

**United Independent School District**  
**Specifications / Scope of Work**  
**RFP 2026-019**  
**Financial Advisor Services**

**PURPOSE**

United Independent School District (the "District") is seeking proposals from qualified firms or individuals interested in providing Financial Advisor Services.

**SCOPE OF WORK**

The successful firm will serve as the District's primary financial advisor. Recognizing that the District may require ongoing strategic advice independent of a bond sale, the required services include, but are not limited to, the following:

**Ongoing Advisory & Strategic Services**

- Assist and advise in the development of debt limits, debt service coverage ratios, reserve funds, arbitrage issues, or other debt management policies as requested.
- Continuously monitor the District's outstanding debt and market conditions to identify and recommend refunding or refinancing opportunities that generate savings.
- Advise and assist the District in preparing and presenting information to bond rating agencies to secure or maintain the highest possible credit ratings.
- Assist the District in fulfilling its continuing disclosure obligations and monitoring ongoing compliance.
- Attend Board Meetings as requested by the Board of Trustees or their designee to present financial models, market updates, or strategic recommendations.
- Perform any other financial services in reference to debt management and capacity as the District requires.

**Transactional Services (In the event of a debt issuance)**

- Provide financial advice for the sale of bonds approved by District taxpayers, as well as maintenance tax notes or certificates of obligation.
- Prepare bidding forms and administer the sale of debt instruments, including determining the optimum time to issue and the optimal structure and amounts.
- Analyze market conditions prior to, during, and subsequent to the sale of bonds.
- Summarize the reception of the bonds in the market and evaluate the pricing performance relative to the market and other securities of similar credit.

## PROPOSAL FORMAT AND REQUIREMENTS

To facilitate evaluation, proposals should be organized into the following sections. Please respond completely to each item. *(Note: If you do not have a Texas client list, you may list out-of-state clients).*

### 1. Company Profile & Capabilities

- **Company Overview:** Describe your company, including name, address, phone number, history, main office, regional offices, and total number of employees.
- **Expertise:** Discuss your company's capabilities, specifically detailing your public finance, sales, trading, technical, and underwriting expertise. **The District will not entertain Co-Financial Advisor Services.**
- **Capital Position:** Discuss your firm's capital position. List total capital, equity capital, net capital, and excess net capital as of June 30th for the past two years.

### 2. Experience

- **ISD Experience:** List the bond issues for which your company served as a financial advisor during the past five years for independent school districts in Texas. Include the date, issuer, type of issue, and par amount with annual subtotals and a grand total.
- **Value Creation:** For at least three Texas independent school district clients, discuss specific instances where your company created debt capacity, enhanced credit ratings, generated savings, or otherwise added measurable value.
- **Competitive Bidding:** Discuss your firm's competitive bidding experience in Texas on independent school district bond issues. List the number of competitive bids submitted for the past two years on Texas ISD bonds and explain how this experience benefits the District.
- **References:** Provide three reference letters from at least three clients who are independent school districts in Texas where your or your company serve or served as Financial Advisors not Co Financial Advisors. Please see Attribute #38.

### 3. Personnel

- **Assigned Team:** List all personnel who will be assigned to staff this engagement. Outline their specific roles and provide brief resumes detailing their qualifications.
- **Team Experience:** For each assigned team member, provide a list of issues they have directly handled over the past three years (including date, amount, and issuer). Describe their specific experience assisting Texas independent school districts and their expertise in developing innovative financing structures.

#### 4. Disclosures & Compliance

- **Commitment & Changes:** Discuss your company's commitment to the public finance industry, detailing any recent and relevant changes in ownership, management, or staffing.
- **Disciplinary Actions:** Explain any disciplinary actions taken, investigations underway, or lawsuits filed against your company in federal, state, or local courts, or by any regulatory bodies including the SEC, FINRA, or MSRB.
- **Conflict of Interest Statement:** Submit a statement attesting that, if successful, the firm is restricted from engaging in activities on behalf of the District that produce a direct or indirect financial gain for the firm other than the compensation provided directly by the District for these services.
- **Statutory Compliance:** Submit a statement attesting that the firm is in strict compliance with Chapters 2271 and 2274 of the Texas Government Code.

#### 5. Compensation

- Fill out the Proposal Form provided in the attachment section of the solicitation.
- List any deviations or additional charges on company letterhead.

This solicitation is an "all or none" proposal. The initial contract term shall be for a period of five (5) years (60 months), with the District retaining the option to renew for up to two (2) additional two-year (2) increments. Total contract duration shall not exceed nine (9) years, subject to the mutual written agreement of both parties and the annual allocation of funds. Proposals that fail to address the entire scope of work outlined within these specifications shall be deemed non-responsive and will not be considered for evaluation.