

REQUEST FOR PROPOSAL

Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified firms interested in serving the School District of Janesville to provide financial services as requested. The firm selected will support the District in the analysis, structure, issuance and management of debt. Each contemplated debt offering will require a separate contract from the selected firm indicating the specific role and service provided.

Background

Located in South-Central Wisconsin, the School District of Janesville is a 4K-12 unified school district comprised of over 10,000 students. In short, the district is ready to embark upon a district-wide facilities planning process, scope to be determined, to address capital maintenance and improvement needs across twelve elementary, three middle, two high schools, a charter high school, and the district office.

Services Requested

The following is a listing of the services that the District expects to receive:

1. Assist the District in evaluating solutions for financing capital improvement and/or other transactions.
2. Provide recommendation to the District for structuring proposed new or refunded debt issues in the light of relevant factors, such as current indebtedness, available revenue support, anticipated market response and statutory constraints. The recommendations should include a discussion of the term of the debt, amortization schedule, amount of discount, call provision/features and credit enhancement.
3. Provide presentations to the Chief Financial Officer, Superintendent, School Board, relevant committees and community groups regarding the recommended structure, time and tax impact of a debt issue.
4. As requested by the District, provide support and assistance to District informational campaigns related to funding solutions.
5. Prepare a calendar of events for the issuance of debt instruments.
6. Develop and prepare the preliminary official statement, an official bid form, if applicable, and the final official statement.
7. Assist the District in the preparation of an official notice of sale, if applicable.
8. Provide recommendations and assist the District in developing, implementing and maintaining debt management strategies that provide the best possible bond rating. Coordinate, in collaboration with Chief Financial Officer, the rating request and review process (including but limited to the preparing a presentation and participating in the interview) with the designated credit rating agency.
9. Coordinate the debt issuance with bond counsel and other participants.
10. Provide information on the financing to potential bidders, if applicable. Market and provide the debt issue to solicit the maximum number of investors.
11. Evaluate, verify and provide recommendations to the District regarding acceptance or rejection of final debt pricing.
12. Attend meeting, if requested, of the Administration and/or School Board.

13. Coordinate the steps required to close the debt issue and deliver funds to the District, including preparation of closing documents and coordination with paying agent.
14. Prepare a compilation of all important documents, contracts and records associated with each sale.
15. Provide on-going debt planning and management assistance to the District including analysis of opportunities for refunding existing debt.
16. Provide assistance with continuing disclosure reporting.

Information to be Submitted

Proposals should include the following information:

1. Firm name and contact information.
2. General description of the firm, including years of operation.
3. List Wisconsin school borrowing transactions your firm has completed over the past five years, including the firm's role as a municipal advisor, underwriter or both.
4. Describe your firm's experience in working bond rating companies and the support provided to assist districts during a rating review.
5. Illustrate all fees for your service(s). If applicable, please also indicate your ability to underwrite bonds and your underwriting fee. Please include all reimbursable expenses.
6. Outline all other optional services provided by your Firm, including fees. Examples may include financial forecasting, continuing disclosure services reporting, bond proceeds management, etc.
7. List all individuals to be involved with the District and provide a brief description of their role and qualifications. Please identify the main contact, relationship manager, for the District.
8. Provide three (3) references for whom comparable work has been performed, primary contact and associated contact information along with date(s) of associated project.

Scenarios to Address

Conceptually, address the following two scenarios:

1. Fairly Normal School District's revenue limit authority is decreasing as a result of declining membership. Property values are increasing, creating a funding shift away from state aid to local taxpayers. With decreasing revenue and rising expenses the district has undertaken measures to reduce operating expenses. An operating referendum is not politically feasible for the near future. Fairly Normal School District has Fund 38 debt related to the merger of the state's two retirement funds. Existing Fund 39 debt, \$10.4 million retires in 2027. Is/are there considerations the district could explore and implement?
2. Almost Normal School District is also experiencing a decline in membership and associated revenue limit authority, increasing property values and a decreasing mil rate. The District needs to construct a new 4K-6 building to replace an aging facility in need of major repair and that does not meet the needs of today's educational delivery model. The district's Fund 39 debt is level, with annual payments of \$1.3 million consisting of principal and interest. Seven years remain on the non-callable debt which is scheduled to retire in 2027. The District is seeking to take a \$42 million question to voters in November 2022. In preparation for the November 2022 election, what steps should the district consider?

Financing Scenario

In consideration of the District's existing debt, provide a preliminary financing scenario for a \$75 million, and \$150 million debt issuance. Also provide a phased borrowing for the \$150 million debt issuance in increments of \$80 million, \$40 million and \$30 million.

Selection Criteria

The CFO may request interviews of two finalists. The selection of a firm will be based upon the attached evaluation matrix.

Special Notes

All submitted proposals and information will become the property of the School District of Janesville and are public record upon delivery.

General Terms and Conditions

The School District of Janesville reserves the right to reject and or all proposals, to waive formalities, to negotiate separately in any manner necessary and to accept the proposal which appears to be in the best interest of the School District of Janesville. In order to be considered, all proposals must arrive by the due date and time.

Timeline

January 22, 2020: RFP released

February 17, 2020: Proposals due by 5:00 p.m. CST

TBD: Interviews, if requested by the CFO

TBD: Advisor selected

Questions regarding this Request for Proposal may be submitted to:

Dan McCrea, SFO
Chief Financial Officer
School District of Janesville
Business Services
527 South Franklin Street
Janesville, WI 53548

608-743-5015 | Direct

daniel.mccrea@janesville.k12.wi.us

Fee Proposal Response Form

Types of Debt Issuance	Financial Advisor Fee	Underwriter Fee (if applicable)
One (1) Year Anticipation Note		
Loan (i.e. state trust fund loan)		
Bond Issuance		
\$1 Million to \$20 Million		
\$21 Million to \$40 Million		
\$41 Million to \$60 Million		
\$61 Million to \$80 Million		
\$81 Million to \$100 Million		
\$101 Million +		
Referendum Planning Services		
Lump Sum, Fixed Price		

Evaluation Matrix

Topic	Point Value	Evaluators Score
References / Wisconsin School Experience	20	
Total Fees / Costs	10	
Example Financing Plan	25	
Response to Scenarios	15	
Staff Assigned to Project	20	
Other Financial Services	10	
Total	100	

