

2.0 SCOPE OF SERVICES**2.1 Background**

Miami-Dade County, Finance Department is seeking proposals from experienced and qualified firms to provide cash management services. Services include analysis of the County's cash management performance, monitoring of investment compliance with policy guidelines and meeting overall investment objectives for safety of capital, liquidity of funds and investment income, as outlined in the County's Investment Policy, reviewing reporting, and making recommendations on the County's investment portfolio, reporting on the credit analysis of commercial paper issuers, and providing a review of the County's cash flow.

Miami-Dade County's investment portfolio maintained an average of approximately \$3.5 billion during Fiscal Year 2014. There were over 6,600 investment transactions for Fiscal Year 2014, representing more than \$46 billion (\$8.8 billion in purchases, \$8.5 billion in maturities, and \$28.7 billion in sales).

2.2 Requirements

The selected Proposer shall:

- A. Maintain its Securities and Exchange Commission (SEC) registration throughout the duration of the contract, and
- B. Have a Charter Financial Analyst (CFA) certified staff assigned to work on the resulting Contract on a daily basis, throughout the duration of the Contract.

2.3 Services to be Provided

The selected Proposer shall:

1. Evaluate the County's investment policy for compliance with Florida Statutes and compare to recommended practices by the Government Finance Officers Association (GFOA).
2. Consult closely and provide guidance on a daily/weekly basis to the County's Finance Director and/or designee(s) in the evaluation of ongoing investment activity within agreed upon investment strategies for the various County funds, with the objective of maximizing return on investments without sacrificing safety of the investment monies, while satisfying all required disbursement needs.
3. Not trade securities for the County, unless specifically directed to do so by the County, but shall provide rate quotations to the Finance Director and/or designee. Investments will continue to be bid by the County.
4. Evaluate investment products and their capability for inclusion in the County's investment portfolio and confer with the County's Finance Director and/or designee(s) on a daily/weekly basis regarding recommended investment products.
5. Recommend various investment options based on the selected Proposer's internal models to evaluate the outcome of investments. Confer with the County's Finance Director and/or designee(s) on daily/weekly basis regarding these recommended investment products after evaluation of such products and their applicability for inclusion in the County's investment portfolio.
6. Evaluate investment strategies in comparison to the County's established benchmarks and shall confer with the County's Finance Director or designee(s) as needed regarding such comparisons.
7. Evaluate risk factors over portfolio and portfolio composition on an ongoing basis.
8. Evaluate the County's internal controls over cash management in general, and specifically over the portfolio, and provide the County with recommendations. Selected Proposer shall provide cash management consulting services to the Department relative to the cash management of County funds as required and approved by the Board of County Commissioners and following guidelines set by the State of Florida. Only consulting services shall be provided, as the selected Proposer shall not directly invest County monies unless specifically directed to do so by the County.

9. Analyze and evaluate investment of bond proceeds and debt service accounts to optimize investment opportunities. Confer with the County's Finance Director and/or designee(s) as needed regarding optimizing bond proceeds and debt service account investment opportunities.
10. Monitor, on a daily basis, whether the County's investment activity complies with the County Investment Policy Guidelines as established in Resolution No. R-31-09.
11. Analyze the credit analysis and default risk of commercial paper issuers, and update Bloomberg.
12. Confer with the County's Finance Director and/or designee as needed to discuss economic conditions, anticipated financial market conditions, investment strategy and specific investments to be purchased and sold in ongoing County cash management programs. The County, at its sole discretion, shall have the option to act or not act upon specific recommendations made by the selected Proposer.
13. Analyze cash flow projections, review historical trends, suggest and justify changes to such projections, aiming always to maximize return on investments while maintaining liquidity, low risk and leverage. Confer with the County's Finance Director or designee(s) on an ongoing basis regarding suggestions and justifications for changing cash flow projections while meeting objectives.
14. Analyze current market conditions.
15. Meet as needed with the County's Investment Advisory Committee, the Clerk of the Board of County Commissioners, the Board of County Commissioners and/or the Finance Director to review the investment portfolio and to make recommendations to the County regarding investment policy, strategy, and procedures. Meetings will occur in Miami at County offices.
16. Perform all other services fundamental to cash management consulting.

2.4 Reports

Reports include, but are not limited to, daily, monthly, and annual reports which may include the following types of reports:

- A. Report evaluating County policies for compliance with Florida Statutes and comparison to recommended practices by GFOA. Send the evaluation report via email to the County's Finance Director and/or designee(s) within 120 days of the contract start date, along with a hard copy to be sent via express shipment.
- B. Monthly, quarterly and annual investment reports for the County's Finance Director or designee(s) on the County's cash and investment portfolio management. Such reports shall include Portfolio Composition, Portfolio Diversification, Portfolio Allocation by Fund and other such report items as represented in the Scope of Services. All reports shall be emailed to the County and are due by the close of business on the 10th day of the month following the report month or quarter. These reports shall follow the format as currently provided in attachments. The selected Proposer shall also create 25 hard copies of the quarterly and annual reports in color to be sent to the County via express shipment by the 10th day of the month following the report month or quarter.
- C. Review, evaluate and present to the IAC, quarterly reports of the County's quarterly performance, summaries of its findings as to compliance with the County's investment policy and accuracy of the reports issued by the County's Finance Department on each investment pool. The Finance Department's reports list all securities held at the end of each month, grouped by type of security and by maturity date, total income received and accrued for the period, changes in the market value, and compliance with investment policy. Meetings will occur in Miami at County offices. Provide quarterly performance reports, summaries of its findings as to compliance with the County Investment Policy and confirm accuracy of the reports. These reports shall be emailed to the County and are due by the close of business on the 10th day of the month following the report quarter.
- D. Analysis report of historical cash flow. Examine the funds' cash flow dynamics, and if necessary, assist in the design of cash flow models and cash budget. Send analysis report via email to the County within 120 days of the contract start date, along with three hard copies in color via express shipment.

- E. Report of the credit analysis and default risk of commercial paper issuers, send report via email to the Department on a monthly basis, or sooner if changes occur to the credit ratings on authorized commercial paper issuers.
- F. Securities lending activities report to the Department via email by close of business on a daily basis. The County is not currently engaged in Securities Lending, but may in the future.
- G. Provide, daily, by 10:00 a.m. local time, via email, a Relative Value Report on what are the best investment values currently available in the marketplace to purchase.
- H. Provide, current economic market conditions report update to the Department via email as market condition changes occur.
- I. Review monthly investment reports on current market conditions with the Finance Director and/or designee(s) on a monthly basis.
- J. Review daily activity reports prepared by the County's Finance Department and faxed or emailed to the selected Proposer and provide feedback, if necessary.

2.5 Additional Services

The County may require the Contractor to provide optional services related to the services requested herein, but not provided for above, at its sole discretion, on a project by project basis. These additional services will be negotiated separately. An example of additional services is to monitor the security lending activities for compliance with any future Security Lending Contract the County may enter.

Requests For Proposals for Cash Management Consulting Services

Estimated Value - \$656,000.00

RFP No. EPPRFP-00224 - Verification of Availability

June 4, 2015

Find attached the **Scopes of Services/Background, Requirements, etc.** for an upcoming **Request for Proposal (RFP)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and are **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay close attention to the requirements before confirming your **ability** and **availability** to satisfy **“ALL”** sections.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable qualifications.

1. **Are you able to satisfy the SCOPE of the attached document (RFP)?**
YES _____ NO _____

2. **Do you have prior experience consistent with the scope of services for this (RFP)?** **YES _____ NO _____**

REQUIREMENT:

Maintain its Securities and Exchange Commission (SEC) registration throughout the duration of the contract, and

Have a Charter Financial Analyst (CFA) certified staff assigned to work on the resulting Contract on a daily basis, throughout the duration of the Contract.

1. **Are you able to satisfy the above requirements?**
YES _____ NO _____

2. **_____ I am “NOT” interested in this solicitation.**

Name of Firm: _____ SBE Exp. Date: _____

Owner’s Name: _____ Signature: _____

Please respond by **2:00pm, Tuesday June 9th 2015.**

Any questions, feel free to contact me at the number below.

(Respond to the **“Verification”** “whether you are interested or not (choosing **“Yes”** or **“No”**), as this helps SBD in the determination of measures).

Requests For Proposals for Cash Management Consulting Services
Estimated Value - \$656,000.00 Page 2

Please complete the following "Reference Requirements":

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:

Coralee Taylor
Internal Services Department
Small Business Development Division
111 NW 1st Street, 19 fl
Miami, FL 33128
☎ (305) 375-3115 | 📠 (305) 375-3160
coralee@miamidade.gov



"Delivering Excellence Every Day"
"For the New Project Review & Analysis Process"



Click on our new website

<http://www.miamidade.gov/internalservices/small-business.asp>