

**REQUEST FOR PROPOSAL**

MUNICIPAL ADVISOR SERVICES

FOR

GREAT OAKS CAREER CAMPUSES

Counties of Brown, Butler, Clermont, Clinton, Fayette, Greene, Hamilton, Highland, Madison,  
Pickaway, Ross and Warren, Ohio

IN CONNECTION WITH

\$10,000,000\*

School Improvement Limited Tax General Obligation Bonds

**Deadline for submission of proposals:**

One o'clock p.m.

March 18, 2019

BEN VANHORN  
TREASURER/CFO  
GREAT OAKS CAREER CAMPUSES  
110 Great Oaks Drive  
Cincinnati, Ohio 45241  
Ph: 513-612-3665  
E-Mail: [Vanhornb@greatoaks.com](mailto:Vanhornb@greatoaks.com)

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\* Preliminary; subject to change.

**PROPOSALS INVITED**

The Great Oaks Career Campuses (the "School District") invites written proposals from qualified firms interested in serving as municipal advisor (the "Municipal Advisor") to the School District with respect to the issuance of securities of the School District.

**DESCRIPTION OF MATTERS**

The School District intends to issue its (unvoted) limited tax general obligation bonds (the "Obligations") in the presently estimated principal amount of not to exceed \$10,000,000. The Obligations may be issued in more than one series. The purpose of the Obligations is to finance improvements to school facilities.

**TIME SCHEDULE**

The School District expects to observe the following schedule regarding selection of the Municipal Advisor:

March 4, 2019	Send Out Requests for Proposal
March 18, 2019	Deadline for Receipt of Proposal
March 20-21, 2019	Interviews (if any)
March 22, 2019	Selection of Municipal Advisor

Oral interviews may be requested of finalists on the above date at the administrative offices of the School District in Cincinnati, Ohio. If the School District shall request an oral presentation, selected respondents will be notified to arrange specific times. The School District may decide not to hold such interviews and is under no obligation to do so.

**INSTRUCTIONS TO PROPOSERS**

- A. Two (2) copies of each proposal shall be delivered, and questions or comments directed, to:

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TREASURER/CFO  
GREAT OAKS CAREER CAMPUSES  
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Cincinnati, Ohio 45241  
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E-Mail: [Vanhornb@greatoaks.com](mailto:Vanhornb@greatoaks.com)

- B. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
- C. No proposal will be considered unless received by One o'clock p.m. Eastern Time on March 18, 2019.
- D. The School District expects to make a final determination by March 22, 2019.

### **SELECTION CRITERIA**

Among the criteria expected to be considered are the following, although proposers are encouraged to provide additional information as may be appropriate:

- A. Experience of the firm in providing municipal advisory services to Ohio school districts.
- B. Capacity of the firm to assist with advising the School District in all aspects of the transaction, including providing guidance with respect to:
  - 1) Modeling and millage impact calculations;
  - 2) Underwriter selection;
  - 3) Market timing;
  - 4) Issue structure (including the use of bond anticipation notes; multiple series; etc.);
  - 5) Rating(s) and/or bond insurance; and
  - 6) Investment opportunities for bond proceeds.
- C. Organization, size and structure of the firm, including number of employees.
- D. Technical and support services available to the firm.
- E. Identity, contact information, and experience of individual(s) who will be assigned to the transactions, with statement as to experience, position in the firm, etc.
- F. Examples of the firm's involvement in similar or related types of engagements.
- G. References: provide at least three (3) references who may be contacted regarding the firm's municipal advisory services.

### **TERMS AND CONDITIONS**

- A. The School District reserves the right to reject any and all proposals. The decision of the School District will be final and not subject to review or appeal. The School

District reserves the right to award this contract to the respondent that best meets the requirements of the RFP and not necessarily, to the lowest fee quote submitted. Evaluation of the proposals will be based on the following criteria: capability of firm to provide required municipal advisory services; experience and background of firm and personnel; and references. (Criteria are not listed in order of importance.)

- B. The School District may request additional information at any time.
- C. The School District may revise the schedule or any part of this request at any time.
- D. The proposal shall be considered an irrevocable offer subject to acceptance by the School District for a period of ninety (90) days.
- E. The School District will not be liable for any costs incurred in the preparation of a proposal or the proposer's expenses relating to attendance at an interview (travel, accommodations, etc.).
- F. By submitting a proposal, the proposer certifies that they have fully read and understand this Request for Proposal and that they have full knowledge of the scope, nature, quantity, and quality of services to be provided as municipal advisor.

#### **SCOPE OF SERVICES**

The successful Municipal Advisor will be expected to advise the School District on all financial aspects of this transaction(s). The selected Municipal Advisor will advise School District Officials and provide analysis of all underwriting proposals in connection with the project and transaction(s). The Municipal Advisor shall review the work of the Underwriter and render its fair pricing opinion on all sales.

GREAT OAKS CAREER CAMPUSES

Ben Vanhorn  
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Treasurer/CFO