



UNIVERSITY OF
CENTRAL
ARKANSAS™

PROCUREMENT OFFICE
201 DONAGHEY AVENUE
WINGO HALL 113
CONWAY, AR 72035

REQUEST FOR QUALIFICATIONS

Financial Advisory Services

RFQ UCA-25-014

**PROPOSALS MUST BE RECEIVED BEFORE:
10:00 A.M. Central Time on Thursday, July 11, 2024**

Proposal Delivery Address and Opening Location:

University of Central Arkansas
Procurement Department
201 Donaghey Ave. Wingo Hall 113
Conway, AR 72035

1. PURPOSE:

The University of Central Arkansas (UCA), seeks to obtain a firm that is qualified to provide financial advisory services for the university, in accordance with the specifications and requirements contained in this Request for Qualifications (RFQ). The requested services will be a one year term contract with the option to renew in one year increments not to exceed a total of seven years.

2. QUALIFICATIONS REQUIRED:

The Financial Advisor is required to be licensed as required by The U.S. Securities and Exchange Commission (SEC), and experience as a Higher Education Advisor is advantageous.

The primary role of the Financial Advisor will be to facilitate impact analyses and modeling across available funding mechanisms for the University. Developing innovative solutions to the University's funding requirements in order to achieve the most advantageous financing terms; Reviewing and making appropriate recommendations on financing and creating or assisting in the creation of financial analysis; Coordinating with and assisting employees and other agents and representatives of the University. In addition to exploring options of public-private partnership alternatives for infrastructure.

3. PROPOSAL REQUIREMENTS:

All firms will submit one (1) original hard copy and four (4) electronic media copies USB/Flash drives of their qualification packages and (1) redacted flash drive. Flash drives must be clearly identified with the submitting firm's name. The information listed below is required to be submitted and should be organized in the order listed below to facilitate the proposal review process.

- ✓ Cover Letter with signature providing interest in the project
- ✓ Table of Contents
- ✓ Firm's or personal history include organizational chart
- ✓ List team member names and qualifications that will be or might be utilized on this project.
- ✓ Provide a schedule of your fees, including hourly rates and expense charges.
- ✓ Identify the person to contact in the event questions arise
- ✓ Projects currently under contract with State Agencies or Educational Facilities
- ✓ Similar project experience and provide at least three client references for which the firm has provided services of similar size and scope.
- ✓ Overview of services provided
- ✓ Must provide proof of license.
- ✓ Governor's' Executive Order 98-04
- ✓ Equal Employment Opportunity Policy
- ✓ UCA Combined Form for Restriction of Boycott of Israel & Illegal Immigrant Form

DISCLOSURE OF CONTRACTS OVER \$25,000-GOVERNOR’S EXECUTIVE ORDER 98-04

No contract for commodities or services greater than \$25,000 and no discretionary grant greater than \$25,000 shall be awarded, extended, amended or renewed by an agency to any bidder who has not complied with Governor’s Executive Order 98-04, as required in this proposal. Failure to make any disclosure required by Governor’s Executive Order 98-04, or the violation of any rule, regulation, or policy adopted pursuant to the Order, shall be a material breach of the terms of this RFP. Any bidder who fails to make the required disclosure, or who violates any rule, regulation, or policy, shall be subject to all legal remedies available to the agency. See attached form.

EQUAL OPPORTUNITY POLICY

Act 215 (SB#1123) of 2005 of the Arkansas Legislature: Each entity and person interested in contracting with the State must include with its proposal response a copy of the company’s Equal Opportunity Policy. See attached form.

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

See attached form.

MINORITY BUSINESS POLICY

It is a policy of the State of Arkansas that Minority Business Enterprises shall have the maximum opportunity to participate in the state purchasing process. Therefore, the State of Arkansas encourage all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to sub-contract portions of any state contract to minority business enterprises.

4. QUALIFICATIONS DUE DATE AND REQUIREMENTS:

All responses will be considered without regard to age, race, creed, color, sex, handicap or national origin.

Request of Qualifications Financial Advisory Services must be received by:

10:00 A.M. on Thursday, July 11, 2024

BY MAIL

**University of Central Arkansas
Attn: Cassandra McCuien-Smith
201 Donaghey Ave. Wingo Hall 113
Conway, AR 72035**

A sealed envelope clearly marked shall be submitted for the Qualifications. The qualifications will be referred to a review committee, who will review each submittal in accordance with the evaluation criteria stated later in this RFQ. All travel and costs associated with the preparation of

a statement in response to this RFQ will be the responsibility of the Offeror, and will not be reimbursed by the University of Central Arkansas. It is important that the Offeror's qualifications be submitted in a sealed envelope or box, clearly marked on the lower left hand corner with the following information:

RFQ #UCA-25-014 Financial Services

The University of Central Arkansas reserves the right to reject any or all Offers, to waive informalities and to re-advertise if it is in the best interest of the University to do so. It shall be the sole responsibility of the Offeror to have his/her documents delivered to University of Central Arkansas, 201 Donaghey Ave. Wingo Hall 113, Conway, AR 72035 for receipt on or before the due time and date. If documents are sent by U.S. Mail, the date of receipt by the University of Central Arkansas shall be the controlling date for purposes of determining whether timely submittal has been achieved. The University will not accept faxed or e-mailed RFQ.

5. REVIEW CRITERIA FOR THE PROPOSALS RECEIVED:

All submittals will be evaluated by a Review Committee. Submittals will be ranked according to the total number of evaluation points assigned by the Review Committee. The Procurement Official will create a short list of consultants to be interviewed based on the review committee's scores. All firms will be notified whether or not they have been selected to continue to the interview phase.

- A point system will be used to rank qualifications statements. The review items are listed on page 5 and indicates the point range available for each review point. The company must realize that many items will require judgment calls or rankings by the Review Committee.
- Qualification submittals will be evaluated in terms of content and completeness.

UCA reserves the right to reject any and all proposals received in response to this RFQ, when determined to be in the State's best interest, and to waive minor noncompliance in a proposal. UCA further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals in response to this RFQ. In the event that all proposals are rejected or if UCA, at any time, deems the number of qualified firms receiving designations as the result of this RFQ to be insufficient to meet the potential needs of the university, UCA reserves the right to re-solicit proposals. All proposals will be reviewed to determine responsiveness. Non-responsive proposals may be rejected without evaluation.

Any resulting contract from this RFQ requires the review and approval of Arkansas Legislative Council.

REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA

Review Item	Available Points
Project Understanding and Approach	50
Firm Organization and Staffing	25
Firm Experience with Similar Projects	25
TOTAL POSSIBLE POINTS	100

ATTENTION CONTRACTORS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although contractors are encouraged to have a viable equal opportunity policy, a written response stating the contractor does not have such an EO Policy will be considered that contractor's response and will be acceptable in complying with the requirements of Act 2157.

Submitting the EO Policy is a one-time requirement. The UCA Purchasing Department will maintain a file of policies or written responses received from bidders.

Effective August 2005, this is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (501) 450-3173.

Sincerely,

**Cassandra McCuien-Smith, CPPO CPPB
Director of Purchasing**

To be completed by business or person submitting response: (check appropriate box)

_____ **EO Policy Attached**

_____ **EO Policy previously submitted to UCA Purchasing Office**

_____ **EO Policy is not available from business or person**

**Company Name
Or Individual:** _____

Title: _____ **Date:** _____

Signature: _____



COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

- 1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
- 2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
- 3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
- 4. **Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Knowingly employ a Scrutinized Company as a subcontractor.

Contract Number: _____ Description: _____

Agency Name: University of Central Arkansas

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date