

Request for Proposals (RFP)

Financial Consultant/Advisor Services



Proposal for RFP 2526-001 Financial Advisory Services

Issued by: Birmingham Community Charter High School
17000 Haynes Street
Lake Balboa, CA 91406

Date Issued: May 15, 2025

Responses Due By: May 29, 2025, at 4:00 p.m.

Introduction

Birmingham Community Charter High School (BCCHS) is seeking proposals for financial advisory services. The Request for Proposal (RFP) is intended to solicit responses from qualified firms interested in providing financial services aligned with the School's Investment Policy Statement to optimize its investment portfolio to meet short and long-term financial obligations.

The contract will be for a one-year term, renewable annually upon written agreement signed by both parties for one-year periods.

Qualified firms must meet all the criteria to be considered.

This RFP outlines the requirements and criteria for selection.

Firms should note that BCCHS, like other leading public and private organizations around the country, holds the highest standards of business ethics and integrity regarding our relationships with our consultants and contractors. By participating in the RFP process, firms shall refrain from any type of lobbying of the school's faculty, staff, and agents or members of its Governing Board. Any action to influence the purchasing, contracting, policy, or other decisions under consideration by School officials during this process is strictly prohibited.

Background

BCCHS is located in Lake Balboa, California. We are a leading comprehensive public charter school serving approximately 3,100 students in grades 9-12 on a single campus. We are dedicated to providing a high-quality education to our diverse student body. We are seeking proposals from qualified investment consultants/advisors to manage and optimize our investment portfolio in conjunction with our Investment Policy Statement. Additional detailed information about the School may be found at <https://www.birminghamcharter.com/>

Critical Date

Proposal Due Date: Proposals in response to this RFP must be submitted no later than May 29, 2025, **at 4:00 p.m.**

Schedule of Events

EVENT	DATE, TIME
Release of RFP	May 15, 2025
Deadline for Questions	May 20, 2025
Deadline for Addendums	May 22, 2025
Proposal Due Date and Time	May 29, 2025 @ 4:00 p.m.
Oral Presentation/Interviews (if scheduled)	Week of June 9
Recommendation of Award to Governing Board	June 24, 2025

Note: The above dates and times are subject to change at the School's option.

Compliance with Laws

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations, and codes.

GENERAL INSTRUCTION

Submittal Response

The respondent shall submit **one (1) original and one (1) electronic copy (USB flash drive or email) before 4:00 p.m. PST, May 29, 2025, to:**

Birmingham Community Charter High School

ATTN: Kristine Torres, CBO

17000 Haynes Street

Lake Balboa, CA 91406

Proposals received after **4:00 p.m., May 29, 2025**, will be rejected by the School and returned without review. BCCHS shall not be responsible for, nor accept as a valid excuse for late proposal delivery, any delay in mail service or other method of delivery used by the respondent.

All proposals shall be enclosed in a sealed package(s) plainly marked with the words:

“Proposal for RFP 2526-001 Financial Advisory Services”

Submitted proposals must include BCCHS’s Request for Proposal package, along with the Proposal and Agreement forms and Pricing Sections.

Questions from Respondents

Questions or comments regarding this RFP must be in writing and received no later than **3:00 p.m. (PST) on May 20, 2025**. Written or called-in questions submitted after the deadline will not be answered. Any questions relative to the proposal shall be directed, in writing, to Kristine Torres, Chief Business Officer, at k.torres@birminghamcharter.com.

Subject Line: Financial Advisory Services RFP 2526-001 Questions

RFP Addenda/Clarification

If it becomes necessary for BCCHS to revise any part of this RFP, or to provide clarification or additional information after the response documents are released, a written addendum will be posted on the School website. The School shall not be held liable for oral representations made by its officers, employees, or agents. It shall be the respondents' responsibility to check the School website or to inquire of the School about any addenda issued. This may be done by emailing the CBO at k.torres@birminghamcharter.com before the proposal-submittal deadline. All addenda issued shall become part of the RFP. In addition, responses to written questions received will be incorporated in an RFP addendum. **Proposers shall not contact any other employee, officer, or representative of the School regarding this proposal.**

Pre-contractual Expenses

Pre-contractual expenses refer to any costs incurred by the respondents in: (1) preparing and submitting their responses to this RFP; (2) engaging in negotiations with the School related to this RFP or potential contracts; or (3) performing any other activities prior to the contract award's effective date. Under no circumstances will the School be liable for any pre-contractual expenses incurred by respondents, and such expenses must not be included in their responses.

No Commitment to Award

Issuing this RFP and receipt of responses do not commit BCCHS to award a contract. BCCHS reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received to this RFP, to negotiate with more than one respondent concurrently, or to cancel all or part of this RFP. A decision to award a contract due to this RFP is final and without appeal.

Joint Offers

Where two or more respondents desire to submit a single response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. BCCHS intends to contract with a single firm, not with multiple firms doing business as a joint venture.

Exceptions/Deviations

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the respondent. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations," and incorporated in the Appendix section of the proposal.

Alternative Proposals

Only one final proposal is to be submitted by each Proposer. Multiple proposals will result in the rejection of all proposals submitted by the Proposer.

Withdrawal of Statement of Qualifications

The Consultant or team may withdraw his/her RFP at any time before the specified time for receipt of RFP by delivering a written request signed by an authorized officer of the Consultant's organization to the attention of **Kristine Torres, CBO**.

Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. **Withdrawal or modification offered in any other manner will not be considered.**

Objective

The primary objective of this RFP is to identify and select a qualified investment consultant/advisor who can:

- Develop and implement an investment strategy tailored to the School's financial goals and risk tolerance per the Investment Policy Statement (IPS).
- Provide ongoing investment advice and portfolio management.
- Ensure compliance with applicable regulations and guidelines.
- Provide reporting of current assets, expenditures, and performance metrics
- Achieve sustainable, long-term growth of the school's investment assets.

Scope of Work

The selected consultant/advisor will be responsible for the following:

1. Investment Strategy Development

- Assess the School's financial goals, risk tolerance, and investment horizon.
- Develop a customized investment strategy that aligns with the School's objectives.

2. Portfolio Management

- Manage the School's investment portfolio, including asset allocation, rebalancing, and risk management.
- Monitor and report on the performance of the investment portfolio.

3. Compliance and Reporting

- Ensure compliance with all relevant regulations and guidelines.
- Provide regular reports and updates to the School's Chief Business Officer, Finance Committee, and Governing Board.

4. Ongoing Support

- Offer continuous advice and support on investment-related matters.
- Conduct periodic reviews and adjustments to the investment strategy as needed.
- Availability by phone, virtually, or in-person for meetings as needed by Staff relating to monitoring, performance, reviews, and ad hoc items.

- Perform other functions normally considered to be within the scope of a fully qualified financial advisor.

Proposal Requirements

Interested parties are invited to submit a proposal that includes the following:

- **Cover Letter/Executive Summary (Limit: 2 Pages)**

The cover letter/executive summary should introduce the firm or individual and must be signed by an authorized officer of the firm or organization or by the individual who binds the terms of the response. The cover letter/executive summary must contain the following:

- Firm's legal name
- Type of firm (individual, corporation, etc.)
- Brief description of your firm, including number of years in business
- Number of employees located in Southern California Counties (San Diego, Orange, Los Angeles, Riverside, San Bernadino, Ventura, etc.)
- Date firm established
- California Business License Number
- Tax Identification Number
- Address, telephone, email address, and fax number of the person and the office that will be primarily responsible for providing services for the proposal
- If submitting as a team, note which team member (company) is the prime consultant or if it will be a prime sub-consultant(s) contractual relationship
- Certify that you are registered with the SEC and MSRB as required by the Dodd-Frank Act.

- **Table of Contents (Limit: 1 Page)**

Table of Contents is to be included in the RFP and is to be no more than one (1) page.

- **Firm Qualifications (Limit: 2 Pages)**
 - Overview of the firm's experience and expertise in providing investment consulting/advisory services to educational institutions or similar organizations.
 - A qualified firm is an investment consulting firm registered as an investment adviser under the Investment Advisers Act of 1940.
 - Describe your firm's philosophy on the challenges facing California School districts/charters and potential solutions/approaches to mitigating adverse impacts.
- **Proposed Team (Limit: 3 Pages)**
 - Information about the team members who will be assigned to this engagement, including their qualifications and experience.
 - Include short resumes for each designated individual. Indicate the role and responsibility of each individual. This also includes sub-consultants. Specifically, discuss the team's background, experience, and training in executing the scope of services of this size and scope specified herein.
- **Investment Approach (Limit: 2 Pages)**
 - Brief description of the services to be provided by your firm.
 - Description of the firm's investment philosophy and approach, including how the firm will tailor its strategy to meet the School's specific needs.
- **Fees and Compensation**
 - Detailed information about the firm's fee structure and any other costs associated with the services.
 - A submittal containing terms such as "negotiable", "will negotiate", or similar, regarding fees and compensation will be considered non-responsive.
- **References (Limit: 5 Pages)**
 - Please provide contact information for at least five recent (within the last five years) districts, charter Schools, or non-profits for whom your firm has provided services similar to what is requested in this RFP.
 - Please include the following information below:
 - Year(s)
 - Institution/Entity

- Contact Person
 - Title
 - Contact Phone Number
 - Email Address
 - Dollar Value of Transactions
 - Brief Scope of Work provided, and dates provided
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- Please demonstrate your firm's experience providing financial advisory services to medium-sized suburban school districts/charter schools.
 - Please disclose any contractual arrangements of the firm that could present a real or perceived conflict of interest.
- **Rationale for Selection (Limit: 1 page)**
 - Proposer should describe, in narrative form, why they feel they are the best candidate to perform works required by the RFP. Provide additional information you feel is relevant to your consideration. Supporting data and other supporting material may be provided in the Appendix portion of your response.
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- **Project Plan (Limit: 2 pages)**
 - Proposer should submit, as a part of their proposal, a proposed project plan, including schedule and key milestones, recommended asset allocation, and description of how they will perform the work required by this contract. Also, use the section to propose your plan to implement the contract.
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- **Litigation/Disputes/Disciplinary Action (Limit: 1 Page)**

Provide specific information on termination for default, litigation settled, or judgments entered within the last five (5) years related to your firm. Also, provide information about any convictions for filing false claims within the past five (5) years.

In addition, provide the project name, date of dispute/claim, name of entity against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of any claim more than \$10,000 made against owner concerning professional services work performed by consultant or sub-consultant work for consultant.

Provide details of any of the following actions:

- If any regulatory agency has taken disciplinary action against the firm or consultant team members in Statement of Qualification,
 - If the firm has even been convicted of a federal or state crime of fraud, theft, or other act of dishonesty,
 - If the firm has ever been convicted for a crime involving any federal, state, or local law related to construction,
 - If a licensed responsible-in-charge individual on the proposed team or to the firm has been found liable in a civil suit for material misrepresentation to any public agency or entity,
 - If in the last five (5) years, a licensed responsible-in-charge individual on the proposed team or the firm has been debarred, removed, or otherwise prevented from bidding on, or competing on, any government agency or public works project for any reason.
 - If any insurance carrier in the last five (5) years, for any form of insurance, refused to renew an insurance policy for a licensed responsible-in-charge individual on the proposed team or the firm based on non-payment or losses.
 - Failure to enter into a contract or professional services agreement once selected.
 - Withdrawal of a proposal as a result of an error.
 - Termination or failure to complete a contract.
 - Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance.
 - Knowing concealment of any deficiency in the performance of a prior contract.
 - Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
 - Willful disregard for applicable rules, laws, or regulations.
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- **Compliance**
 - Attachment A – Non-Collusion Declaration

- **MISCELLANEOUS INFORMATION (No limit)**

- **Appendices**

- Provide details of your firm's financial condition. Most recent annual reports filed with the SEC will be acceptable, but any recent material changes should be included in the Appendix.
 - Provide any other information necessary to meet the requirements of this RFP.

Submission Guidelines

- Proposals must be submitted **by May 29, 2025, at 4:00 p.m.**
- All proposals should be submitted in electronic and hard copy formats to:

Birmingham Community Charter High School
ATTN: Kristine Torres, CBO
17000 Haynes Street
Lake Balboa, CA 91406
k.torres@birminghamcharter.com

- Please note that all materials submitted will be shared with the Board of Directors and included as part of the Board's packet of materials, which are public records.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Firm qualifications and experience.
- Quality and experience of the proposed team.
- Investment approach and philosophy.
- Fee structure and overall cost.
- References and past performance.
- Compliance with RFP requirements.

BCCHS reserves the right to select the firm that best meets the School's needs. The School reserves the right to waive minor irregularities in the RFP and in the proposals submitted in response to the RFP. The School may or may not conduct interviews as part of the selection process. BCCHS reserves the right to reject any and all proposals. After rejecting the proposals, the School reserves the right to

negotiate the terms and conditions of the contract for the procurement of said services. The selection process for the proposer(s) will include the following evaluation and point assignment/rating criteria:

EVALUATION CRITERIA	TOTAL POSSIBLE POINTS
Experience – BCCHS will consider and rate the proposer’s experience in previously performed financial advisory services of this nature, size, and scope for California public school districts/charters.	35 Points Maximum
Cost/Pricing – BCCHS will consider and rate all proposed costs.	30 Points Maximum
Qualifications of the Staff - BCCHS will consider and rate the proposer's staff's stability, qualifications, and depth of knowledge.	20 Points Maximum
Proposer’s Rationale for Selection – BCCHS will consider and rate the proposer’s written narrative.	10 Points Maximum
Responsiveness of the Proposal – BCCHS will consider how clearly the proposal has stated an understanding of the work to be performed.	5 Points Maximum
Possible Points	100 Points
Oral Presentation/Interviews (If Oral Presentations/Interviews are scheduled)	100 Points
Final Adjusted Points (If Oral Presentations/Interviews are scheduled)	200 Points Total

Oral Presentation/Interview

Upon selecting the most qualified respondents, BCCHS may require the finalists to make an oral presentation to the Evaluation Panel to explain their qualifications further. Once oral presentations/interviews have been conducted, the School's appraisals of the presentations will also be factored into the final scores assigned to the responses. However, respondents are advised that an award may be made without oral presentation/interviews or further discussion.

Contract Type

The contract awarded as a result of this solicitation shall be a fixed price contract for which the offered price will include all labor, material, equipment, services, software, hardware, travel, shipping, and price administrative costs associated with providing the products and services listed herein and offered by the proposer.

Contractual Arrangements

The contract will be for an initial one-year period, renewable for up to four additional one-year periods by mutual consent.

Contact Information

- For any questions or clarifications, please contact:
Kristine Torres, BCCHS Chief Business Officer
k.torres@birminghamcharter.com

We look forward to receiving your proposals and working with a consultant/advisor who shares our commitment to excellence and financial stewardship.

Attachment A - Non-Collusion Declaration

(To be executed by Proposer and submitted with Proposal)

The undersigned declares: I am the _____ of _____, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

_____ [date], at _____ [city], _____ [state].”
(Amended by Stats. 2011, Ch. 432, Sec. 37. (SB 944) Effective January 1, 2012.)

Signature of Proposer _____

Print Name and Title _____