

## **Request for Proposal to Provide Professional Financial Services**

The Camdenon R-III School District is currently seeking proposals for underwriter services. This RFP covers any bond issues or refunding that would occur on or after November 1, 2016. The district is currently investigating two refunding opportunities.

Refunding One: a refunding of the school district's Series 2007 General Obligation Bonds and Series 2013B Taxable General Obligation Bonds which have call dates of March 1, 2017.

Refunding Two: a refunding of the school district's Series 2007 General Obligation Bonds and Series 2013B Taxable General Obligation Bonds, which have call dates of March 1, 2017 and an Advance Refunding of the school district's Series 2013A and Series 2014 General Obligation Bonds, call dates of March 1, 2021 and March 1, 2022.

The voters of the district also approved a bond issue in April of 2013 for the construction of a new elementary school in Osage Beach, additions and renovations to Hurricane Deck Elementary, security upgrades in the district, and a lease purchase refinancing. Currently, there is a balance of bond issuance of approximately \$4.8 million.

The District is accepting sealed proposals from interested firms to provide services as identified herein. Interested parties will need to supply the following required information for proposals to be considered. Please address each proposal requirement specifically and submit any additional information that may be pertinent to the services to be provided.

### **Scope of Services:**

The underwriter will be expected to provide services that include, but are not limited to:

1. Analyze the scope of the project, conduct a cash flow analysis, and explore financing alternatives in order to develop a well-documented financing plan that will best serve the District's requirements.
2. Preparation of debt models and analysis to include issuance costs, principal amortization, interest estimates, cash flow requirements and escrow requirements.
3. Assist the District in the preparation of preliminary and final official statements that fully comply with all disclosure requirements.
4. Assist the District and bond counsel in evaluation and preparation of legal documents and other agreements and in presentations before debt rating agencies and bond insurers.
5. Management of records of the account, negotiation of sale of bonds, preliminary and final pricing, and other services associated with underwriters.
6. Preparation of pricing information prior to sale of bonds to include quotations of estimated prices for the bonds, current and expected market conditions, details of recent comparable sales, etc.
7. Monitor the district's outstanding debt obligations for potential refunding opportunities that will reduce interest costs and tax requirements.

8. Coordinate closing arrangements with the District, trustee bank, bond counsel and any other appropriate officials and/or agencies.

**Please include the following information:**

1. Statement of qualifications, including any previous relationship with the District, resumes of each individual who would have a major role with the District regarding the services described herein and the firm's capital position as of December 31, 2015.
2. A description and number of Missouri school district general obligation bond (denote new or refunding) issues in recent years. Include in the description the size of the school district.
3. A list of districts within the last five years that have ceased their relationship with the firm and a brief explanation of why the relationship was terminated.
4. Compensation and method used to determine compensation for services.
5. Describe the firm's experience and expertise as underwriters on similar financing. Specifically, list recent experience with school districts of our size. Provide a list of three references. Include names, addresses, and phone numbers.
6. Provide a description of any unique qualifications of your firm that you believe apply to our bond issue. What professional services would we expect your firm to provide?

All proposals will be evaluated based upon the qualifications and experience of the firm, assigned personnel, additional services available to and valued by the District, and estimated fees.

The District may, at its discretion request any offeror(s) to make an oral presentation of his or her proposal. The District shall not be liable for any costs associated with the preparation or presentation of proposals. All costs are to be at offeror(s) expense.

Award shall be at the sole discretion of the Superintendent and Board of Education. The Camdenton R-3 School District reserves the right to reject any and all proposals, waive any informalities or irregularities and negotiate any proposal.

Please submit 5 copies of your sealed proposal to the District by 2:00 p.m. on September 23, 2016. Proposals should be sealed and clearly marked 2016 **Underwriting Services Proposal**. The mailing address is:

P.O. Box 1409  
Camdenton MO, 65020

Hand delivered proposals can be submitted to the district's Administration Building located at:

172 DARE Boulevard  
Camdenton, MO 65020

Questions regarding this Request for Proposal may be directed to Dr. Tim Hadfield,  
Superintendent at 573.346.9213 or [thadfield@camdentonschools.org](mailto:thadfield@camdentonschools.org).

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