

PUBLIC NOTICE-REQUEST FOR STATEMENTS OF QUALIFICATIONS
JEFFERSON PARISH FINANCE AUTHORITY

The Jefferson Parish Finance Authority (hereinafter “JPFA”) is hereby soliciting Statements of Qualifications from firms/individuals interested in providing investment management services as follows:

The JPFA is a public trust established by the Jefferson Parish Council to provide financial assistance to homebuyers by way of mortgage revenue bond programs and/or other market-rate down payment assistance programs. The successful candidate will serve as Investment Manager for the JPFA by actively trading the portfolio managed within the JPFA’s Investment Policy Guidelines and according to state law.

The investment services will include liquidity management of operating funds requiring frequent interaction with the JPFA. The Investment Manager will be responsible for maintaining compliance with state law as well as the internal investment guidelines and various mortgage revenue bond indenture covenants of the JPFA.

Minimum Qualification: Respondents must provide verification that they are a Securities and Exchange (SEC) Registered Investment Advisor.

The following ranking criteria shall be used to evaluate the statements of the firms/individuals submitting:

1. Respondents have an understanding of the JPFA’s overall investment program and the investment objectives and constraints unique to JPFA. Professional training and experience of the firm/individuals assigned to this service and their past experience as investment managers of public funds for public agencies. (25 points)
2. Respondents provide a suggested fee schedule relative to services. This will be used for negotiation purposes. (25 points)
3. Nature, quantity and value of JPFA investment management services previously performed. (20 Points)
4. Size of firm and capacity for timely completion of work. (15 Points)
5. Respondents provide evidence of errors and omissions insurance in effect at the time of submission and adequate financial resources to fund potential obligations resulting from malfeasance, inappropriate conduct and negligence. (10 points)
6. Location of the principal office where work will be performed. (5 Points) (Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (A) Jefferson Parish, including municipalities located within Jefferson Parish (5 points); (B) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (4 points) (C) Parishes other than the foregoing (3 points).

Interested firms/individuals must submit three (3) copies each of their Statements of Qualifications to the Jefferson Parish Finance Authority c/o Mrs. Valerie Brolin, Executive Director, 1221 Elmwood Park Boulevard, Suite 505, Harahan, Louisiana 70123 no later than 3:30pm on September 7, 2018. No statements will be accepted after the deadline.