



ADDENDUM I

SUBJECT: Request for Qualifications for Financial Underwriting Services (RFQ 22-142; RFX 6100016180), Scheduled to Open: January 17, 2023; Date of Issue: November 18, 2022.

FROM: Denise Gómez Esquivel, C.P.M., CPPB Procurement Administrator

DATE: December 13, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011 RESTRICTIONS ON COMMUNICATIONS:

In accordance with RFQ Section 011 – Restrictions on Communications, the City accepted the below list of questions. The City's official response to questions asked is as follows:

1. **QUESTION:** As it relates to the required Certificate of Interested Parties HB Form 1295, pursuant to Section 2252.908(c)(4), Texas Government Code, publicly traded business entities (including wholly-owned subsidiaries of a publicly traded company) are no longer required to file Form 1295. Since our Firm is a wholly-owned subsidiary of a publicly traded entity, and we are no longer required to file the Form 1295, would you like us to provide a written and signed statement stating as much or how would you like us to address this issue when responding to the RFQ?

RESPONSE: A written and signed statement would be fine. Our template language states: *Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.*

2. **QUESTION:** If a firm is interested in being considered to serve the City as co-manager only, would there be any differences in the required response or evaluation criteria? For example, in relation to questions that ask for experience serving as senior manager, could we provide co-manager experience instead?

RESPONSE: If a firm is interested in being considered only as a co-manager, the firm should note that in their proposal and respond to the questions related co-manager experience.

3. **QUESTION:** May we include a comment on the SB 13 (Boycott Energy Companies) and SB 19 (Discriminate Against Firearms) attachments that states that the Firm will provide this verification upon the execution of a bond purchase agreement if selected as a syndicate member for a particular transaction?

RESPONSE: By submitting a response to the RFP, the respondent verifies that: 1) it does not boycott energy companies and will not boycott energy companies during the term of the Financial Underwriting Pool; and 2) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the Financial Underwriting Pool against a firearm entity or firearm trade association.

4. **QUESTION:** May we include a comment on the SB 13 (Boycott Energy Companies) and SB 19 (Discriminate Against Firearms) attachments that states that the Firm will provide this verification upon the execution of a bond purchase agreement if selected as a syndicate member for a particular transaction?

RESPONSE: See Response to Question 3.

5. **QUESTION:** Please confirm the 1295 identifier and services as required on Form 1295. Identification number, Description of services.

RESPONSE: Identification number: 6100016180. Description of Services: Financial Underwriting Services

6. **QUESTION:** The City is requesting 3 references. Are the 3 letters from the references required or will contact information for each reference suffice?

RESPONSE: Respondent is required to provide the letters.

7. **QUESTION:** Are firms that are proposing to serve only as a co-manager required to answer all of the questions in Attachment A?

RESPONSE: Yes. See response to Question 2.

8. **QUESTION:** For the tables in Attachment A, Part 2, Question 3, letter (d), and in Attachment A, Part 3, Section A, Question 1, letter (i), can you provide a definition of SBEDA firms as defined by SCTRA? We do not see a definition on the SCTRA website. And must these firms be SBEDA firms that are approved by the SCTRA or simply fall into the defined category?

RESPONSE: The South Central Texas Regional Certification Agency (SCTRCA) does not define SBEDA eligibility, rather the City's Economic Development Department does. The SCTRCA is the certifying agency that provides small and minority/women-owned business certifications to firms who wish to be certified as such. To be eligible for the SBEDA Program, a firm must meet the following criteria:

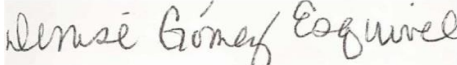
- a. Current certification from South Central Texas Regional Certification Agency (SCTRCA) as a small business enterprise (SBE)
- b. Headquartered in the San Antonio Metropolitan Statistical Area (Atascosa, Bexar, Bandera, Comal, Guadalupe, Kendall, Medina and Wilson) OR show significant business presence if located in San Antonio Metropolitan Statistical Area for at least 1 year (per response due date) AND have 20% of their total employees located in the branch location.

9. **QUESTION:** Question 1 of RFQ Attachment A, Part Three Question A.1.: Can we have 3 lead bankers?

RESPONSE: Yes, a firm can have multiple lead bankers.

10. **QUESTION:** Question 2 of RFQ Attachment A, Part Three Proposed Plan page 27 under B. Plan for Securities Marketing and Distribution: The question asks for a list of institutional sales professionals dedicated to municipal bonds. Does the City want a list of employee's names?

RESPONSE: Yes, a Firm can provide a list of employees dedicated to municipal bond sales or can provide a listing of the number of municipal bond sales employees by location.



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