

**Texas Public Finance Authority  
Request for Qualifications  
for Management Consultant Services  
RFP No. 347-24-0048**

**QUESTIONS AND ANSWERS**

The following questions were submitted to the Authority by 5:00PM CT, June 24, 2024:

1. Prior to submitting additional questions, we would like to know if you would consider extending the July 15th deadline by one week (to Monday, July 22nd), to account for work slow down over the week of July 4th? Would the state consider a one-week extension, making the due date Monday, 7/22?

**Answer: TPFA does not plan to extend the deadline for submission of responses to this RFQ.**

2. How many respondents/vendors will be awarded a Management Consulting Services contract? Is the intent to make a single award to 1 bidder or multiple awards?

**Answer: TPFA intends to award a single management consulting services contract.**

3. What is the estimated budget for the scope of work? Is there a current or anticipated budget for the management consulting services? Does the state have a budget approved for this work? If so, would the state be willing to share that budget cap?

**Answer: Not determined at this time.**

4. Is there an incumbent currently performing this scope of work? Is there a current incumbent offering the same or similar services in the RFQ to TPFA?

**Answer: No.**

5. When does the agency anticipate award and negotiations?

**Answer: TPFA anticipates award and negotiations within three weeks of the close of the RFQ.**

6. Do you anticipate these services to be performed virtually or in person or a combination/hybrid? Are there any restrictions with the use of offshore resourced for the contracted costs and services?

**Answer: TPFA anticipates that the services performed under the management consulting contract will be performed in person.**

7. What systems are currently used by TPFA for specialized data input, retention, and retrieval? What financial analysis and data retention tools does the State currently utilize?

**Answer: Most TPFA data resides on TPFA's LAN in various formats, and we use the following systems for specific purposes: Electronic State Business Daily (ESBD), Texas SmartBuy, Texas Identification Number System (TINS), OnBase by Hyland, CAPPS, USAS, Outside Counsel Contracts Community COCOA, and Treasury Web Warrant Inquiry and Cancellation System, among others. Each of the data in the aforementioned systems is managed by other entities, including retention. TPFA otherwise relies on manual data retention in utilizing network and hard copy files. Retrieval of information from USAS and CAPPS includes CAPPS Business Objects (BOBJ), USAS History Extract Files (HX), FMQuery – SIRS, among others.**

**TPFA currently uses MunEase, MSRB-EMMA, and TPFA financial advisors for financial analysis.**

8. Are there any new systems that TPFA plans to implement in the near future?

**Answer: Consideration of new systems is within the scope of the proposed management consultant contract.**

9. What is the estimated number of key agency functions and key operational functions that are included in the scope for management consulting services?

**Answer: The initial assignment would involve reviewing the agency's policies & procedures, including conformance with applicable laws, regulations, and best practices. Certain agency functions will be identified and analyzed to determine if such processes may be automated to improve efficiency and productivity, including identifying systems that may be required for automation and records retention.**

10. How many entities are included in the scope specific to "(C) assisting entities with review of management policies, (D) assisting entities with review of operational procedures and resources; (E) assisting entities with actuating improvements to the preceding criteria;"?

**Answer: The referenced sections cited relate to a respondent's prior experience in subject matters identified in (C), (D), and (E).**

11. How many staff does TPFA employ that would require training for current and updated processes, procedures, and financial analysis tools?

**Answer: No more than 15.**

12. Does the TPFA have an internal audit department? If yes, is this internally staffed by TPFA or outsourced? If outsourced, which organization provides internal audit services?

**Answer: TPFA does not have an internal audit department. The internal audit function is not outsourced.**

13. If proposers have exceptions to the terms and conditions, in what manner would you like these submitted with their response?

**Answer: Specifically identify, on a separate document, any and all terms and conditions in which the respondent has an exception, including the reason for each exception identified.**

14. As it relates to Attachment B, 2.18, Disclosure of Prior State Employment (pg16):

1) Does disclosure of any current or past employment by a State of Texas agency disqualify the Respondent?

**Answer: Current or past employment of a State of Texas agency does not disqualify the respondent.**

2) If yes, can Respondent identify and confirm in its response to TFPA a working team that excludes any such individuals?

**Answer: N/A**

15. Would the State please clarify the following: The HUB utilization goal is based on 918-75 – Management Consulting. Is 918-75 deemed Professional Services or a Services Contract? In other words, is this a professional services contract with a 23.7% goal or a services contract with a 26.0% goal?

**Answer: The management consulting contract will be identified as an Other Services Contract - 26.0% HUB Goal.**

16. Would the State please provide a summary of the challenges or opportunities that prompted the State to request the management consulting services?

**Answer: Refer to Section I. General., 1.2. Scope of Services of the RFQ.**

17. Is the State requesting a vendor to implement changes identified to improve organizational effectiveness or, for the scope of this proposal, do you want the services limited to recommendations and plans?

**Answer: The Scope of Services provides for both recommendations and plans and may include assistance with implementation of any recommendations.**

18. How many agency functions are dependent upon specialized data input, retention, and retrieval?

**Answer: Most agency functions require specialized data input into a number of systems. The systems identified in Question No. 7 above are primarily associated with the agency's accounting related functions.**

19. Would the State please provide an agency organization chart?

**Answer: A separate file will be posted to include TPFA's Organization Chart.**

20. Per the scope statement: "Implementing training to entity staff to attain skills for current and updated processes, procedures, and financial analysis tools.", Would the State please confirm if the proposal should include development and delivery of training?

**Answer: Not required in Response. Training requirements and opportunities may be identified by the consultants.**

21. Is the scope of the improvements the State desires to implement limited to the accessibility and governance of data?

**Answer: No.**