

**Request for Proposal for Bond Underwriting Services**  
**Wellington-Napoleon R-IX School District Central Office**

**800 Hwy 131, Wellington, MO 64097**

**(816) 240-2621**



*Students First for a Better Tomorrow*

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Issued: 9/12/2024  
Responses Due: 9/27/2024 @ 3:30 PM (CST)

# **1 - REQUEST FOR PROPOSAL-PURPOSE AND SCOPE**

The purpose of this Request for Proposal (RFP) is to solicit underwriting firms to provide underwriting services for Wellington-Napoleon R-IX School District (The District). The District has planned issuance for 2025 as part of funding for their Master Facilities Plan.

## **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 390 students PK-12th grades. The District operates as a one-site facility which serves one high school, one middle school, one elementary school, and one preschool program.

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

General information about the District can be found on the District's website at [www.wntigers.net](http://www.wntigers.net)

The District reserves the right to reject any and/or all proposals in response to this request. Force Majeure is in effect.

### **1.1 Scope of Services**

#### **Senior Managing Underwriter**

The District intends to hire one underwriter for this proposal. 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 District's in the State of Missouri. The following paragraphs provide the expected scope of work. The underwriter shall perform the following services as directed by the District.

1. Propose structuring alternatives and innovations that minimize the cost of capital while maintaining future financing flexibility.
2. Prepare schedules based on alternative structures.
3. Adhere to the District's financing schedules and calendar of events.
4. Prepare pricing memos, discuss marketing conditions, compile market comparables, and prepare preliminary pricing scales, (if applicable: syndicate rules, syndicate price views) and marketing compensation.

5. Assist in the drafting and review of relevant documents.
6. Identify the market and potential investors that are most likely to purchase any and all securities offered at rates most favorable to the District.
7. Conduct bond sale conference calls.
8. Assess market conditions and investor demand and their impact on the economics and/or optimal timing of the District's financing.
9. Market and distribute bonds.
10. Commit capital as necessary to maintain the lowest possible interest rates for the District.
11. Execute a bond purchase agreement.
12. Provide post-pricing analysis including pricing, orders, allotments, designations, etc

## **2 - RESPONDING TO WELLINGTON-NAPOLEON R-IX SCHOOL DISTRICT REQUEST**

### **2.1 Deadline for Questions**

Questions with regard to the RFP may be asked via email. Questions may be submitted by email to [bbriscoe@wntigers.net](mailto:bbriscoe@wntigers.net) and copied to [eburnett@wntigers.net](mailto:eburnett@wntigers.net) up to 11:59 PM CST on Tuesday, September 24, 2024.

### **2.2 Proposal Requirements**

Below is a list of information to be provided by responding firms. Please draft your proposals clearly and concisely in response to the questions below. A proposal that does not include all the information required below shall be deemed non-responsive and subject to rejection.

### **Required Information**

#### **1. Proposed Finance Team and Availability**

- a) Describe your proposed finance team and include a list of the key professionals and location of professionals (investment bankers, underwriters, quantitative analysts, etc.) that will be assigned to the District's financing. Indicate the availability of the assigned professionals specific to the District's financing. Detailed resumes should be included in an appendix.
- b) Indicate how your firm will ensure the District's bonds are marketed and priced without interference or dilution from other transactions in which your firm is engaged.

#### **2. Underwriting Experience and Performance**

- a) Provide a summary of your firm's experience over the last three years (8/1/2021-8/1/2024) as a sole/senior managing underwriter for each of the following categories:

I. Negotiated lease general obligation bonds

II. Negotiated general obligation bonds

- b) Provide two brief case studies (total) for any transactions listed in 2a(i-ii) above.
- c) Provide a list of the transactions mentioned above in 2(a) as an appendix. Include the issuer name, sale date, par amount, bond type, and ratings.

3. Marketing Capabilities, Approach, and Strategies

- a) Provide a brief overview of your firm's marketing and distribution capabilities.
- b) Describe your marketing plan and the approach your firm will take in pre-marketing and marketing the District's bonds. Including a timeline of your expected activities leading up to the pricing and examples of materials you will generate internally and externally for the marketing purposes.
- c) Describe any marketing strategies that you expect to deploy on the District's behalf that will result in enhanced pricing results and lower cost of capital.

4. Proposed Fees, Proposed Pricing, and Structuring

- a) Proposed Fees: Provide a breakdown of your suggested takedowns, management fees, and **all** associated expenses that your firm will charge in connection with your role as underwriter (including whether you will require underwriter's counsel, the name of the firm and attorney, and estimated cost). Please indicate whether your proposed fees will affect (positively or negatively) your firm's willingness and ability to underwrite unsold balances on the day of pricing.
- b) Please provide your firm's thoughts and recommendations on various coupon structures and strategies.
- c) Describe your firm's approach to re-pricing bonds at the end of an order period.
- d) Provide any rating suggestions, creative ideas or cost-effective measures that your firm feels might be a benefit to the District.

5. Investigation and/or Inquiries

- a) Disclose any investigations and/or inquiries of your firm in the last five years by any regulatory entity. Please describe how such investigations or inquiries may impact the sale of the District's bonds.

**2.3 RFP Submission**

Bids are due on or before Friday, September 27, 2024 @ 3:30 PM, CST. Please adhere to the requested format for response. Please use the subject of Bid: Underwriting Services RFP. Responses are to be mailed or delivered in person, with an additional digital copy emailed to [bbriscoe@wntigers.net](mailto:bbriscoe@wntigers.net).

Forms may be submitted in person or mailed to:

Attn: Bid: Underwriting Services RFP  
Wellington-Napoleon R-IX School District  
Attn. Brad Briscoe Ed. D., Superintendent of Schools  
800 Hwy. 131  
Wellington, MO 64076

A copy of this Request for Proposal (RFP) may be obtained from the District's website [here](#), under the Central Office Menu bar, and RFP/RFQ section. It is the sole responsibility of the "proposer" to monitor the District website for any amendments to the RFP.

The District and/or Board of Education reserve the right to reject any and all offers, or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Wellington-Napoleon R-IX School District.

## **3 - RFP RESPONSE FORM**

### **3.1 Selection Process and Timeline**

The contract will be awarded based on best-value to the District and its constituents, as well as evaluation criteria set forth in this document. Any proposal that does not meet the requirements of the RFP or that does not address the questions as posed will be rejected.

The District will evaluate all responsive and responsible proposals based on the Evaluation Criteria as referenced below, and may afford firms the opportunity to clarify the contents of their proposal for the purpose of assuring a full understanding of their response to the RFP. The District will rank all proposals from highest to lowest evaluation score. Approval of bond underwriting services is anticipated to be selected at the October 9, 2024 Board of Education meeting. After the District has selected a proposal, the firm will enter into negotiations for a contract. The contract will become final and binding only with the approval from the District's Board of Education. All contracts will be reviewed by district counsel. Any contract terms that are not acceptable by the District, may be grounds for dismissing the selected vendor. In the event the primary selection cannot provide the products or services, an alternate company will be selected. All companies will be notified within seven days of the selection.

### **3.2 Evaluation Criteria**

The District will evaluate all proposals and select the underwriter.

The District will evaluate proposals based on an assessment of responses to the “Proposal Requirements” in section 2.2.

Weighted criteria contributing to the award are included in the following breakdown:

Criteria	WEIGHT
1) Proposed Finance Team and Availability	30
2) Firm Underwriting Experience and Performance	20
3) Marketing Capabilities, Approach, and Strategies	15
4) Proposed Fees, Pricing, and Structuring Recommendations	15
5) Institutional Trading Staff Experience	10
6) Market Capitalization	10

Oral interviews are not anticipated.