



Village of Vinton, Texas
REQUEST FOR QUALIFICATIONS (RFQ)
Financial Brokerage Services
RFQ: 2025-004

I. INTRODUCTION

The Village of Vinton, Texas (the "Village") is seeking Statements of Qualifications (SOQs) from qualified firms and individuals to provide Financial Brokerage Services as defined in the Village's Investment Policy (Exhibit A) under Investment Advisor. The selected firm will be expected to assist the Village in implementing prudent investment strategies that align with its financial goals while ensuring compliance with applicable laws and regulations as delineated in its Investment Policy.

II. SCOPE OF SERVICES

The selected firm will be responsible for providing the following services:

1. **Preservation of Principal & Liquidity Management**
 - Ensuring the safety of invested funds while maintaining adequate liquidity to meet the Village's financial needs.
2. **Investment Advisory Services**
 - Providing proactive support and investment advice from SEC-registered investment advisors.
3. **Market Access & Cost Efficiency**
 - Offering cost-effective and competitive access to capital markets through multiple independent brokers.
4. **Investment Opportunities & Earnings Enhancement**
 - Identifying prudent investment opportunities aimed at enhancing the Village's earnings while mitigating risk.
5. **Customized Investment Strategies**
 - Developing tailored, market-appropriate investment strategies to help the Village achieve its financial objectives.
6. **Market Condition Updates**
 - Providing continual updates on changing market conditions and their potential impact on the Village's investment portfolio.

III. QUALIFICATION REQUIREMENTS

Interested firms must submit a Statement of Qualifications (SOQ) that includes the following information:

- **Firm Overview:** Name, address, and contact information of the firm, including a brief history and relevant experience in providing financial brokerage services to municipalities or similar entities.
- **Key Personnel:** Names and qualifications of key personnel assigned to the Village's account.



- **Approach & Methodology:** Description of the firm's approach to meeting the Village's investment goals, including risk management strategies.
- **Regulatory Compliance:** Confirmation of SEC registration and compliance with applicable federal, state, and local investment regulations.
- **References:** At least three (3) references from municipalities or governmental entities for which the firm has provided similar services.
- **Fee Structure:** A description of all applicable fees, including brokerage, advisory, and transaction costs.

IV. SUBMISSION INSTRUCTIONS

Interested firms must submit one (1) electronic copy and three (3) printed copies of their SOQ no later than May 23, 2025, 10:00 AM (Mountain Time Zone) to:

**Village of Vinton
Attn: Village Administrator
RE: RFQ 2025-004
436 E. Vinton Rd.
Vinton, TX 79821**

Late submissions will not be considered. The Village reserves the right to accept or reject any or all submissions and to waive any formalities or technicalities in the selection process.

V. PROPOSAL FORMAT AND STRUCTURE

All submissions must follow the submission guidelines below. The Village reserves the right to reject proposals not in compliance with these requirements.

1. Use fonts no smaller than Times New Roman, 10 point. Maximum length including title page, the entire proposal, and appendices should not exceed 100 pages but may be required in some instances.
2. All pages must be numbered.
3. Address qualifications criteria in the order presented in PART VI – SELECTION PROCESS.
4. Major sections must have page breaks between them and the following sections.
5. The proposal must be signed and titled by a duly authorized representative of the Offeror. In addition, the Village requires that all proposals contain the following:
6. Title Page – Clearly label with the RFQ number, RFQ title, Offeror's name, mailing address, and fax number, and the name, telephone number, and email address of a contact person.
7. Table of Contents – Identify the page location of each major section.



8. Introduction – Provide brief narrative of background and general qualifications of the Offeror, including any experience with services/products similar in scope and/or size to those requested in this RFQ.
9. Offeror’s Proposal – Include all pages from this Request for Qualifications in addition to any other materials submitted by the Offeror. State in succinct terms the Offeror’s understanding of the services to be provided and how the Offeror anticipates being able to meet the scope of work as delineated within Part II SCOPE OF SERVICES.
10. Contract Clauses and Forms – Include all pages and completed forms. In addition to the above information, describe any prior or pending litigation, civil or criminal, involving a governmental agency or which may affect the performances of the services to be rendered. This includes any instances in which the Offeror or any of its employees, subcontractors, or sub-consultants is or has been involved within the last three years.
11. Client list – for historical purposes, please provide the name and addresses of organizations that have used your company for similar products/services within the last five years.
12. Response must demonstrate your comprehension of the objectives and services from the RFQ. Do not merely duplicate the Scope of Work as presented within this RFQ.
13. Appendices – include any additional information that the Offeror deems important to the decision process but that is not specified elsewhere in the RFQ.
14. Identify by name and title the individual responsible for the administration of the project. (That is, the individual who has the responsibility to oversee the contract, not a firm's contract negotiator, etc.)
15. Identify the project organization and staffing. A project organizational chart is to be provided, along with resumes of the personnel assigned to the project. Level of staff for work to be performed under this Contract. Proposals must describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive experience directly related to this RFQ. A response prepared specifically for this RFQ is required. Marketing resumes often include non-relevant information that may detract from the evaluation of a proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the requirements of this RFQ.
16. A list of references that can be contacted to discuss the performance on similar work. If available, provide a sample of comparable data your firm has generated for a similar project. References that are not relevant to RFQ should not be included. Therefore, the References provided should be directly related to the requirements in the SOW. The Village is particularly interested in government references. The Village may obtain other information by sending out questionnaires and/or through other sources. References other than those identified by the Offeror may be contacted by the Village with the information received used in the evaluation.



17. Additional Information. Offerors are asked not to include loose brochures (e.g. general marketing material). BROCHURE MATERIAL WILL NOT BE CONSIDERED FOR REVIEW. Only pertinent information should be submitted.

VI. SELECTION PROCESS

The Village will evaluate submissions based on the following criteria:

- Experience and qualifications of the firm and key personnel (30 Points)
- Demonstrated ability to provide requested services effectively (25 Points)
- Cost-effectiveness and transparency of fee structure (20 Points)
- References and prior municipal experience (15 Points)
- Overall completeness and responsiveness of the proposal (10 Points)

VII. SCHEDULE AND SUBMITTALS:

- Publication: May 5 and 12, 2025 (El Paso Times)
- Optional Conference: May 14, 2025 at 3:00 PM (Mountain Time Zone)
- Last Day to Submit Questions: May 16, 2025 at 11:30 AM (Mountain Time Zone)
- Statement of Qualifications Due: May 23, 2025, 10:00 AM (Mountain Time Zone)
- Selection expected by: June 3, 2025
- Contract Execution expected by: June 17, 2025

VIII. TERMS AND CONDITIONS

- The Village reserves the right to accept or reject any or all responses.
- This RFQ does not constitute a commitment to contract for services.
- Any costs incurred in the preparation of responses are the sole responsibility of the responding firm.
- The initial term of this contract shall be for two (2) years with optional renewals or extensions by the governing body by order, ordinance, or resolution.
- A Fee Proposal will be requested from the highest ranked proposer.

VIII. ADDITIONAL INFORMATION

For inquiries regarding this RFQ, please contact **Andrea N. Carrillo** at 915-886-5104 or acarrillo@vintontx.us