

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

**Provide Underwriting Services**

**SUBMISSION DEADLINE:**

**December 7, 2021  
By 2:00pm**

**Contract Term  
March 1, 2022 through 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 provide **Underwriting Services** for the term of one year. 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** by **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)

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

**Overview:**

The Gloucester County Improvement Authority, in the County of Gloucester, State of New Jersey (“Authority”) is seeking qualifications from firms interested in serving as underwriter in connection with the issuance of tax-exempt and/or taxable bonds of the Authority. It is the intention of the Authority to select a group of underwriters through this request. Thereafter, for a particular transaction during the course of a one-year period, the Authority will select a particular firm or firms for each individual bond transaction. Selection of underwriters will be conducted through a fair and open process pursuant to *N.J.S.A. 19:44A-20A et seq* and the group of underwriters will be selected to serve for a period of one year.

**Response Content:**

Please evidence your interest in serving the Authority and your firm’s capabilities by responding to the following:

- A. Provide a brief description of your firm and the services and resources it offers that are relevant to this request. **Please limit your response to no more than two (2) pages.**
- B. Provide the names, proposed roles, and brief resumes for the individual(s) who would be assigned to the Authority on a day-to-day basis. **Please limit your response to no more than two (2) pages.**
- C. Discuss the distribution capabilities of your firm including your firm’s ability to market and sell bonds to both retail and institutional investors.
- D. Please attach an analysis showing your firm’s three (3) most recent, negotiated, tax-exempt financings completed in New Jersey that are relevant to this engagement. **Detail underwriting discount, programmatic and underlying rating(s), par amount, coupons, reoffering yields, and spreads to the Municipal Market Data (MMD) “AAA” Scale for the day of pricing.**
- E. Provide a list of your firm’s experience with **negotiated** municipal and authority bond issues for New Jersey issuers over the past two (2) years. Include: (i) name of issuer; (ii) description of issue; (iii) par amount; (iv) final maturity; and (v) ratings (programmatic, enhanced, and underlying). **Please highlight your experience with county and improvement authority transactions.**

**Basis of Award:**

Proposals are being solicited through a fair and open process in accordance with *N.J.S.A. 19:44A-20.1, et seq.* All bidders are required to comply with the requirements of *N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3), N.J.S.A. 10:5-31 et seq.*, and the requirements of *N.J.A.C. 17:27.*

It is the intention of the Authority to select a group of underwriters. Selection will be made based on an evaluation process which will consider the resources and general experience of the respondent, experience with and knowledge of improvement authorities, past performance on similar transactions, designated professional and support staff, ability to market bonds to both retail and institutional investors, and other factors as demonstrated to be in the best interest of the Authority.

The selected underwriter shall comply with all applicable federal, state and local statutes, rules and regulations. Specifically, any contract entered into between the selected underwriter and the Authority must be in accordance with, and subject to compliance by both parties to, the New Jersey Local Public Contracts Law. In addition, the selected underwriter must agree to comply with the nondiscrimination provisions and all other laws and regulations applicable to the performance of services there under. The selected underwriter shall sign and acknowledge such forms and certificates as may be required by this section.

**Proposal Submission:**

**Must contact Danae Ciociola for complete Proposal Packet at [dcociola@gcianj.com](mailto:dcociola@gcianj.com).**

**Please send to:**

Gloucester County Improvement Authority  
Attn: Danae Ciociola – Director of Programs  
109 Budd Boulevard  
Woodbury, NJ 08096-3963  
[dcociola@gcianj.com](mailto:dcociola@gcianj.com)

**It is solely the proposer's responsibility to ensure timely delivery of the proposer's response. E-mailed and facsimile submissions will not be accepted.**

The Authority reserves the right to request additional information regarding any of the items in this Request for Qualifications, reject any and all proposals, waive minor errors and inconsistencies, and to negotiate with any proposer upon terms that differ substantially from those set forth herein.