



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

### Purchasing Services

Arlene S. Zimney, CPPB, C.P.M., Acting Purchasing Agent

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

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

352/524-2221 email: azimney@pasco.k12.fl.us

February 4, 2014

### MEMORANDUM

TO: Honorable School Board Members

FROM: Arlene S. Zimney, CPPB, C.P.M., Acting Purchasing Agent *ASZ*

RE: One-Year Extension of a Three-Year Contract  
RFP #11-066-DM, Financial Advisor Services  
Public Financial Management, Inc. (PFM)

On March 8, 2011, official action (attached) was taken to award the above-referenced RFP to Public Financial Management, Inc. (PFM). The RFP was renewed for its third term on March 19, 2013.

Considering services have been satisfactory, PFM was contacted to verify their willingness to extend this contract for one additional year under the existing terms and conditions. PFM has agreed in writing (attached) to do so.

At this time, it is my recommendation to enter into a one-year extension of the contract, covering the period of April 5, 2014 – April 4, 2015.

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.

ASZ/plh

Attachments



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

### Purchasing Services

Arlene S. Zimney, CPPB, C.P.M., Acting Purchasing Agent

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

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

352/ 524-2221 e-mail: azimneyl@pasco.k12.fl.us

January 17, 2014

### RFP EXTENSION REQUEST

RFP #: 11-066-AZ

RFP TITLE: Financial Advisor Services

☒ Yes, I agree to extend RFP #11-066-AZ for an additional year under the same terms and conditions as the existing RFP. The fourth year renewal term will begin on **April 5, 2014** and expire on **April 4, 2015**. If you choose to extend this RFP, please also include a current certificate of liability insurance naming the District School Board of Pasco County as a certificate holder.

☐ No, I do not agree to renew RFP #11-066-AZ.

Company Name: Public Financial Management, Inc. (PFM)

Signature: *D. Brent Wilder* Date: 1/21/2014

Typed Name and Title: D. BRENT WILDER, MANAGING DIRECTOR

Telephone (w/area code): 407.406.5761 Fax Number (w/area code): \_\_\_\_\_

Email: wilderb@pfm.com

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, 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 Human Resources. If any of the above applies to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the Districts Human Resource 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 an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law through the internet link: [http://election.dos.state.fl.us/laws/051laws/ch\\_2005-028.pdf](http://election.dos.state.fl.us/laws/051laws/ch_2005-028.pdf). This law is effective September 1, 2005.

The prospective vendor certifies, by submission and signature of this RFP renewal 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).

PLEASE RETURN TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTN: **Patty Hall, Interim Buyer**  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2258 (PHONE) (813) 794-2111 (FAX)





## 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 1, 2011

### MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Financial Advisor, RFP #11-066-DM  
Request Permission to Present at March 8th Special Board Meeting

The above-referenced Request for Proposal (RFP) was solicited on December 23, 2010 for financial advisor services. The firm selected 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.

The evaluation for this RFP was conducted in two parts with all evaluators scoring independently: Part I evaluation of written proposals and Part II interviews conducted by three members of the community serving the District on the Investment Oversight Committee as well as one Board Member, Cynthia Armstrong.

As time is of the essence on a couple of impending large financial transactions, it is critical to expedite the approval of this RFP. In order to meet the deadlines for the above-referenced transactions, the attached tabulation and recommendation sheets are being forwarded for your review. We are requesting permission to present this recommendation for approval at the March 8th Special Board meeting.

In order to comply with the Florida Administrative Procedures Act, the bid tabulations will be posted in the Purchasing Office immediately following today's Board meeting in order to meet the 72-hour posting requirements.

Should you have any questions or wish to discuss this matter further, please contact Ms. Olga Swinson, CFO or me.

Attachment (1)

Date/Time: March 1, 2011 11:31:00



# District School Board of Pasco County

## Bid Recommendation

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

District School Board  
of Pasco County

MAR 08 2011

Board Approved

**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

**MAR 08 2011**

Board Approved



DISTRICT SCHOOL BOARD OF PASCO COUNTY RFP  
TABULATION

Date of Opening: February 2, 2011			
Proposal Title: Financial Advisor Services	Ford & Associates Inc.	Public Financial Management	
RFP 11-066-DM	109 South MacDill Ave.	300 S. Orange Ave., Ste 1170	
	Tampa, FL 33609	Orlando, FL 32801	
			<b>FINAL RANKING ORDER</b>
<b>Scores Phase I</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>SUB -TOTAL</b>	<b>77.49</b>	<b>83.09</b>	
<b>Scores Phase II</b>			
Interview Scores (max. 75 pts.)	54.00	66.00	
<b>TOTAL</b>	<b>131.49</b>	<b>149.09</b>	

