



**RAYTOWN
QUALITY
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**RAYTOWN C-2 SCHOOL DISTRICT
JACKSON COUNTY, MISSOURI**

REQUEST FOR QUALIFICATIONS
For
BOND UNDERWRITING SERVICES

December 10, 2024

DEADLINE FOR SUBMISSION -- ALL PROPOSALS MUST BE RECEIVED
BY:
12 Noon CST on Thursday, January 9, 2025

District offices are closed December 21, 2024 through January 2, 2025 and will reopen Friday, January 3, 2025. Please schedule the delivery of your documents accordingly.

I. OVERVIEW

The Raytown C-2 School District, Jackson County, Missouri (the "District") invites qualified firms to submit their qualifications for bond underwriting services.

II. BACKGROUND ON THE DISTRICT

The District, a public school district created, organized, and operating under the Constitution and the laws of the State of Missouri, is an independent body politic and corporate, and a political subdivision of the State of Missouri.

The District has an enrollment of approximately 8000 students. The District operates two high schools, three middle schools, ten elementary schools, one career center, two alternative education programs, and two early childhood programs

The governing body of the District is a seven-member Board of Education. The Administration of the District is headed by the Superintendent.

III. SCOPE OF SERVICES

The firm will be responsible for developing financing plans for debt issuances including recommended size, structure, and specific Terms and Conditions. The firm is expected to be knowledgeable of the District's financial operations, demographic and economic factors, and long-term capital program requirements. The firm must have experience with debt issuances for School Districts in the State of Missouri. The following paragraphs provide the expected scope of work.

1. Develop a financing plan for the Securities and assist the district in determining the economic impact of the Securities;
2. Provide advice concerning structure, timing, terms and other similar matters concerning the Securities, including recommendations as to maturities, interest rates, structure, security, timing, and amount of proceeds needed to implement your project;
3. Review and make comments with respect to sale documents, as applicable, including Explanatory Statements, Authorizing Bond Resolutions, bond declarations and indentures and other underlying documents relating to the Securities;
4. Develop a sale schedule that incorporates all aspects of bringing Securities to market and arranging for a successful closing of the transaction;
5. Assist in the preparation of the preliminary and final Official Statements to be issued by the district relating to the Securities for final approval by the district and its agents, including bond counsel;
6. Assist in making presentations to rating agencies with respect to the Securities;
7. Evaluate and make recommendations concerning the use of bond insurance and any other available credit enhancements;
8. Distribute preliminary and final Official Statements and other documents to a broad list of institutions, banks, trusts, insurance companies, professional investment advisors, and other prospective investors in Securities;

9. Form, if deemed appropriate by the underwriter and the district, an underwriting group for the purpose of underwriting the Securities, and inform the district as to the membership of any group so formed;
10. Develop a marketing plan for the offering, including identification of potential investors;
11. Negotiate the pricing, including the interest rate, and other terms of Securities;
12. Obtain CUSIP number(s) for Securities and arranging for their DTC book-entry eligibility as required;
13. Provide a final schedule of debt service payments for Securities;
14. Review and make comments with respect to closing documents prepared by Bond Counsel;
15. Plan and arrange for the closing and settlement of the issuance and the delivery of Securities;

III. REQUESTED INFORMATION

Please prepare and submit the following:

1. General description of your firm's organization (not to exceed three pages) including a brief history of the Firm. Include the name, title, email address, mailing addresses and telephone number of the officer authorized to represent the Firm.
2. Provide the resumes of the primary investment bankers who will be working on this financing and their experience with Missouri general obligation bonds and lease purchases.
3. Provide a brief overview of the firm's local and national marketing and distribution capabilities for both retail and institutional purchases.
4. Provide the capital structure of the firm, including net capital and excess net capital. Provide maximum amount of bonds the firm would be able to underwrite.
5. Provide a current list the school districts your firm works with in Missouri.
6. Summarize debt financings you've completed for three clients in Missouri of similar size and provide contact information. References from school districts of other governmental entities are preferred. References must include the following information: name of the entity, address of the entity, telephone number of the entity, and the individual at the entity to be contacted.

V. QUESTIONS AND INQUIRIES

Questions regarding interpretation of contents of this Request for Qualifications must be directed to:

Ms. Jacqui Vernon
Executive Director of Business Operations
Raytown C-2 School District
6608 Raytown Road
Raytown, MO 64133
Email: jacqueline.vernon@raytownschools.org

Questions must be submitted no later than 12 noon CST on Thursday, December 19, 2024. Answers to any question shall be in writing and shall be sent to all firms who are on record with the District as having received a copy of this Request for Qualifications. It is therefore imperative that firms provide full and accurate contact information to the District including an email address. The name of the party submitting the question will not be identified in the answers.

VI. SUBMITTAL INSTRUCTIONS - DEADLINE DATE

Submittal Letter

Include the RFQ's title and submittal due date, and the name, address and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall note the individual authorized by the firm to negotiate a contract with the District and provide their contact information.

Firms interested in being considered should reply with three (3) bound copies and one (1) electronic copy (.pdf format preferred).

Bound copies should be delivered in a sealed envelope marked "Request for Qualifications – Raytown C-2 School District - Bond Underwriting Services," to the District not later than 12 noon CST, on Thursday, January 9, 2025. Proposals received after this date and time will not be accepted.

Request for Qualifications should be sent to the attention of:

Raytown C-2 School District
Attention: Ms. Jacqui Vernon, Executive Director of Business Operations
6608 Raytown Road
Raytown, MO 64133

The electronic copy should be sent in .pdf format to jacqueline.vernon@raytownschools.org no later than 12 noon CST, on Thursday, January 9, 2025. District offices are closed December 21, 2024 through January 2, 2025 and will reopen on Friday, January 3, 2025. Please schedule the delivery of your documents accordingly.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the District may hold interviews with individual firms. The District expects to

enter into contract negotiations with the firm ranked most qualified to perform the services needed. The District reserves the right to select one or more project delivery methods and one or more firms to provide services for the project and the consultant delivery method(s).

VII. SELECTION PROCESS

The District is following a Qualifications Based Selection process. It is our intent to secure the most qualified bond underwriter to assist us with these efforts.

Members of the Board of Education and District staff will evaluate and select those firms deemed to be the most highly qualified to perform the required services and may choose to interview one, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

Once a preferred firm is identified, a detailed scope of services and associated fee will be negotiated. Our desire is to have a service agreement in place for consideration by the Board of Education no later than their February 10, 2025 meeting.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process. Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the District. The selection criteria will include, but not be limited to, the following items:

- A. Demonstrated understanding and responsiveness to Request for Qualifications.
- B. Experience of firm and key personnel named in the proposal.
- C. Satisfaction of previous clients. Provide at least three (3) references.
- D. Completeness and quality of proposal.
- E. Oral interview (if applicable).

VIII. TIMELINE

1. Submission Deadline: 12 noon CST on Thursday, January 9, 2025
2. Final Decision: No later than Monday, February 10, 2025

IX. OTHER PROVISIONS

1. The RFQ – in part or in whole – is not intended to be, nor shall it be construed as being, a commitment of any kind by the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing a Proposal in response to this request.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to waive any informalities and minor irregularities in any proposal received. The District, in its sole discretion, will determine whether an irregularity is minor.

4. Proposals may not be withdrawn for ninety (90) calendar days from the due date for proposals without the express written consent of the District.
5. Respondent is responsible for its own verification of all information provided to it. Respondent must satisfy itself, upon examination of this RFQ, on the intent of the terms, conditions, and specifications.
6. The District may award a contract based upon the initial proposals received, without further communication with the Respondents.
7. The District, at its option, may conduct interviews after receipt of the proposals.
8. The District reserves the right to enter into negotiations to clarify and qualify terms in a Proposal.
9. The District reserves the right to negotiate final contract terms with any Respondent, regardless of whether such Respondent was interviewed.
10. Respondent shall not offer or give any gratuities, favors, or anything of monetary value to an officer, employee, agent, or Board of Education member of the District to influence favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process. Such practice shall result in automatic rejection of the Proposal.
11. No Respondent shall engage in any activity or practice, by itself or with other Respondents, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Such practice shall result in automatic rejection of the Proposal.
12. If a conflict arises between the Proposal and the RFQ, the District shall resolve any inconsistency in favor of the RFQ. The District shall resolve all inconsistencies and/or disputes pertaining to the RFQ and a Proposal in good faith. Respondent agrees to abide by the decision of the District.
13. The District is committed to providing equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.