

**Pennsbury School District RFP#2021-051**  
**Request for Proposals for Municipal Advisor**  
**June 15, 2020**

The Pennsbury School District (“The District”) invites qualified firms to submit proposals to serve as municipal advisor for a three year period beginning July 17, 2020.

**SCHEDULE**

The tentative schedule for the selection process is as follows:

- Issue Request for Proposals: June 15, 2020
- Submit proposals to the District by close of business: June 26, 2020
- Interviews (if necessary): TBD
- District’s approval of municipal advisor: July 16, 2020

The District’s process to select municipal advisor is running concurrent to the selection process for bond counsel and underwriter. The District believes that refunding opportunities will be available in calendar years 2020 and 2022. We likewise plan on launching a series of bond issues over a ten (10) year period of time to support a multiyear capital plan to maintain warm, safe, and dry Pennsbury schools.

**SERVICES**

State and local governments engage municipal advisors to assist in the structuring and issuance of bonds whether through a competitive or a negotiated sale process. A municipal advisor represents the issuer in the sale of bonds, and has an explicit fiduciary duty to the issuer per the Dodd-Frank Act.

Additionally, municipal advisors must register with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB) and meet professional and testing standards. MSRB Rule G-23 prohibits a broker-dealer firm that also provides financial advisory services (in contrast to a non-broker-dealer municipal advisor) from serving as a municipal advisor to the District and an underwriter on the same transaction.<sup>1</sup>

The successful candidate will have the necessary expertise to provide outstanding service that can be relied on and be able to assist Pennsbury School District in completing transactions in a timely manner.

**FORMAT**

Your response should include the following in twenty (20) pages or less, excluding the proposed contract form:

1. Letter of transmittal, including confirmation that you understand the scope of work
2. Profile of respondent
3. Qualifications and experience
4. Detailed scope of work
5. Pricing proposal and options, if available
6. Three references, preferably from K-12 education
7. Evidence of professional liability insurance
8. Proposed contract
9. W-9

**PROCESS**

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<sup>1</sup> <https://www.gfoa.org/selecting-and-managing-municipal-advisors>

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The District reserves the right to reject any and all proposals for any reason as it deems fit. The District reserves the right to negotiate further with one or more proposers. Respondent shall be expected to furnish the District with additional information as may reasonably be required. The District will not be liable for any costs incurred in the preparation of proposals or attendance at an on-site visit.

Kindly email your proposal in the format outlined in this Request for Proposal by June 26, 2020, at 12:00 pm noon, to:

Christopher M. Berdnik  
Chief Financial Officer  
Pennsbury School District  
[cberdnik@pennsburyisd.org](mailto:cberdnik@pennsburyisd.org)

All questions concerning this proposal or project should be submitted in writing to Mr. Berdnik at [cberdnik@pennsburyisd.org](mailto:cberdnik@pennsburyisd.org) by June 19, 2020 at 12:00 pm noon. An addendum will be issued should one be required. Do not contact anyone else at the District regarding questions on this RFP except for the person listed above.