

Addendum #1

DELAWARE STATE UNIVERSITY RFP for Underwriting Services Contract No. 16-08-22-10

Questions and Answers:

1. Whether companies from Outside USA can apply for this?

Answer: No

2. Whether we need to come over there for meetings?

Answer: Yes

3. Can we perform the tasks (related to RFP) outside USA?

Answer: No

4. Can we submit the proposals via email?

Answer: No. Per the RFP "Each proposal must be submitted with three paper copies and one electronic copy on CD or DVD media disk, or USB memory drive."

5. Will Delaware State University form an underwriting syndicate with a co-manager or co-managers, or is one senior manager desired?

Answer: To be determined, the request is for senior manager and co-managers may be added in the future.

6. If Delaware State University plans to use co-managers, is there a subset of questions for firms desiring to serve Delaware State University solely as a co-manager?

Answer: No

7. Will proposals to serve as selling group member be considered?

Answer: No

8. Question #10 asks for 3 firms we'd propose to serve as underwriter's counsel. The question continues to ask about legal actions against the firm, which is something I am accustomed to seeing addressed to the responding underwriter, but not something we've typically been asked to seek from potential underwriter's counsels. Can you please clarify whether the "legal proceedings..." portion of the question is referring to our firm or to the 3 counsels we are suggesting

Answer: Question regarding legal actions relates to your firm (underwriter) only and not to the counsels proposed.

9. In two locations, the RFP asks us to provide a separate electronic pricing file from the rest of the responses. Additionally, question #9 in the proposal requirements questions asks us to provide our fee quote and expense estimates. Can you please clarify whether we are meant to include our pricing in the main response AND a separate file, or are we supposed to do one vs the other? Finally, it asks for a separate electronic file for pricing, but does not reference separating anything out in the hard copies; is that correct?

Answer: You should include the fee quote and expense estimates in the main response. Fill in attachment #6 for pricing as copied after question number 10 below. Attachment number 6 should be part of the main response.

10. In both Section I on first paragraph on page 3 ("Please provide a separate electronic pricing file from the rest of the RFP proposal responses") as well as in Section IV.B.2. in the first paragraph on page 7 ("Please provide a separate electronic pricing file from the rest of the RFP proposal responses"), there is a request for an electronic pricing file. Is there a specific required format necessary for this file? If so, could the University please provide it?

Answer: You can include the fee quote and expense estimates in the main response. Fill in attachment #6 (copied below) for pricing. Attachment 6 should be part of the main response.

STATE OF DELAWARE
Delaware State University

Attachment 6

Proposal Pricing Sheet

1. CONTRACT NO. 16-08-22-10 – Underwriting Services	2. Proposing Vendor Name:	3. Mailing Address
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Please provide pricing for the following items:

1) management fee: \$ _____

2) Takedown: _____

3) Underwriting fee: _____

4) Expenses: _____

5) Estimated Underwriter's Counsel Fee: \$ _____

6) List other major anticipated expenses below:

7) Identify the basis of the fee computation (i.e. retainer, per issue, per bond, per service, etc.): _____

8) Provide any additional pricing information you feel is relevant to this proposal:
