"This is only the scope of work for the project. For more information, interested parties should contact Procurement at purchasing@stpgov.org to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

Scope of Work/Services

Services to be provided pursuant to this RFP shall include, but not be limited to, the following:

a) Provide Financial Advisory Services to assist the Parish in attaining more favorable terms for one or more of its outstanding bond issues;

b) Represent the Parish as issuer of the debt, and effectively fulfill an explicit fiduciary duty to the Parish per the Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act);

c) Attend and participate in all meetings and telephone conferences with local officials and Parish representatives/staff, underwriters, investors, counsel(s), rating agencies, and other financial representatives;

d) Advise the Parish on the determination of method of sale;

e) Advise the Parish on the structuring, sale, and issuance of debt for the purpose of attaining more favorable terms;

f) Prepare and/or review financial analysis in connection with the sale of, security for, and structure of the issuance;

g) Review documents, including resolutions or ordinances, official statements, indentures, and other documents in connection with the issuance(s);

h) Advise the Parish relative to all matters in connection with the bonds and/or interest rate agreement(s);

i) Negotiate or assist in the negotiation of credit enhancement or other arrangements if necessary;

j) Evaluate market conditions and assist the Parish in determining the timing of the bond issue;

k) Adhere to RULE NO. 1993-A (Adopted March 20, 1994), DISCLOSURE OF AGREEMENTS BETWEEN FINANCIAL PROFESSIONALS FOR NEGOTIATED TRANSACTIONS, as applicable; and

l) Assist with other services, reasonably requested by the Parish, and necessary for the Project.

Minimum Qualifications

The Proposer must have experience in providing Financial Advisory Services to governmental entities in all aspects of debt issuance. This experience shall include, but not be limited to, all of the following:

- Providing fundamental and technical research;
- Assisting in evaluating capital funding alternatives and developing financing plans;
- Providing advice on method of sale;
- Participating in the development of Requests for Proposals, Solicitations for Offers, and Requests for Qualifications or similar documents;
- Evaluating proposal submissions;
- Recommending the timing of bond sales, refunding, restructurings;
- Identifying tasks, responsibilities, and dates for completion of activities leading up to a bond sale, refunding;
- Designing debt structures and related derivative structures;
- Providing advice on approaches to rating agencies;
- Assisting in rating agency and insurer presentations;
- Evaluating the use of and obtaining bids for credit enhancements;
- Assisting in reviewing documents, including preliminary and final official statements;
- Evaluating bids, including accuracy of TIC calculation, and recommend award (competitive sales);
- Reviewing pricing and allocation of bonds (negotiated sales); and
- Experience in general obligation, revenue, and tax-secured bonds, as well as experience with issues related to capital infrastructure.

The Proposer must be a Registered Municipal Advisor with the SEC at the time of proposal submission, and must maintain said registration throughout the engagement term. Proposer is to provide evidence of registration as an attachment to its proposal submission.

The Proposer must be listed in the Fall 2016 edition of "The Bond Buyer's Municipal Marketplace Directory", or any subsequent edition. Proposer is to provide evidence of listing as an attachment to its proposal submission.

Nothing in this RFP shall be construed to limit the Parish's ability to obtain the same or similar services from any other person or entity. Likewise, nothing herein shall be construed to prevent the successful Proposer from rendering the same or similar services to any other entity.