



**CITY OF EAST PROVIDENCE
OFFICE OF THE CITY CLERK
ON BEHALF OF CITY COUNCIL
REQUEST FOR PROPOSALS
EP23/24-31
ON-CALL FINANCIAL ADVISORY SERVICES
BID OPENING WEDNESDAY, JUNE 26, 2024 AT 11:00AM**

SPECIFICATIONS

INTRODUCTION:

The City of East Providence Office of the City Clerk, on behalf of the City Council is seeking proposals from qualified firms or independent consultants to provide on-call financial advisory services in order to offer guidance and clarification to its City Council members on a variety of city initiatives and financial goals.

SCOPE OF SERVICES:

Successful firms will provide on-call financial advisory services relating to City Council matters and other project assignments. Project assignments may include some or all of the services outlined below.

Expected tasks of the successful proposer include, but shall not be limited to;

- Assess and advise the City Council on proposals and expenditures that have been presented for approval.
- Offer guidance throughout the budget season and attend budget work sessions
- Propose pathways to the Council to achieve various financial goals and initiatives.
- Review various City initiatives and contracts for financial soundness, compliance and performance.
- Evaluate project proposals.
- Review and make recommendations of financial structures and programs and explain, in detail, various values and implications of programs.
- Compliance with arbitrage rebate regulations and performance calculations of the arbitrage rebate liability for all City issues.
- As yet undetermined, additional services for other financing programs will also be covered under the contracted scope of services for the engagement.

EVALUATION CRITERIA:

Responsive proposals for this RFP will be evaluated according to the criteria outlined below.

1. Overall experience of the company and demonstrated results.
 - a. Evaluation of the history of your company, experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references and related items.
2. Qualifications of personnel
 - a. Evaluation of qualifications and experience of your managerial team, staff, subcontractors and related items.
3. Work Approach and Capacity
 - a. Evaluation of overall proposed approach and strategy, including creative ideas, to items described/outlined in the scope of services; demonstrated firm capacity to perform on-call engagements under deadlines.
4. Budget Approach/Cost Effectiveness
 - a. Evaluation of outline of proposed budgets or fee rates associated with effective and efficient delivery of quality services.

SUBMISSION REQUIREMENTS:

One (1) original, one (1) copy, and one (1) electronic copy on a flash drive must be submitted in a sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn. Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than DATE/TIME.

Responses to this RFP shall include the following information:

- a. Name of firm(s) and principals comprising the development team.
- b. Business address, including city, state, zip code and phone/fax number.
- c. Indicate whether or not incorporated. If so, when?
- d. If not incorporated, name of owner(s).
- e. Have you ever defaulted on a contract? If so, where and why?
- f. A minimum of 3 references (name, company, email, and phone number).
- g. Description of the background and relevant experience of the firm or firms if a joint venture, along with any sub-consultants to be employed. Description of the background and experience of the designated project manager and other personnel

who will actually participate in the project, including a description of the function of each designated participant and their projected time commitments.

h. Schedule of fees for on-call services.

Any questions should be directed to Jill Seppa, City Clerk, at jseppa@eastprovidenceri.gov and Jessica Lamprey, jlamprey@eastprovidenceri.gov no later than **THURSDAY, JUNE 20, 2024 AT 4:00PM.**

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey

jlamprey@eastprovidenceri.gov