

**PROFESSIONAL SERVICES DESCRIPTION
FOR THE POSITION OF:**

FINANCIAL ADVISOR

SUBMISSION DEADLINE:

2:00 P.M.

December 7, 2021

Contract Term

March 1, 2022 to February 28, 2023

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS
FOR PROFESSIONAL SERVICES**

FOR

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY
109 BUDD BOULEVARD
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **Financial Advisor** for the term **March 1, 2022 to February 28, 2023**. This contract will be awarded through a fair and open process pursuant to *N.J.S.A. 19:44A-20.4 et seq.*

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021** at 2:00pm at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

Must contact Danae Ciociola for the rest of the proposal Packet at dcociola@gcianj.com.

The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:

CONTACT PERSON

DANAE CIOCIOLA
DIRECTOR OF PROGRAMS
dcociola@gcianj.com

PURPOSE OF REQUEST

The GCIA is requesting proposals from qualified individuals and firms to provide financial advisor services, including those associated with the issuance of debt and cost/benefit analysis.

METHOD OF PAYMENT

For those matters for which the Financial Advisor will be compensated on an hourly basis, payment shall be made in accordance with the Contract document upon receipt of an invoice and a properly executed voucher. After approval by GCIA, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL –

- A. The proposer must demonstrate the ability to:
1. Assist GCIA staff on matters regarding proposed budgets;
 2. Assist GCIA staff on matters regarding analysis of proposed capital projects and capital expenditure budgets;
 3. Review professional reports and feasibility studies to insure financing issues have been adequately addressed;
 4. Assist GCIA staff in addressing financial questions or comments regarding GCIA operations;
 5. Develop cash flow models to project the effects of various financing strategies for proposed projects or programs;
 6. Review GCIA construction and operating accounts to determine the most advantageous investment vehicles for outstanding fund balances;
 7. Review and evaluate innovative financing and/or investment;
 8. Assist the GCIA staff regarding the GCIA's credit rating for both upgrading and/or maintaining the current credit ratings;
 9. Review financial impact on the GCIA and/or its agencies regarding waste flow control;
 10. Assist GCIA staff regarding the issuance of debt and preparation of official statements and evaluation of proposals.

Note: Supplemental information may be requested and an interview may be required.

COST PROPOSAL- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided under the terms of the retainer and hourly billing rates. The Authority does not provide payment or reimbursement for travel expenses.