



# REQUEST FOR QUALIFICATIONS

Reference number RFQ-25-002

FOR

FINANCIAL ADVISORY SERVICES

DUE NO LATER THAN: 2:00 P.M., 9/18/2024

## TABLE OF CONTENTS

KEY DATES AND INFORMATION.....	3
RFQ RESPONSE AND SUBMITTAL REQUIREMENTS.....	3
INTRODUCTION.....	4-5
RFQ SCHEDULE OF EVENTS.....	5
GENERAL REQUIREMENTS AND INFORMATION.....	6
EVALUATION AND POOL INCLUSION.....	7
SCOPE OF SERVICES.....	8
EXPERIENCE AND QUALIFICATION QUESTIONNAIRE.....	9-11
SAMPLE AGREEMENT.....	12-26

## KEY DATES AND INFORMATION

**PROJECT NAME: RFQ – 25-002 FINANCIAL ADVISORY SERVICES**

**RESPONSE DUE DATE & TIME: September 18, 2024, NO LATER THAN 2:00 p.m.**

### 1. RFQ Communications

1.1. Interested companies or individuals shall direct all communications regarding this Request for Qualifications (“RFQ”) to the following RFQ Procurement Manager who is the DeSoto Independent School District’s (“DeSoto ISD” or the “District”) only official point of contact for this RFQ. All communication must be in writing.

**Michael G. Smith**  
**Purchasing Manager**  
**Procurement Department**  
**DeSoto ISD**  
**200 E. Beltline Road**  
**DeSoto, TX 75115**  
**Email: Michael.smith02@desotoisd.org**

1.2. Unauthorized contact regarding this RFQ with employees or officials of the DeSoto ISD other than the RFQ contact named above may result in disqualification from this procurement process.

1.3. DeSoto ISD has assigned the following RFQ identification number that must be referenced in all communications: **RFQ-25-002**.

1.4. DeSoto ISD assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic “postmarking” of a communication or response to the DeSoto ISD by a deadline date shall not substitute for actual receipt of a communication or response by the DeSoto ISD.

1.5. Only the Desoto ISD’s official, written responses and communications shall be considered binding with regard to this RFQ.

### RFQ RESPONSE AND SUBMITTAL REQUIREMENTS

**1. PLEASE PROVIDE ONE (1) ORIGINAL, ONE (1) COPY AND ONE (1) DIGITAL COPY OF YOUR RESPONSE. CLEARLY MARK RFQ-25-002 FINANCIAL ADVISORY SERVICES ON YOUR RESPONSE, ORIGINAL AND COPY.**

2. Clearly mark on the outside of your submission: offeror’s name, address, and the RFQ number/name. Submissions must be submitted in sufficient time to be received by the DeSoto ISD procurement department. Submissions received after the published time and date cannot be considered and will be held for pick-up or destroyed. Fax or emailed submission will not be accepted. Submission can be delivered to the following address via FedEx/UPS, etc. before closing date and time.

Desoto ISD Procurement Department  
200 E. Beltline Road  
DeSoto, TX 75115

3. Proposals must be signed by an authorized individual to contractually bind their firm when submitting the proposal. Failure to sign the proposal will be considered a non-responsive proposal.

4. All required forms of this Request for Qualifications are to be returned with your submission.

5. RFQ Submittals:

5.1. Completed Experience and Qualification Questionnaire

5.2. Provide Basic Fee Information

5.3. Complete and sign required forms

## INTRODUCTION

### 1. Background

- 1.1. DeSoto ISD operates 11 (11) campuses and other facilities, all located in Dallas County, Texas. This RFQ invites experienced qualified companies or individuals to participate in this request.
- 1.2. DeSoto ISD is an equal opportunity employer and does not discriminate in awarding of contracts or employment of persons because of their race, color, age, national origin, religion, sex, disability, sexual orientation, or any other characteristic protected by law. DeSoto ISD requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state, and municipal laws and regulations regarding contracting and employment practices.

### 2. Statement of Purpose

- 2.1. This RFQ invites experienced, qualified companies and individuals to submit qualifications for inclusion in a pool to provide Financial Advisory Services required currently or in the future.
- 2.2. Through this RFQ, DeSoto ISD seeks to procure the best services based on demonstrated competence and qualifications and to give ALL qualified businesses, including those that are small, minority, service-disabled, or women-owned an opportunity to do business with DeSoto ISD as contractors and subcontractors. Proposers must complete the Diversity Business Program Form (see attachment Business Diversity Form and classification definitions).

### 3. Scope of Service, Contract Period, and Required Terms and Conditions

- 3.1. This is a request for qualifications for the purpose of creating a pool of qualified financial advisory service providers. It is not a guarantee of a contract award.
- 3.2. The pool of qualified service providers will be in effect for three (3) years with two (1) year renewal option years, on an as-needed basis.
- 3.3. DeSoto ISD may award a contract(s) to one or more service providers added to the pool of qualified financial advisory service providers on an as-need basis.
- 3.4. If a contract is awarded, DeSoto ISD intends to use the attached sample agreement.
- 3.5. DeSoto ISD Professional Services Agreement Sample represents the contract document that the Proposer selected by DeSoto ISD will agree to and sign.
- 3.6. Any contract award arising from this RFQ will be for a term to be determined by DeSoto ISD at a future date.

### 4. RFQ Definition of Terms

- 4.1. **DeSoto ISD** refers collectively or individually, as applicable, to the campuses and other facilities that comprise DeSoto Independent School District.
- 4.2. **District Representative** refers to the persons named in the contract to give approval or render a decision, at the district level, regarding various aspects of: (a) use of the facilities or (b) the providing of Services as specified in the signed contract.
- 4.3. **Company, Proposer, or Submitter** refer to a company that chooses to submit a Response to provide Services for DeSoto ISD as specified in this RFQ.
- 4.4. **Contractors** refers to the company awarded the contract to provide products and services for DeSoto ISD as specified in this RFQ.
- 4.5. **M/WBE** refers to a Company that is certified by an entity acceptable to DeSoto ISD as being at least 51% owned, controlled, and operated by a person(s) that is an Anglo-American woman or Black/African American, Hispanic American, American Indian/Alaskan Native, American Asian, or American Asian Pacific. Certification must be by the North Central Texas Regional Certification Agency ("NCTRCA"), the State of Texas.
- 4.6. **RFQ Response** refers to the offer and documents from Proposer to DeSoto ISD to provide the Products and Services requested, and to explain the approach and plan to address the scope, requirements, and/or specifications stated in this RFQ.

4.7. **Response Documents** refers collectively to this RFQ and all addenda, Company's response, and all plans, specifications, schedules, and the like attached hereto, or incorporated herein as if attached hereto.

4.8. **Services** refers to all work inclusive of all labor, parts, and materials needed to meet all the required deliverables specified herein.

#### RFQ SCHEDULE OF EVENTS

The following Schedule of events represents DeSoto ISD's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 5:00 p.m. (Central Time Zone).

RFQ SCHEDULE OF EVENTS		
<b>NOTICE: DeSoto ISD reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. DeSoto ISD will communicate any adjustment to the Schedule of Events to potential Proposers.</b>		
EVENT	TIME	DATE
1. Advertisement Dates		August 20 & August 27, 2024
2. Written Questions Due	4:00 pm	August 30, 2024
3. Answers to Written Questions Due	4:00pm	September4, 2024
4. Response Deadline	2:00 pm	September18, 2024

**RFQ 25-002 FINANCIAL ADVISORY SERVICES**

<b>Organization Name:</b>	DeSoto ISD	
	Committee Tabulation	
	9/27/2024	

<b>Description of Service:</b>		<b>RFP-25-002 FINANCIAL ADVISORY SERVICE</b>			
<b>PROVIDERS</b>	Qualifications and Experience providing investment advisory service	Experience & Expertise in compliance with public financial investment advisory	Qualification and experience of key personnel	Fee Structure	Total Points
<i>Points Possible for Each Bid</i>	30	30	20	20	100
1 Hilltop Securities	29.5	30	19.5	18.50	98
2 Estrada Hinojosa	28.0	23.0	18.0	19	88
3 Stifel	28	27.5	19.0	19.5	94
4					0
5					0
6					0
7					0
8					0
9					0
10					0

**EVALUATION RATIONALE (Attach additional pages as necessary)**

# RFQ 25-002 FINANCIAL ADVISORY SERVICES

Organization Name:	DeSoto ISD	
Prepared by:	Michael Smith	
Signature:	<i>Michael Smith</i>	9/27/2024

Description of Service:	RFQ-25-002 - FINANCIAL ADVISORY SERVICES				
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PROVIDER/S	Evaluator A	Evaluator B	Total Points	Average	Rank
<i>Points Possible for Each Bid</i>	<i>100</i>	<i>100</i>	<i>200</i>	<i>100</i>	
1 Hilltop Securities	98	98	<i>196</i>	<i>98</i>	<i>1</i>
2 Estrada Hinojosa	85	90	<i>175</i>	<i>88</i>	<i>3</i>
3 Stifel	95	93	<i>188</i>	<i>94</i>	<i>2</i>
4			<i>0</i>	<i>0</i>	<i>4</i>
5			<i>0</i>	<i>0</i>	<i>5</i>
6			<i>0</i>	<i>0</i>	<i>6</i>
7			<i>0</i>	<i>0</i>	<i>7</i>
8			<i>0</i>	<i>0</i>	<i>8</i>
9			<i>0</i>	<i>0</i>	<i>9</i>
10			<i>0</i>	<i>0</i>	<i>10</i>
11			<i>0</i>	<i>0</i>	<i>11</i>

EVALUATION RATIONALE (Attach additional pages as necessary)