



Response to Proposer Questions

Q: On page 3, the document states that an MBE firm's information should be submitted with each proposer team it wishes to be included on, but I don't see a question in the RFP that asks for an MBE firm's contact or other information. Where should a proposed subcontractor MBE firm's contact info be included in a primary firm's proposal?

A: Please see the addendum to this RFQ dated October 2, 2024. The addendum can be found on the City's web page located at:

<https://www.fortworthtexas.gov/departments/finance> under the "Request for Qualifications – Financial Advisor Services" banner.

Q: Can you please confirm that we will not need to submit a Business Equity Utilization Form or any other forms in connection with our submission?

A: Correct.

Q: Would the Business Equity Division accept certification from the State of Houston Office of Business Opportunity? Does a certified firm need an additional sub-contractor to meet the City's desire to include a Business Equity Firm?

A: For procurements in which a formal goal is set, a vendor that is itself a certified Business Equity Firm can get credit for self-performance and need not engage a BE subcontractor.

To be qualified as a BE contractor or subcontractor that counts toward meeting a prescribed goal, a person or entity must be a certified firm and have a "significant business presence" in the marketplace encompassed in the City's latest disparity study. That marketplace consists of Tarrant, Johnson, Dallas, Wise, and Parker counties.

Certified means a firm that has been determined to be a bona fide MBE or WBE by the North Central Texas Regional Certification Agency (NCTRCA), the Dallas/Fort Worth Minority Supplier Development Council (DFW/MSDC), Women's Business Council-SW (WBCS), Texas Department of Transportation (TxDOT) or other certifying agency that the DVIN may deem appropriate and accepted by the City of Fort Worth.

While DVIN would generally consider the Houston Office of Business Opportunity to be an appropriate and acceptable certifying agency, the significant business presence

terms would also need to be met. A significant business presence means (1) a principal place of business inside the marketplace; (2) a principal place of business outside the marketplace but having at least 20% of the business's workforce based in the marketplace; or (3) cumulative business receipts greater than \$1,000,000 for work done in the marketplace since January 1, 2013.

While the current procurement does not technically have a goal set, the City would hope that participation by business equity firms would comply with these conditions.

Q: Does a certified firm need an additional sub-contractor to meet the City's desire to include a Business Equity Firm?

A: There is no requirement to include additional sub-contractors.

Q: Why is there not a minority vendor component in the RFQ?

A: Per the Diversity & Inclusion department, based upon Business Equity Ordinance #25165-10-2021 they are not allowed to place a goal on a project that has a Texas Local Government Code Chapter 252 exemption for competitive bidding requirements. The services requested in the RFQ qualify for a Chapter 252 exemption.

However; we encourage minority vendor participation, as reflected on page 2 in the RFQ:

The City currently has a Co-Financial Advisor structure with two independent firms, one of which is a certified Business Equity Firm, participating on all debt issuances and financial activities. **The City is seeking to revise this structure and award one primary contract but hopes to retain business equity participation through use of subcontracts or assignments of the selected prime offeror.**

The City has historically had a high level of participation from Business Equity Firms in connection with these services. For a number of years, the BEF participation level was 35%; for the last three years, BEF participation has been at 50%. While this RFQ does not include a specific 'business equity goal' and minority firm participation will not be a criterion for evaluation, the City remains strongly committed to business equity and wishes to continue obtaining a variety of perspectives in connection with these services moving forward.

Q: The RFP is not listed on the City's Purchasing site.

A: The RFQ was posted to the City's website on September 16, 2024 at: <https://www.fortworthtexas.gov/departments/finance>

Q: We did not receive notification via Bonfire even though we are registered as vendors of the City.

A: Exempt procurements are not required to be published through Bonfire.

Q: Is there an associated Bid Number?

A: No.

Q: Three (3) versions were released on the Municipal Advisory Council platform on 9/16, which version are we to respond to?

A: Only one version was released to the MAC on 9/16. The same version was also posted to the City's website at <https://www.fortworthtexas.gov/departments/finance>

Q: When are proposals due?

A: Proposals are due October 11, 2024.
