



FINANCIAL ADVISORY SERVICES BENCH CONTRACT

Los Angeles Unified School District
Accounting and Disbursements Division



Financial Advisory Services

Procedures for Establishment of Bench Contract

- Request for Proposals (RFP) were developed in August 2003
 - RFP document was reviewed by Finance staff, Procurement Staff and Legal Staff
- RFPs were sent out and advertised
 - RFPs were sent out to all 39 firms in the Financial Advisers Section of the Spring 2003 Bond Buyer's Directory (Red Book) on August 28, 2003
 - RFP was advertised in the Daily Journal on August 29, 2003
- Questions from interested firms were received
 - 6 Interested Firms submitted questions and



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- Responses to questions were sent out to all original recipients of RFP
 - Addendum #1, responding to all questions received, was distributed to all firms on the distribution list on September 12, 2003
- Pre-Evaluation Meeting Set up
 - Outside agencies, such as, City of Los Angeles, Los Angeles County, & Port of Los Angeles, were contacted to assist in evaluation of proposals
 - Unfortunately, scheduling difficulties prevented the participation of outside agencies in the evaluation process



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- Evaluation Team was finalized
 - Members:
 - Kenneth Gotsch, CFO
 - Richard Knott, Controller
 - Maruch Atienza, Director of Accounting
- Evaluation Team interviewed proposers on November 4 and 5, 2003
- Proposed Bench will be presented to Board on November 25, 2003.