**Borough of Little Ferry  
Request for Professional Services  
Financial Advisor**

**Requirements**

The Borough of Little Ferry is seeking the services of an independent Financial Advisor to provide management advice on fiscal matters and to assist in the issuance of its debt.   
Listed below is the basic Scope of Services which the Financial Advisor is expected to provide and questions which should be answered as part of the respondent firm’s response to this Request for Qualifications.

All responses shall be opened and announced publicly on **Tuesday, August 12, 2014 at 10:00 AM**, immediately thereafter by the Borough Clerk. Responses will then be reviewed by the governing body and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2014 and subject to the execution of a contract.

The selections of qualified respondents are not subject to public bidding or competitive contracting provisions of the Local Public Contracts Law, NJSA 40A:11-1 et. seq. The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay-To-Play Law, NJSA 19:44A-20.4 et. seq. The Borough has structured a procurement process that seeks to obtain the desired results while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a submission

The Mayor and Council reserve the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of NJJSA 10:5-21 et seq. and NJAC 17:27-1 et seq. if applicable.

Responses must be sent to the following. No fax or email proposals will be accepted.

Office of the Borough Clerk

ATTN: Barbara Maldonado

Borough Clerk

215 -217 Liberty Ave

Little Ferry, NJ 07643

**Scope of Service:**

The functions enumerated are not meant to be limiting. It is expected the Financial Advisor will do those things and provide advice appropriate to assure a successful financing and as otherwise requested by the Borough’s CFO and/or Administrator:

• Review existing debt structure and assist in developing a debt financing plan;   
• Develop detailed financing timetable;  
• Coordinate the financing team;   
• Assist in and/or review of the preliminary and final official statements;  
• Presentation to bond rating agencies;  
• Monitor market and provide analyses regarding timing, comparable sales and structure of debt issues;  
• Provide updated debt service schedules;  
• Create summary reports of debt issuances;  
• Assist in and/or review and filing of 15c2-12 annual reports; and  
• Provide ongoing advice to management regarding financial and budgetary matters.

**Package to include:**

1. Description of Firm - Provide a history and description of your firm.

2. Experience - Please briefly summarize your experience since January 1, 2011 on tax-exempt bond and note issues as financial advisor for entities in the State of New Jersey. Also include, as a separate list, your experience as Financial Advisor to the Borough or similar municipalities.

3. References - Provide three (3) references. Include the name of the issuer for whom you have provided similar services along with the contact person’s name, title, address, telephone number and email address.

4. Investigations/Litigation - Provide details of any criminal or regulatory investigation or pertinent litigation pending against your firm or members of your firm.

5. Relationships - Disclose all affiliations and/or contractual relationships with underwriters or investment managers whether or not you believe these would have an effect on advice rendered.

6. Certificates Required - The respondent must submit the following certificates: (i) Affirmative Action Employee Information Report or Certificate of Employee Information Report; (ii) Proof of general liability insurance coverage and professional liability insurance coverage;(iii) Proof of NJ Business Registration; (iv) Corporate Ownership Statement; (v) Ownership statement; (vi) non-collusion affidavit; (vii) Mandatory Equal Opportunity Statement; . Additionally, the respondent must confirm they are properly registered with the Securities Exchange Commission and the Municipal Securities Rulemaking Board to provide advice to issuers of municipal debt. Ownership and Pay-to Play disclosures may be required prior to entering in an agreement/contract.

7. Other Information - Please discuss any factors which you believe are relevant to the Borough’s selection of your firm.

8. Compensation - Please attach your fee schedule for providing the Scope of Services requested in this Request for Qualifications. Include a description and estimate of any out-of-pocket expenses related to this engagement.

9. A statement demonstrating understanding of the proposed scope of work requested

10. Project approach

11. Sample project work plan (a sample work plan from another entity is acceptable; it does not have to be Little Ferry specific

12. Key dates and deliverables (example: turnaround time if the Borough requested information)

**Proposal delivery method:**

Respondents shall submit one paper copy of their response with the fee scheduled highlighted in a cover letter. An electronic version on CD/DVD or USB flash drive must also be provided; the material will not be returned.

**Evaluation method:**

The proposals shall be graded on a 100 point scale based upon the following:

1. Cost – 60 points
2. Experience with similar sized municipalities – 30 points
3. Experience of personnel assigned to the Borough – 10 points