

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 13-42

PROJECT TITLE: Financial Advisory Services

Date: July 11, 2013
To: Prospective Respondents
From: Houston Community College
Subject: Informational Letter # 1 – Request for Proposals, HCC Project No. 13-42

Note: These are the answers that HCC provided to let the proposers know that HCC answered based on information that was available.

Question #1: -

Can you please clarify if the below item of the Scope of Services means we need to attend semimonthly meetings for "all" finance related items or bond/debt items?

12. Attend all Board of Trustees meetings related to Finance items semimonthly.

HCC Answer: -

Yes, it will be a requirement that the Financial Advisor be present at each Finance related meeting, i.e. Finance and Facilities Committee which is a part of the monthly Committee of the Whole meeting, as well as the formal Regular Board Meeting each month. The board also has a formal Finance Sub-Committee which meets periodically. In addition, the Financial Advisor may be requested to attend Special Board meetings or retreats (at the discretion of senior management).

The board typically meets 10 months during the year. That would be a total of at least 20 meetings, in addition to any Special Board meetings, board retreats, etc.