requested by the Authority. The Authority will not guarantee any minimum compensation will be paid to the firm or any minimum usage of the firm's services.

## ARTICLE 3 -- SERVICE REQUIREMENTS

### 3.1 Introduction

The Authority is seeking investment banking firms for the issuance of bonds for its SRF program. The selected firm or firms will be expected to work closely with Authority staff, bond counsel, financial advisor, bond trustee, rating agencies, financial institutions and other persons or organizations necessary in connection with the Authority's SRF bond issues.

At present, the Authority has four underwriters who have been rotating between two co-seniors and two co-managers for the program. Through this RFP, the Authority and Treasurer may implement a similar structure, an alternative structure, may change the number and mix of senior and co-managers, and/or may choose to rotate the position of senior manager between selected firms. Respondents should indicate their interest in serving as senior or co-managers or either role in their proposals.

### 3.2 Scope of Work

The services to be performed by the selected firm or firms will include, but are not limited to, the following:

#### Senior Manager

- Develop and recommend financing structures to meet the Authority's SRF program goals and needs given current and projected market conditions;
- Provide cost effective financing for the Authority's SRF program;
- Provide advice on the terms and structure of bonds, and other matters related to the subject programs;
- Commit capital as required to underwrite the Authority's SRF bond issues;
- Provide support for the Authority's bonds in the secondary market;
- Review and/or assist in the preparation of bond documents and program documents used in connection with the SRF program (including but not limited to resolutions, tax documents, closing documents, official statements, etc.);
- Assist and participate in rating agency presentations and work with rating agencies in connection with each bond issue, as necessary;
- Manage the process of marketing and selling the bonds to a diversified set of investors, including ESG investors;
- Provide on-going analysis of market conditions leading up to each bond sale;
- Coordinate meetings and organize roadshows (in person or electronic) with investors to expand the market for IFA SRF bonds.
- Provide assistance and advice with respect to SRF bond issues already outstanding and develop recommendations in regard to those bonds to enhance the SRF program's financial profile;
- Provide the Authority with on-going research and analysis on general market conditions and the municipal and SRF bond sectors to support the Authority's market presence.



## Co-Manager

- Serve as co-manager of financing structures and transactions designed to fund the Authority's SRF activities;
- Assist in the marketing and distribution of the Authority's SRF bonds and commit capital as required in the underwriting process;
- Distribute the Authority's bonds to a diversified set of end investors;
- Advise the Authority on financing structures to meet the SRF program goals and needs given current and projected market conditions;
- Provide the Authority with regular research and analyses on the general market environment and the municipal and SRF bond sectors in particular.

## ARTICLE 4 -- FORMAT AND CONTENT OF BID PROPOSALS

### 4.1 Instructions

These instructions prescribe the format and content of the bid proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the bid proposal.

**4.1.1** The bid proposal shall be an Adobe PDF document **and please limit your response to 15 pages**, exclusive of a cover letter and attachments. Attachments include #1, #2, #3 under Section 6 of the RFP as well as the list of SRF transaction in the last 3 years, personnel bios and the firm's cost proposal.

**4.1.2** Separate attachments for the technical proposal (including answers to the questions in section 4.3) and cost proposal are required. The technical proposal and the cost proposal shall be labeled as such.

**4.1.3** The bid proposal shall be an **attachment to an e-mail** addressed to the address listed in Section 2.7. The subject line of the email should read: **"Request for Proposals for Investment Bankers - Iowa Finance Authority State Revolving Fund Program"**

**4.1.4** If the firm designates any information in its proposal as confidential pursuant to section 2.16, the firm must also submit by e-mail one (1) copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible. Any bid proposal submitted which contains confidential information must be conspicuously marked as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the firm.

### 4.2 Technical Proposal

The following documents and responses shall be included in the bid proposal in the order given below:

#### **4.2.1 Transmittal Letter**

An individual authorized to legally bind the firm shall sign the transmittal letter. The letter shall include the firm's mailing address, electronic mail address, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the Authority about the confidential nature of the information.

#### **4.2.2 Background Information**

The firm shall provide the following general background information:

**4.2.2.1** Name, address, telephone number, and e-mail address of the firm including all d/b/a's or assumed names or other operating names of the firm.

**4.2.2.2** Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the firm's performance under the terms of this RFP.

**4.2.2.3** Local office address and phone number (if any).

**4.2.2.4** Ownership structure of the firm and if applicable, the long-term ratings for each of the last two years and explanations as to any changes in those ratings during the time period.

**4.2.2.5** Describe any significant changes in your firm's focus, leadership, public finance, sales and trading departments since January 2017, and whether any changes are anticipated in the near future.

**4.2.2.6** Describe any investigative, disciplinary or enforcement actions pending against your firm, and information on any such investigations which concluded with an enforcement or disciplinary action against your firm since January 2017.

#### **4.2.3 Personnel**

The firm must provide information for all key personnel who will be involved in providing the services contemplated by this RFP. Include only those who will likely be assigned to this account and indicate the day-to-day contact person or persons. The following information must be included:

**4.2.3.1** Full name.

**4.2.3.2** Education.

**4.2.3.3** Years of experience and employment history particularly as it relates to the scope of services specified herein.

#### 4.2.3.4 Expected role in the Authority's transactions.

#### 4.2.4 Overview and Demonstration of Knowledge

The firm shall prepare an executive summary and overview of the services it is offering, including all of the following information:

4.2.4.1 Statements that demonstrate that the firm understands and agrees with the terms and conditions of the RFP and the proposed contract.

4.2.4.2 Statement through which the firm certifies that the contents of the bid proposal are true and accurate.

4.2.4.3 An overview of the firm's plans for providing the necessary services to the Authority as Senior Manager or Co-Manager, as applicable.

4.2.4.4 A demonstration of the firm's knowledge of SRF clean water and drinking water programs, EPA regulations and the municipal finance industry.

4.2.4.5 An explanation as to why the firm should be awarded this engagement.

#### 4.2.5 Experience

The firm must provide the following information regarding its experience:

4.2.5.1 Number of years in business.

4.2.5.2 Number of years of experience with providing the types of services sought by the RFP to include the number of professionals specializing in SRF's or similar programs.

4.2.5.3 Describe the level of technical experience in providing the types of services sought by the RFP. Include in this discussion details about experience with creative financing and/or funding techniques in connection with SRF programs.

4.2.5.4 List the information set forth below for each SRF transaction for which your firm has provided services in the last three years.

- Date of Issue
- Name of Issuer
- Description of Issue
- Principal Amount
- Role in transaction (senior manager, co-senior manager, co-manager, selling group member)

4.2.5.5 List the SRF programs for which your firm currently and actively serves as (1) senior manager; (2) co-senior manager; or (3) co-manager **and indicate the date that your firm first began serving each agency.** Discuss your firm's performance where you served as a senior, co-senior or co-manager and include any unique contributions your firm has made in the underwriting process. **List any SRF programs for which your firm has served within the past three years but no longer serves in any capacity.**

**4.2.5.6** List at least three (3) current or previous clients knowledgeable of the firm's performance in providing services similar to the services described in this RFP and a contact person and telephone number for each reference.

#### **4.2.6 Distribution Capabilities**

The firm must provide the following information:

**4.2.6.1** Organizational charts showing the number of professionals specializing in SRF financing. Provide names and titles of your professionals that will support SRF transactions.

**4.2.6.2** Organizational chart and number of retail sales offices / people for municipal bonds.

**4.2.6.3** Please discuss your firm's distribution capabilities, both institutional and retail and include any increases or decreases in personnel devoted to those functions in the last two years. Specifically include in this discussion your ability to distribute bonds in the State of Iowa.

**4.2.6.4** Discuss any recommendations or suggestions you may have to enhance SRF programs' ability to market and sell their debt and how the marketing and selling process can be improved.

**4.2.6.5** Other relevant information concerning your firm's distribution capabilities.

#### **4.2.7 Acceptance of Terms and Conditions**

The firm shall specifically agree that the bid proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the firm objects to any term or condition, the firm must specifically refer to the RFP page, and section. Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the firm.

#### **4.2.8 Certification of Independence and No Conflict of Interest**

The firm shall sign and submit with the bid proposal the document included as Attachment No. 1 in which the firm shall certify that it developed the bid proposal independently. The firm shall also certify that no relationship exists or will exist during the contract period between the firm and the Authority or the Treasurer that interferes with fair competition or is a conflict of interest. The Authority and the Treasurer reserve the right to reject a bid proposal or cancel the award if, in their discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the Authority.

#### **4.2.9 Authorization to Release Information**

The firm shall sign and submit with the bid proposal the document included as Attachment No. 2 in which the firm authorizes the release of information to the Authority.

#### **4.2.10 Certification of True and Accurate Statements**

The firm shall sign and submit with the bid proposal the document included as Attachment No. 3 in which the firm certifies that the contents of the bid proposal are true and accurate.

#### **4.2.11 Firm Bid Proposal Terms**

The firm shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain firm a minimum of 90 days following the deadline for submitting proposals.

### **4.3 Cost Proposal & Fee Structure**

Firm's applying as Senior Manager shall provide a cost proposal for the proposed services. State the amount of the Management Fee (in dollars per thousand) and Underwriter's Expenses (including underwriter's counsel fees) your firm proposes to be paid for serving as book-running Senior Manager for a \$100 million new issue of SRF bonds. Assume none of the management fee proposed by your firm will be shared with the other managers. When proposing a Management Fee provide a fee assuming the Authority's financial advisor will be preparing all cashflows, loan portfolios, sizing and default tolerance analyses. (Note: Underwriter's counsel is expected to prepare preliminary and final disclosure documents in connection with the Authority's public sale of bonds.)

The Authority understands the Takedown and Risk components of underwriter discount are "market-driven" costs and may fluctuate depending upon market conditions. Based upon current market conditions, provide estimates of the Takedown (in dollars per thousand) your firm would recommend for a typical issue of long term, fixed rate SRF bonds.

Include in your cost proposal any assumptions and any other variables that might affect your quote. The response may also include suggestions concerning underwriting team and selling group compensation, syndicate rules, proposed designation policies and any other underwriting management considerations which you believe to be significant.

**4.4 Questions:** Your answers will be assessed on their clarity, logic and conciseness and will be a material factor in determining the best firm to serve the Authority's needs.

**4.4.1** What programmatic options do you believe the Iowa SRF program should consider to enhance its financial position?

**4.4.2.** Please provide two examples of a unique strategy, advice, or transaction that you recommended to a client that resulted in substantial improvements in cost savings, efficiency or the achievement of the client's mission. How could these solutions be applied to IFA's SRF program?

**4.4.3** What factors should the Authority weigh in evaluating underwriters' proposals and what considerations should predominate in structuring an underwriting syndicate?

## **ARTICLE 5 --EVALUATION OF BID PROPOSALS**

### **5.1 Introduction**

This section describes the evaluation process that will be used to determine which bid proposal provides the greatest benefits to the Authority. The evaluation process is designed to award the contract not necessarily to the firm of least cost, but rather to the firm or firms with the best combination of attributes to perform the required services.

### **5.2 Evaluation Steps**

The evaluation and award process shall consist of the following:

- a. Review of the bid proposals to assess compliance with mandatory requirements;
- b. Detailed evaluation of proposed services, and solutions;
- c. Evaluation of proposals;
- d. Evaluation Committee recommendation to the Treasurer; and
- e. Award decision by the Treasurer.

### **5.3 Evaluation Committee**

The Treasurer and the Authority intend to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. An Evaluation Committee will review and evaluate the proposals. The Evaluation Committee will make a recommendation to the Treasurer. The Treasurer will select the firm. The Treasurer is not bound by the Evaluation Committee's recommendation.

### **5.4 Evaluation Criteria**

The Evaluation Committee will evaluate all proposals and make an award recommendation to the Treasurer using the following criteria, which are listed in no particular order.

#### **5.4.1 Experience and Qualifications (35%)**

The firm's experience in the issuance of bonds for purposes similar to those outlined in this RFP and the experience of assigned staff.

#### **5.4.2 Expected Service and Ability to Meet Needs of the Authority (35%)**

Demonstrated knowledge of the Authority's objectives; the manner in which the firm's proposal has addressed the required items included in this RFP, including the detail and clarity of the responses.

#### **5.4.3 Fees (30%)**

The firm's fee proposal will be evaluated in relation to other fee proposals received. The winning proposal may not be the proposal with the lowest cost.

### **5.5 Recommendation of the Evaluation Committee**

The final recommendation(s) of the Evaluation Committee shall be presented to the Treasurer for consideration. This recommendation may include, but is not limited to, the name of one or more firms recommended for selection or a recommendation that no firm be selected.

## **ARTICLE 6 -- CONTRACT TERMS AND CONDITIONS**

### **6.1 Contract Terms and Conditions**

The Authority and Treasurer may negotiate compensation of the selected firm and may renegotiate such compensation if conditions warrant.

### **6.2 Contract Length**

The term of the contract will be four years and will commence on August 19, 2022 and end on July 31, 2026. The Authority and the Treasurer shall have the option to renew the contract upon the same terms and conditions for two additional one-year renewal terms.

**Attachment #1**

Date

Cindy Harris, Issuing Officer  
Iowa Finance Authority  
1963 Bell Avenue, Suite 200  
Des Moines, Iowa 50315

Re: Request for Proposal for Investment Banking Services

**CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

Dear Ms. Harris:

By submitting a proposal in response to the Request for Proposals for Investment Banking Services for the Iowa Finance Authority's State Revolving Fund (RFP), the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Authority who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.
4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Firm) and the Authority that interferes with fair competition or is a conflict of interest.

Sincerely,

---

Name and Title



**Attachment #2**

Date

Cindy Harris, Issuing Officer  
Iowa Finance Authority  
1963 Bell Avenue, Suite 200  
Des Moines, Iowa 50315

Re: Request for Proposal for Investment Banking Services

**AUTHORIZATION TO RELEASE INFORMATION**

Dear Ms. Harris:

**[name of firm]** hereby authorizes the Iowa Finance Authority ("Authority") to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful firm in response to Request for Proposal for Investment Banking Services for the Iowa Finance Authority's State Revolving Fund. The firm acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The firm acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Authority or may otherwise hurt its reputation or operations. The firm is willing to take that risk. The firm hereby releases, acquits and forever discharges the State of Iowa, the Authority, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Authority in the evaluation and selection of a successful firm in response to the Request for Proposal. The firm authorizes representatives of the Authority to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to the Request for Proposal. The firm further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Authority in the evaluation and selection of a successful firm in response to the Request for Proposal. A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

\_\_\_\_\_  
Printed Name of Firm

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Date

**Attachment #3**

Date

Cindy Harris, Issuing Officer  
Iowa Finance Authority  
1963 Bell Avenue, Suite 200  
Des Moines, IA 50315

Re: Request for Proposal for Investment Banking Services

**CERTIFICATION OF TRUE AND ACCURATE STATEMENTS**

Dear Ms. Harris:

I certify that the contents of the proposal submitted on behalf of **[Name of Firm]** in response to the RFP for Investment Banking Services for the Iowa Finance Authority's State Revolving Fund are true and accurate. I also certify that **[Name of Firm]** has not made any knowingly false statements in its proposal.

Sincerely,

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date