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| **Office of the Treasurer & Tax Collector**City and County of San FranciscoTajel Shah, Chief Assistant TreasurerRobert L. Shaw, CFA, Chief Investment Officer | **CITYSEAL.JPG**  |  José Cisneros, Treasurer |

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| --- |
| **REQUEST FOR INFORMATION FOR****Broker/Dealer Services****CONTACT: Robert Shaw, bob.shaw@sfgov.org, (415) 554-5210** |
| **Background**San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (“the City”), established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.The Office of the Treasurer & Tax Collector (the “Treasurer”) serves as banker, tax collector, collection agent, and investment officer for the City and County of San Francisco. The Treasurer manages all city funds according to the objectives of safety, liquidity, and generation of a market rate of return without undue compromise to the first two objectives.The Treasurer seeks Respondents with demonstrated experience in providing non discretionary broker / dealer services for governmental fixed income portfolios. | **Intent of this RFI**It is the intent of the City to identify and select the most qualified Respondent(s) that will best match the City’s investment needs with the Respondents capabilities. Respondents are not guaranteed selection.**Anticipated Term Of Services**The Selected Broker / Dealers (the authorized Broker Dealers) are expected to serve for a minimum period of three years – assuming no material change has occurred. Each Broker / Dealer will be monitored and evaluated on an on-going basis and may be removed from the approved list should the evaluation team determine there has been a material change that impacts the ability to deliver the services required. Respondents selected must be available to commence work on or after October 31, 2019.*\*Each Respondent should pay particular attention to Section 5.2: Minimum Qualifications and must provide an affirmative answer to each of the three minimum qualifications in their cover letter in order to be considered in the RFI process.* |
| **Schedule\*** **RFI issued** 7/29/2019**Advance RFI questions deadline** 8/16/2019 (12 pm)**Answers posted online** 8/23//2019 (5 pm) **Deadline to Submit RFI**  9/06/2019 (12 pm)\*\***Contract award intent notification** TBD**Contract begins** TBD**\****All Dates are subject to change. All hours are Pacific Time. Check website for latest schedule.*  | **City-Respondent Communications**In lieu of a pre-Response conference and to ensure fair and equal access to information about this RFI, e-mail your questions to bob.shaw@sfgov.org.Questions must be in writing and received before 12 pm on 8/16/2019. No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission questions. A summary of the questions and answers pertaining to this RFI will be posted on the Treasurer website at <https://sftreasurer.org/proposals> |
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**1. Introduction**

The Office of the Treasurer & Tax Collector (the “Treasurer”) of the City and County of San Francisco (“CCSF” or the “City”) is seeking information regarding broker / dealer services from qualified firms that fully and satisfactorily respond to this Request for Information regarding Broker / Dealer services (the “RFI”). To be eligible for consideration for this RFI, Respondents must substantially respond to all of the information requests included in Section 4. All of the service categories will be evaluated individually. While it is the Treasurer’s intention to select a group of firms,

* 1. **Profile**

**City and County of San Francisco**

San Francisco, incorporated on April 15, 1850, is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law– the only such jurisdiction in California. As such, CCSF has a uniquely broad organizational and financial structure including the assessment and collection of property taxes. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

**Office of the Treasurer & Tax Collector**

The Treasurer serves as banker, tax collector, collection agent, and investment officer for the City. The Treasurer manages city funds according to the objectives of safety, liquidity, and generation of a market rate of return without undue compromise to the first two objectives. The city’s funds (the “Pooled Funds”,) total approximately $11.6 billion as of June 30, 2019 and are managed by an internal investment staff.

The Investment Staff of the Treasurer consists of the Chief Investment Officer, Investment Officer, one Credit Analyst, and one Settlement, Operations & Reporting Analyst, with the Treasurer and Chief Assistant Treasurer providing oversight. The staff is responsible for all aspects of Pooled Fund - including portfolio strategy, economic and financial analysis, credit evaluation, trading, settlement, reconciliation, investment accounting, investment reporting, cash flow forecasting, and is additionally involved in certain aspects of banking operations, bond issuance, audits, and investment advisory services for other City departments.

The Pooled Fund consists of U.S. Treasury and federal agency (government sponsored enterprise) securities with additional exposure including municipal government obligations, commercial paper, certificates of deposit (including FDIC-insured, collateralized, negotiable domestic, and negotiable Yankee), Supranationals, bankers acceptances, corporate notes, money market funds, repurchase agreements, and reverse repurchase agreements. A copy of the most recent Monthly Report is attached as Appendix B.

* 1. **General Terms Used in the RFI**

The “Respondent” refers to any entity submitting a response to this Request for Information (“RFI”). The “Contractor” refers to the Respondent selected to provide services under this RFI. Other abbreviations used throughout this RFI include:

* Pooled Fund – the commingled funds, including sub and separate accounts, managed by the Treasurer; and
* Investment Staff – Those individuals responsible for the day-to-day management of the Pooled Fund.
	1. **Statement of Need and Intent**

The Treasurer is seeking qualified Broker / Dealers with the capability to assist the Investment Staff in managing the Pooled Fund by providing expert level knowledge of and access to key segments of the fixed-income market place. The Treasurer’s short-term fixed income portfolio has grown from $3.4 billion in 2007 to more than $11.6 billion as of June 30, 2019.

To manage the Pooled Fund in the most effective and efficient manner, Investment Staff requires a broad set of broker / dealers with knowledge of and access to segments of the fixed-income market that are authorized by the Investment Policy Statement (See Appendix A).

In evaluating the responses, the Treasurer will consider the ability of a Respondent to provide access to key investment segments – including, but not limited to:

|  |  |  |
| --- | --- | --- |
| US Treasuries  | US Agencies (Bullet & Callables) | Commercial Paper |
| Negotiable CDs | Medium Term Notes | Taxable Municipals |
| Supranationals |  |  |

A key consideration will be the ability of Respondents to provide Investment Staff with access and execution capabilities on electronic trading platforms on Bloomberg (i.e. FIT and BOOM), access and /or file transmission of the Respondents dealer inventories, as well as access to any of the Respondents proprietary tools that will aid the Investment Staff in meeting its primary investment mandates

**2. Scope of Work**

This scope of work for this RFI consists of a single category (Broker / Dealer Services), with skills sought across a broad range of fixed-income market segments. A successful Respondent does not need to have expertise in each market segment, but must demonstrate their knowledge and market access through their responses to the RFI.

**3. City-Respondent Communications**

*Respondents are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFI and its Attachments. Unauthorized contact may be cause for rejection of a response at the City’s sole and absolute discretion.*

*Currently approved Broker / Dealers are authorized to contact Investment Staff when conducting their normal services, but may not discuss or comment on the RFI.*

In lieu of a pre-response conference and to ensure fair and equal access to information about this RFI, e-mail your questions to Robert Shaw at bob.shaw@sfgov.org.

Questions must be in writing and received ***before 12 pm PT on Friday, August 16, 2019.*** No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission questions.

A summary of the substantive information, advance and pre-response questions and answers pertaining to this RFI will be posted on the Treasurer website ***by close of business on Friday, August 23, 2019*** at <https://sftreasurer.org/proposals>

**4. Submission Requirements**

**4.1 Time and Place for Submission of Responses**

All Materials must be submitted electronically via e-mail.

Responses and all related materials must be received ***by 12 pm PT on Friday, September 6, 2019.***  Responses are to be e-mailed to:

*Hubie White*

*Office of the Treasurer and Tax Collector*

*Hubert.White@SFGOV.ORG*

Responses submitted by mail or fax will not be accepted. Late submissions will not be considered.

 **4.2 Response Package**

The following items must be included in your response clearly marked **Broker / Dealer Services RFI.**

Complete, but concise, responses are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent’s capabilities to satisfy the requirements of the RFI. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

1. **One (1) digital response containing the entire contents of the response, including all RFI Attachments.** All files should be submitted in unprotected PDF, Word, Excel, or JPEG format. Electronic files should include signatures, where applicable.
2. Respondents are advised to review RFI requirements before beginning work on the Response to ensure they can meet the City’s requirements.

**4.3 Content**

Firms interested in responding to this RFI must submit the following information, in the order specified below.

**5. Evaluation Criteria & Selection Process**

This section describes the guidelines used for analyzing and evaluating the responses. It is the Treasurer’s intent to select Respondents that will provide the best overall services. This RFI does not in any way limit the Treasurer’s right to solicit for similar or identical services if, in the Treasurer’s sole and absolute discretion, it determines the responses are inadequate to satisfy its needs.

5.1 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Responses. Specifically, the team will be responsible for the evaluation and rating of the Responses, for conducting reference checks, and for interviews, if desired by the Treasurer.

5.2 Minimum Qualifications

Any response that does not demonstrate that the Respondent meets the minimum qualifications by the RFI deadline may be considered non-responsive and, therefore, not be evaluated or be considered eligible for award of any subsequent contract(s).

The minimum qualifications of the Respondent are as follows and must be stated in the cover letter:

1. The Primary Sales contact(s) assigned **must** have a FINRA registration for a minimum of five years; and
2. The Respondent **must** be able to provide a two-way market (bid/ask) in the markets that the Respondent commonly sells to clients.

Respondents are required to confirm in writing (see Certification section of this RFI) that these Minimum Qualifications have been meet. Final determination that a Respondent meets the Minimum Qualifications rest solely with the Treasurer. The Treasurer may, at his discretion, utilize internal or external resources (such as websites and data aggregation services) to confirm that a Respondent meets the Minimum Qualifications.

5.3 RFI Evaluation Criteria (100 points)

Responses will be evaluated in accordance with the information provided by the Respondent and the criteria below.

* 1. Firm and Sales Coverage (25 points) Pages 7 - 10
	2. Diversity, Social Responsibility and ESG (10 points) Pages 11 - 12
	3. Trading Products Capabilities (55 points) Pages 13 - 15
	4. Research & Strategy Capabilities (5 points) Page 16
	5. Compliance/Due Diligence (5 Points) Pages 17 - 19

**5.4 Selection Processes**

Reference Checks

Reference checks may be used to confirm the applicability of Respondent experience to the services the Treasurer is requesting and the quality of services and staffing provided to prior clients, as well as the Respondent’s problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes. Respondents are required to sign a release to facilitate reference checks.

Other Terms and Conditions

The Treasurer will select the most qualified and responsive Respondent/s. The Treasurer may select any number or combination of firms. The Investment Staff and the Treasurer are focused on obtaining the best available price for all investment transactions. The selection of any firm (or firms) for broker / dealer services does not guarantee that selected firms will transact with the Treasurer. The Treasurer reserves the right to terminate the relationship without cause.

The Treasurer, in its sole discretion, has the right to approve or disapprove any staff person assigned.

**SECTION A (25 %)**

**FIRM INFORMATION & SALES COVERAGE**

1. General Firm information:

|  |  |
| --- | --- |
| Name of Firm: |       |
| Headquarters Address: |       |
| Main Telephone Number: |       |

1. Please indicate which category describes your Firm (check all that apply):

Primary Dealer [ ]

Regional Broker/Dealer [ ]

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Minority Business Enterprise (“MBE”), Women Business Enterprise (“WBE”), Disabled Veteran Business Enterprise (“DVBE”) Ownership:

African American [ ]

Asian [ ]

Disabled Veterans [ ]

Hispanic [ ]

Women [ ]

Other [ ]

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRM CAPITAL CAPACITY**

1. What is your Firm Net Capital as of your **latest FOCUS Report**?

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|       |

 Firm Net Capital:

 FOCUS Report Date:

1. Provide a complete copy of your Firm’s most current FOCUS Report.

**ATTACHMENT REQUIRED**

1. Does your Firm comply with the SEC’s net capital adequacy guidelines?

Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If no, explain:  |       |

Attach the three (3) most recent certified financial statements documenting net capital adequacy measured under relevant standards and your most recent unaudited quarterly financial statement.

**ATTACHMENTS REQUIRED**

1. How many times within the past 5 years has your Firm fallen below the SEC’s net capital requirements?

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1. Describe the capital line and trading limits that support or limit your ability to conduct business with the Treasurer.

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1. Please indicate (in number of years) how long your Firm has been in operation.

       Years

**SALES COVERAGE INFORMATION**

1. Identify the primary representative / manager / partner-in-charge of your Firm that would be responsible for the management of the Pooled Fund account. Include full FINRA CRD reports for sales coverage and resumes. **ATTACHMENT(S) REQUIRED**

Primary Sales Coverage and Sales Partner contact information:

 Sales Coverage Sales Coverage Partner (if applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |       |  | Name: |       |
|  |  |  |  |  |
| Title: |       |  | Title: |       |
| Tel. No.: |       |  | Tel. No.: |       |
| E-mail: |       |  | E-mail: |       |
| Mobile: |       |  | Mobile: |       |
| Fax: |       |  | Fax: |       |
|  |  |  |  |  |
| Address: |       |  | Address: |       |
|  |       |  |  |       |
|  |       |  |  |       |

1. Identify all personnel who will be trading with the Treasurer or quoting prices to our employees.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  | Telephone |
|       |  |  |       |
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**Note: Should coverage change, your Firm must notify the Treasurer immediately of the change and provide us with name(s), contact information, and background information of new coverage via phone and in writing.**

**SALES COVERAGE ABILITY / EXPERIENCE SELLING INVESTMENT GUIDELINE PRODUCTS**

1. Which of the following instruments are you as the sales professional(s) versed in selling, if any, at the institutional level:

**NOTE:**  (This applies to the individual(s) referenced in question #3)

[ ]  U.S. Treasury Securities

[ ]  U.S. Government Agency Securities

[ ]  High Grade Corporate Debt Securities

[ ]  High Grade Taxable Municipal Securities

[ ]  Supranational Bonds (e.g., World Bank, IMF, IFC)

[ ]  Other

1. Please indicate if you as the sales professional(s) indicated in question #3 has direct access to either the Bloomberg Professional Terminal or Bloomberg Anywhere.

Yes [ ]  No [ ]

1. Does the sales professional(s) have any special skills or expertise that the Investment Staff should be aware?
2. Please identify 3 comparable California government clients that we may contact as references.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Client Name |  |  Contact Person |  |  Tel. No. |  | Client Since |  | ServicesRendered |
|       |  |       |  |       |  |      |  |       |
|       |       |       |      |       |
|       |       |       |      |       |

1. Please identify 3 comparable non-California government clients that we may contact as references.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Client Name |  |  Contact Person |  |  Tel. No. |  | Client Since |  | ServicesRendered |
|       |  |       |  |       |  |      |  |       |
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**Section B (10 %)**

**DIVERSITY AND SOCIAL RESPONSIBILITY**

1. Is your Firm certified as a minority-owned, women-owned or disabled-veteran-owned business?

Yes [ ]  No [ ]

 If yes, please provide the certification details: The dates of certification and by whom. (Please provide any MBE, WBE or DVB certifications): **ATTACHMENT REQUIRED**

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1. **If your Firm is not** a women-, minority- or disabled-veteran-owned business, is your Firm a member of any organization that has adopted or recommended procedures to eliminate discrimination, promote fair and equal employment practices, or foster diversity in the workplace?

Yes [ ]  No [ ]  N/A [ ]

List all such organizations.

|  |  |  |
| --- | --- | --- |
| 1. National Association of Securities Professionals | Yes [ ]   | No [ ]  |
| 2. Securities Industry Association | Yes [ ]   | No [ ]  |
| 3. Women in Public Finance Association  | Yes [ ]   | No [ ]  |
| 4. Other        | Yes [ ]   | No [ ]  |
| 5. Other        | Yes [ ]   | No [ ]  |
|  |  |  |

Please provide a copy of your Firm’s Policy on Equal Employment Opportunity efforts.

**ATTACHMENT REQUIRED**

1. Has your Firm implemented any of the Diversity Initiatives recommended by those organizations listed in Question # 4 (Above)?

Yes [ ]  No [ ]  N/A [ ]  (Select N/A if WBE, MBE, DVBE designated)

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| Please explain:  |       |

1. Please provide a statement of community involvement, describing your Firm’s economic development programs, if any, and identifying any cultural, educational, health, social service, civic, community or similar beneficial contributions made by your Firm to the community that it serves.

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| Please describe:  |       |

**ESG POLICIES AND CAPABILITIES**

The Treasurer is interested in understanding, ranking and monitoring the Environmental, Social and Governance efforts of both its investment partners (such as brokers) and the companies in which it invests (See CCSF’ current approved credits).

1. Does your Firm have an ESG policy that governs the firm’s business activities?

Yes [ ]  No [ ]

If yes, please attach a copy.

1. Does your Firm offer any ESG Research Specialties?

Yes [ ]  No [ ]

Please provide a copy of recent ESG research / offerings you have provided to clients such as CCSF.

1. Does your Firm maintain ESG rankings for the securities that you offer for sale?

Yes [ ]  No [ ]

Please describe how you create these rankings and list any external resources / vendors you employ for this purpose.

**SECTION C (40%)**

**TRADING PRODUCTS CAPACITY INFORMATION**

1. Which, if any, of the following instruments are offered and/or regularly traded by your trading desks at the institutional level? In addition, **please mark as applicable for each position and/or broker**:

 **POSITION BROKER**

 [ ]  Green Bonds [ ]  [ ]

 [ ]  Treasury Bills [ ]  [ ]

 [ ]  Treasury Notes [ ]  [ ]

 [ ]  Treasury Bonds [ ]  [ ]

 [ ]  Federal Farm Credit Bank [ ]  [ ]

 [ ]  Federal Home Loan Bank [ ]  [ ]

 [ ]  Federal Agricultural Mortgage Corporation [ ]  [ ]

 [ ]  Federal National Mortgage Association [ ]  [ ]

 [ ]  Federal Home Loan Mortgage Corporation [ ]  [ ]

 [ ]  Agency Discount Notes **At the Window**[ ]  [ ] **Broker**

 [ ]  Commercial Paper **Direct with Issuer** [ ]  [ ] **Broker**

 [ ]  Repurchase Agreements [ ]  [ ]

 [ ]  Bankers Acceptances [ ]  [ ]

 [ ]  Certificates of Deposit (including Yankees) [ ]  [ ]

[ ]  Supranational Bonds (e.g., IADB, IFC, IBRD) [ ]  [ ]

[ ]  High Grade Taxable Municipal Bonds [ ]  [ ]

[ ]  High Grade Corporate Bonds [ ]  [ ]

[ ]  Other (specify):

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1. Is your firm an approved dealer for any Commercial paper programs?

Yes [ ]  No [ ]

If Yes, provide list.

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1. Does your firm make it’s CP offerings available for execution on BOOM?

Yes [ ]  No [ ]

1. List which U.S. Government Agencies with whom you have Window access:

|  |
| --- |
|       |

Does your firm post and allow execution of US Government Agency paper on BOOM? Which programs?

1. List which U.S. Government Agencies with whom you are approved for New Issue creation or reverse inquiry:

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1. Is your Firm’s **trading desk** willing to bid and position in inventory securities from the Pooled Fund or from other portfolios that are managed by the Treasurer?

Yes [ ]  No [ ]

1. Does your firm allow trade execution of Treasuries and Agencies on Bloomberg FIT?

Yes [ ]  No [ ]

1. Does your firm maintain inventories?

Yes [ ]  No [ ]

and if Yes, please list the types of instruments and typical lot sizes?

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1. Does your firm have the ability to give electronic access and execution (both offers and bids) to their inventories and/or ability to forward inventories in an excel format?

Yes [ ]  No [ ]

1. Please provide an example of a recent transaction where your firm worked with a client (of a type similar to CCSF) that optimized the concession structure to the advantage of the client.

**SECTION D (5 %)**

**RESEARCH/STRATEGY CAPABILITIES**

1. Does your Firm offer Research and Market Insight Resources to its clients?

Yes [ ]  No [ ]

If yes, please detail and provide recent examples. Of interest would be internal credit research analysis on commercial paper and other securities your Firm offers for sale.

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1. Does your Firm have an in-house strategist who would be available to discuss the fixed-income markets with staff at the Treasurer?

Yes [ ]  No [ ]

If yes, please explain.

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**SECTION E (5%)**

**COMPLIANCE/DUE DILIGENCE**

1. Has your Firm been subject to a state or federal regulatory agency investigation for any reason within the last 10 years?

Yes [ ]  No [ ]

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| If yes, explain:  |       |

1. Has your Firm been found guilty of violating SEC rules or subject to any FINRA enforcements within the last 10 years?

Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If yes, explain:  |       |

1. Has any member of your fixed-income trading desk been subject to a state or federal regulatory agency investigation for any reason within the last 10 years?

Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If yes, explain:  |       |

1. Has any institutional client ever claimed or sustained a loss on a securities transaction arising from a misunderstanding or misrepresentation of the risk characteristics of the investment instrument as represented by your Firm or any of its employees?

Yes [ ]  No [ ]

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| --- | --- |
| If yes, explain:  |       |

**MUNICIPAL ADVISORY RULE (“MA RULE”) /**

**SECURITIES EXCHANGE ACT OF 1934 (RULE 15BAL ET SEQ.)**

1. The “Municipal Advisory Rule” enacted under the Securities Exchange Act of 1934 (Rule 15Bal et seq.) became effective July 1, 2014. Has this rule affected/changed the way you do business with your public-sector clients that invest bond proceeds?

 Yes [ ]  No [ ]

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| If yes, explain briefly:  |       |

1. Does your Firm segregate or tag accounts that invest bond proceeds in your system?

 Yes [ ]  No [ ]

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| --- | --- |
| If yes, explain briefly:  |       |

**OPERATIONS**

1. Are calls with clients such as the Treasurer recorded?

Yes [ ]  No [ ]

1. What is the name of your Clearing Firm?

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1. In addition to SIPC protection, do your customers receive any additional insurance coverage?

Yes [ ]  No [ ]

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| If yes, explain:  |       |

1. In the event of disaster, does your Firm have a contingency plan in place to ensure continued operations in Sales, Trading and Clearing? In addition, how do you notify your clients of any changes in communications and trade settlement (e.g., Super Storm Sandy)?

|  |  |
| --- | --- |
| Please explain:  |       |

**QUESTIONNAIRE COMPLIANCE**

1. Name, title, telephone number and e-mail address of person completing this questionnaire:

|  |  |
| --- | --- |
| Name : |       |
| Title: |       |
| Tel. No.: |       |
| E-mail: |       |

1. By executing and delivering the response to this RFI, the broker/dealer named in response to question 1, above, certifies that:
	1. Its registration with the Securities and Exchange Commission (SEC) is active;
	2. Form BDW has not been filed;
	3. It is a member in good standing with the Securities Investor Protection Corporation;
	4. It is a member in good standing with the Securities and Exchange Commission (SEC);
	5. It is registered and in good standing as a “dealer” in securities with the California Secretary of State;
	6. It is a member in good standing with those exchanges and other self-regulatory organizations (as that term is defined in the Securities Exchange Act of 1934, as amended) listed below; and
	7. No adverse actions have been threatened or brought by either the Securities and Exchange Commission or any regulatory organization that could impair its continued membership and good standing with such organizations.

List of additional regulatory organizations:

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|  Firm: |       |
|  |  |
|  By (signature): |  |
|  Print Name: |       |
|  Print Title: |       |
|  Date: |       |

**CERTIFICATION**

I hereby certify that I have personally read the Government Code of the State of California related to the investment and management of Local Agency funds and the Investment Policy of Treasurer (the “Investment Policy”).

I hereby certify that the Firm named below has reasonable procedures and controls in place to prohibit investment transactions inconsistent with the Government Code of the State of California and the Investment Policy. Additionally, I certify that procedures are used for keeping all books of account in such a manner as to show with complete accuracy all monies invested on behalf of the Treasurer.

I hereby confirm that the Firm named below and any and all assigned sales representatives meet the minimum qualifications as detailed in Section 5.2 of this RFI.

If notified in writing of our appointment as a qualified broker/dealer for the Treasurer, we certify that our sales personnel will thoroughly familiarize themselves with the investment objectives, eligible investments, and risk constraints as specified in the Government Code of the State of California and the Investment Policy of Treasurer and pledge to exercise due diligence in disclosing fundamental risks associated with investments presented to the Treasurer.

In the event of a material adverse change in the financial condition of our Firm, we will notify the Treasurer immediately by telephone, e-mail and in writing.

In the event that our Firm falls below SEC net capital requirements, we will notify the Treasurer within five business days by both telephone, e-mail and in writing.

In the event that our Firm changes sales coverage for the Treasurer, we will notify the Treasurer **immediately** of the change and provide them with the name(s), contact information and background information of the new coverage by both telephone, e-mail and in writing.

Transaction costs will be consistent with prevailing institutional pricing at the time of each transaction.

I attest to the accuracy of all of our responses to the Treasurer, Request for Information (“RFI”), for the Selection of Broker/Dealers.

|  |  |
| --- | --- |
| **Firm Name:** |       |

**TO BE SIGNED BY TWO PRINCIPALS OF THE FIRM NAMED ABOVE.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Name:** |  |
| **Signature:** |  |  | **Signature:** |  |
| **Title:** |  |  | **Title:** |  |
| **Date:** |  |  | **Date:** |  |

**7. Attachments**

1. City and County of San Francisco Investment Policy
2. City and County of San Francisco Monthly Pooled Investment Report

As of June 30, 2019

1. Listing of Authorized Broker / Dealers
2. Listing of Approved Corporate Credits.