

**NEVADA JOINT UNION HIGH
SCHOOL DISTRICT**

**Request for Proposals
For
Financial Advisory Services**

Request for Proposals Issued: March 23, 2016

Deadline for Responses: April 6, 2016

1. BACKGROUND

The Nevada Joint Union High School District ("District") is a public high school district with an enrollment of approximately 3,000 students in 2 comprehensive high schools, and a variety of other schools, programs and charter schools.

2. INTRODUCTION

The District is seeking the services of a financial advisory firm to assist the District in preparing for and conducting proceedings leading to a general obligation bond election and the issuance of bonds following a successful election. It is anticipated that the successful firm will work closely with District staff and the Board in planning for and carrying out financial planning leading to the election and any subsequent bond issues.

3. GENERAL INSTRUCTIONS

Potential firms are requested to submit one original signed proposal along with four copies of the proposal, along with all attachments and any relevant exhibits or related materials. The proposal should be drafted in a manner consistent with the information sought by way of this Request for Proposals ("RFP"). The proposal, along with all additional materials, should be submitted in a sealed envelope addressed and delivered no later than 3 p.m. on Wednesday, April 6, 2016 to the following address:

Nevada Joint Union High School District
11645 Ridge Road
Grass Valley, CA 95945
Attn: Karen Suenram

In addition, an electronic version of the entire proposal, along with all attachments, should be sent to Donna Pencik at dpencik@njuhsd.com with the same deadline. This will assure a swift distribution of the proposal to all district parties.

The sealed envelope shall be marked on the outside lower left corner with the words "Financial Advisory Services." It is the responder's responsibility to ensure that its proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the date set forth above.

This RFP does not commit the Nevada Joint Union High School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this RFP. The District further reserves the right to accept the proposal and award a contract based upon its determination that such action is in the best interest of the District.

All areas of inquiry referred to in this RFP should be responded to in the proposal. Non-responsive proposals may not be considered. No oral responses to inquiries regarding this RFP will be provided by the District. In the event it is determined by the District, within its sole discretion, to update or

revise this RFP, information on such update or revision will be posted on the District's website. Responding firms may check such website for any updates or revisions.

4. SCOPE OF WORK

The District seeks to retain a financial advisory firm to provide services in the following areas:

- Provide assistance to the District in formulating and carrying out a financing plan focusing on the District's short and long term facility needs.
- Provide assistance to the District in planning for and implementing a general obligation bond election along with a comparative analysis of all alternative financing options.
- Provide a timeline to the District and any other consultants in regard to planning and implementation of a general obligation bond election.
- Assist the District, in conjunction with the District's bond counsel and other members of its consulting team, in carrying out the work necessary to plan for and implement a general obligation bond election and any future bonds relating thereto.
- Provide assistance as directed by the District to appropriate staff at the Office of the Nevada County Registrar of Voters in planning for and implementing a general obligation bond election and any future bonds relating thereto.
- In regard to any bonds authorized at a successful election, provide input and guidance to the District on the structure and sale of such general obligation bonds.
- Provide assistance and documentation as necessary for the preparation of a preliminary and final official statement relating to any general obligation bonds authorized following a successful election.
- Provide assistance to the District in preparing materials for presentation to national credit rating services regarding the District's financial condition and debt structures.

5. CONTENTS FOR RESPONSES

In order for responses to be considered, a response must be clear, concise, complete, well organized and demonstrate the firm's ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important.

The response is to be organized in the format set forth below. Respondents must read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

Section A. Business Profile: Provide a profile of your company

- a. Company name, address, telephone number, fax number, and e-mail address.
- b. Identify the person or persons authorized to sign the agreement and represent the firm in matters related to this Request for Proposals.
- c. Describe the firm's experience with California schools. Please include the date-to-date, paramount, issuer, type of bond, new money or refunding, and lead financial advisor. Please also include your firm's experience with school district finance and elections in the past three years.
- d. Certify the firm is registered with the SEC and MSRB as required by the Dodd-Frank Act.
- e. Describe briefly the services to be provided by the firm.
- f. Provide a clear and concise rationale as to why the District should select the firm over other qualified financial advisors.
- g. References: Provide the names and contact information for at least three (3) California school districts the firm has worked with as a Financial Advisor over the past three (3) years.

Section B. Performance Standards

- a. The firm's competence and experience in structuring and completing California school district financings. Include at least three (3) school district references.
- b. The qualifications and depth of experience of assigned personnel who will conduct work for the district (include resumes).
- c. Select two or three recent short-term or long-term, competitive sale, or negotiated bond transactions for which your firm was the financial advisor, and for each:
 - (1) List the following information (if applicable) regarding each transaction such as: client, sale date, issue size, credit rating and enhancements, financial advisor fee, and any other information you feel may be relevant.

Section C. Fees

Provide the firm's fees for the election proceedings and preparations, if any, along with the fees for the issuance of General Obligation Bonds. Further, identify consultant fees, if any, for services the District might require for municipal financing not directly related to the issuance of a bond/note. If there are to be charges for reimbursable expenses, please list all charges to be considered reimbursable and provide a not-to-exceed amount for said expenses. The District may consider an hourly rate rather than a flat fee. Please provide the hourly rates for your team.

Section D. Assurance

Please respond to each of the following questions:

- Is there now pending any legal action alleging violations of the law in connection with an offering of municipal securities in a California transaction against the firm or any employee of the firm? If so, please describe such pending action.
- Have there been any settlements or judgments involving such action within the last five (5) years? Please describe each such settlement or judgment, including the name of the action and the amount of recovery.
- Are there pending legal or disciplinary matters involving such actions against the firm by any State or Federal regulatory agency? If yes, describe. Include information about any criminal indictments or convictions against the firm or its attorneys where the charges involved municipal securities in the United States. Also include information about any material pending legal action, settlement, or judgment involving a claim of fraud, whether civil or criminal.
- Has the firm or any of your employees ever been subject to municipal securities litigation?

6. EVALUATION CRITERIA

A District Committee will select and rank in the order of their qualifications, experience, fees and overall responsiveness the proposals that meet the criteria set forth in this Request for Proposals.

The District Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, a committee representative will notify those firms selected as to place, time, date, and location of the interview. It is anticipated the interviews will be conducted the week of April 11, 2016. The firm's main point of contact as stated in your response to this Request for Proposals must be present at the interview.

The names of all firms submitting proposals and the name of the firm selected will be made available upon request. All firms shall be notified of the results in writing after the conclusion of the selection process.