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## **Submittal: Minimum Qualifications Questionnaire**

### Submittal:

All forms provided in the submittal section must be completed and submitted with the Offer. The Minimum Qualifications Questionnaire is one such required form and shall be completed, signed, and submitted with the offer as a requirement to be determined responsive.

Reasonable susceptibility is established based on the evaluation criteria set forth in the Request for Proposal. Conformance to the Minimum Qualifications established within the Request for Proposal is required to ensure that experienced, capable offers with operational and financial capacity are providing solutions that meet the requirements specified in the Scope of Work.

In accordance with RFP PS-25-0542 Investment Consulting Services, Section, 1, Instructions, 1.25 regarding *Determining Responsiveness and Responsibility*, Offers determined non-responsive or non-responsible will not be considered for further evaluation.

### Minimum Qualifications Questionnaire and Checklist of Support Documentation:

Please complete the questionnaire below. By completing the questionnaire, the offeror is attesting to the truthfulness of the responses and acknowledges that the offeror understands the assurance of response and completion is subject to the City's authority and sole discretion to determine responsiveness.

If answering YES to any of the questions, attach the requested support documentation to this form. The YES response will require support documentation. Check the *Attached* box indicating that the support documentation has been attached. The support documentation attachments shall be organized in the order in which the questions are listed and must clearly reference each associated question number.

<b>Minimum Qualifications Questions:</b>		<b>YES</b>	<b>NO</b>
1.	Does the Offeror have a minimum of five (5) years' experience providing the services associated with this solicitation?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Offeror have proof of registration with the Securities and Exchange Commission (SEC) under Investment Advisors Act of 1940?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the Offeror have a Form ADV.	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide a copy with the submittal.	Attached <input type="checkbox"/>	
4.	Does the Offeror currently manage at least \$5 billion assets under advisement?	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide supporting documentation with the submittal.	Attached <input type="checkbox"/>	
5.	Has the Offeror managed a minimum of three (3) portfolios comprising of local agency assets within the last five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide supporting documentation with the submittal.	Attached <input type="checkbox"/>	

The Offeror acknowledges the responses to the questionnaire to be current and true at the time of the submittal. The signature of the duly authorized representative of the Offer shall be applied in order for the submittal to be deemed complete.

Offeror/Company Name: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_