



## District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

March 20, 2012

### MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent 

**RE:** Second Year Renewal of Three-Year Contract  
RFP #11-066-DM, Financial Advisor Services  
Public Financial Management, Inc.

On March 8, 2011 official action (attached) was taken to award the above-referenced RFP to Public Financial Management, Inc. This RFP is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on April 4, 2012.

Considering services have been satisfactory, David Moore, Managing Director, Public Financial Management, Inc. was contacted to verify his willingness to enter into the second year of the agreement. As such, David Moore has agreed in writing (attached), to enter into the second year of the contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with Public Financial Management, Inc. The second year of the contract will cover the period of April 5, 2012 through April 4, 2013. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/amj  
Attachments



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## Public Financial Management, Inc. RFP #11-066-DM, Financial Advisor Services

X

Yes, I agree to renew the above-referenced Agreement, under existing terms and conditions, with the District School Board of Pasco County. The second year of the contract will cover the period from April 5, 2012 through April 4, 2013.

\_\_\_\_\_  
No, I do not agree to renew the above-referenced RFP with the District School Board of Pasco County.

COMPANY NAME: ~~Public Financial Management, Inc.~~

SIGNATURE: *David Moore* DATE: 3/7/12

PRINTED NAME/TITLE: David Moore E-MAIL: moored@pfm.com

TELEPHONE W/AREA CODE: 407 648-2208 FAX W/AREA CODE: \_\_\_\_\_

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act." Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds, must be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you must have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department prior to commencement of services or work, and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law, which became effective September 1, 2005, by reviewing Sections 1012.32 and 1012.465, Florida Statutes.

The contracting company certifies, by submission and signature of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

Vendor shall comply with all applicable laws, ordinances, codes and statutes of any and all local, state, or national governing bodies included within this section. Vendor shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this contract.

**PLEASE RETURN TO:**  
**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**ATTENTION: Andrea Jackson, Interim Buyer Assistant**  
**PURCHASING DEPARTMENT**  
**20430 GATOR LANE, LAND O' LAKES, FL 34638**  
**(813) 794-2258 (PHONE)**  
**(813) 794-2111 (FAX)**  
**[amiackso@pasco.k12.fl.us](mailto:amiackso@pasco.k12.fl.us)**

# District School Board of Pasco County

## Bid Recommendation

<b>RFP Title</b>	Financial Advisor Services	<b>Number of Proposers Notified</b>	140
<b>RFP Number</b>	11-066-DM	<b>Number of Proposals Distributed</b>	18
<b>Date Solicited</b>	December 23, 2010	<b>Number of Vendors Proposing</b>	2
<b>Date Opened</b>	February 2, 2011	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	March 8, 2011	<b>Funding Source</b>	Financing & Debt Service Funds
<b>Total Savings</b>	N/A	<b>Grand Total of Proposal</b>	Dependent on services "as needed"

**Recommendation:** This RFP was solicited for the purpose of selecting the highest-scoring firm to serve as the District's Financial Advisor on an as-needed basis. The firm will provide advice regarding matters related to issuing and refinancing certain types of debt instruments, as prescribed by Florida Statutes. These include, but are not limited to: general obligation bonds, lease revenue bonds, Certificates of Participation, Tax and Revenue Anticipation notes, and sales tax bonds. The Financial Advisor will also evaluate legal approaches permitting various financing structures to accomplish the District's financial objectives.

Recommend acceptance of RFP per the attached tabulation from Public Financial Management (PFM) as the highest-scoring, responsive and responsible proposer.

**Term of Contract:** This RFP is a three-year contract, renewable annually at the mutual agreement of the parties. The initial term will be April 5, 2011 – April 4, 2012.

**Notations and Exceptions:** The two (2) RFP responses were independently evaluated and scored by the Evaluation Committee members noted below. Both firms were interviewed and independently scored on February 23, 2011 by the Interview Committee members noted below. Scores from the RFP responses and the interviews were added to produce the final, highest-scoring proposer.

Offers from other proposers listed herein are the only offers received per the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

**Bid # 11-066-DM**

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**Written Proposals (Phase I) Evaluated By:**

Olga Swinson, Chief Finance Officer  
John Simon, Director of Finance Services  
Tammy Taylor, Finance Services Manager

**Interviews (Phase II) Evaluated By:**

Cynthia Armstrong, Board Member  
Hjalma Johnson, Director, Hyde Park Capital  
John Letvin, Realtor  
Al Torrence, Esq.  
Moderated by Arlene Zimney, CPPB, C.P.M., Buyer

**Proposal Prepared By:**

Deb Mateo, Buyer Assistant

**Reviewed and Authorized By:**

Kendra Goodman, CPPO, CPPB, Purchasing Agent *KGO*

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

Date of Opening: February 2, 2011	Ford & Associates, Inc.	Public Financial Management	
Proposal Title: Financial Advisor Services	109 South Macdill Ave.	300 S. Orange Ave., Ste 1170	
RFP 11-066-DM	Tampa, FL 33609	Orlando, FL 32801	
<b><u>Scores Phase I</u></b>			<b>FINAL RANKING ORDER</b>
			1) Public Financial Management
Experience of firm (max. 30 pts.)	22.33	28.00	2) Ford & Associates
Qualifications of staff (max. 35 pts.)	24.33	24.67	
Cost (max. 35 pts.)	30.82	30.42	
<b><u>SUB-TOTAL</u></b>	77.49	83.09	
<b><u>Scores Phase II</u></b>			
Interview Scores (max. 75 pts.)	54.00	66.00	
<b><u>TOTAL</u></b>	131.49	149.09	