Columbus-Franklin County Finance Authority

Request for Proposals

JULY 20, 2026

Request for Proposals: Financial Advisor Services

Columbus-Franklin County Finance Authority
Issued: July 20, 2026
Proposal Submission Deadline: August 21, 2026, at 12:00 PM (Noon) Eastern Time

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1. Introduction & Overview

1.1 Agency Background

Columbus-Franklin County Finance Authority (CFCFA) is an Ohio port authority established in 2006 pursuant to Ohio Revised Code Chapter 4582. It serves as the premier development finance agency for the City of Columbus and Franklin County, Ohio. CFCFA also finances projects in other Ohio counties via local cooperative agreements.

The organization delivers fixed-asset financing solutions to:

- Local government entities
- Non-profit organizations
- Private corporations
- Real estate developers
- Commercial property owners

1.2 Governance & Operations

CFCFA is governed by a nine-member Board of Directors. The City of Columbus appoints four directors, Franklin County appoints four directors, and one director is a joint appointment.

Operationally, CFCFA maintains an internal staff of six professionals. To ensure rigorous technical execution, CFCFA retains external legal counsel and financial advisory experts. These partners assist with bond fund management, public financing, commercial real estate finance, and advanced deal structuring.

The agency is experiencing significant growth, completing 55 transactions in 2025. More details are available in the "2025 Year in Review" report on the CFCFA website (About Us > Downloadable Reports).

1.3 Purpose of this RFP

In alignment with Government Finance Officers Association (GFOA) best practices, CFCFA will competitively select its financial advisory firm every three to five years. CFCFA is undertaking the competitive selection process through the release of this RFP. This initiative is a directive of the CFCFA 2026 Annual Work Plan.

All respondents must be registered municipal advisors licensed through the U.S. Securities and Exchange Commission (SEC). Proposing firms are subject to strict federal fiduciary duties and professional standards of conduct.

The designated financial advisor will manage ongoing and on-demand responsibilities. This document outlines the anticipated scope of work. Questions must be emailed to Kaitlyn Geiger, at KGeiger@ColumbusFinance.org no later than August 7, 2026 at 5 PM Eastern Time. All inquiries and answers will be published publicly on CFCFA's website.

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2. CFCFA Financing Programs

2.1 Credit-Enhancing Lending Programs

- **Central Ohio Regional Bond Fund (CORBF):** An S&P "A" rated credit-enhancement vehicle providing fixed-asset loans between $2 million and $10 million. The portfolio contains 36 open issuances totaling $134 million in outstanding debt, utilizing taxable, tax-exempt, or hybrid structures.
- **Commercial Property Assessed Clean Energy (C-PACE):** Finances energy efficiency, building renovation, new construction, and clean energy assets. Loans are repaid via voluntarily requested special real property assessments. Advisor services can include underwriting, disbursement review, and running program capital replenishment models.
- **Neighborhood Improvement and Small Business Loan (NISB):** Fixed-asset loans to small businesses ranging from $75,000 to $750,000 targeting disinvested communities. This program also includes funding for small-scale affordable commercial housing on a pilot project basis. Staff perform underwriting, with complex deals requiring financial advisor support.

2.2 Non-Credit-Enhancing & Conduit Bond Financing

- **Capital Lease Program:** A conduit bond financing structure generating sales tax exemptions on construction materials that reduces overall project costs, driving job creation and investment. The financial advisor serves as Lead Project Coordinator, managing due diligence, indemnitor review, term sheets, distribution lists, working group closing calls, and fee invoicing.

- **Private Activity Bonds (PABs):** Conduit issuances supporting affordable housing, healthcare, education, nonprofits, and small issue manufacturing. For standalone conduit issuer roles, financial advisor engagement is minimal; hybrid lease/PAB structures follow the full Capital Lease workflow.
- **Conduit Unrated Issuances:** Structured for projects that do not qualify for CORBF underwriting criteria. The advisor serves as a project coordinator.
- **Public Asset Ownership:** Structured parking assets are transferred to CFCFA ownership. The advisor collaborates with legal counsel to negotiate garage terms, integrate terms into project documentation, and manage TIF and NCA-backed disbursement reviews.

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3. Proposal Format & Submission Guidelines

3.1 Required Proposal Structure

Proposals must follow a seven-section layout to facilitate uniform evaluation:

1. **Cover Page:** Explicitly state the company name, corporate address, and a designated primary contact person (name, title, email, office phone, mobile phone, and mailing address).
2. **Introduction & Executive Summary:** Provide a concise overview of the firm's organizational history, core values, and baseline capabilities.
3. **Project Team & Qualifications:** Identify the day-to-day relationship manager and all supporting account personnel. Detail specific roles and the projected percentage of time each personnel will spend performing the services. Include bios. Consolidate personnel information in a summary matrix detailing professional certifications, municipal licenses, years of active experience, and relevant project histories.
4. **Organization Experience:** Document corporate history managing comparable public issuers and debt structures, highlighting specific municipal or port authority transactions executed within the State of Ohio.
5. **Scope of Services & Capacity:** Confirm the capacity to execute the full scope outlined in *Exhibit A*. Clearly identify any proposed scope limitations. If proposing a

segmented or limited scope, detail how your firm will collaborate with additional financial advisors to ensure a seamless client experience.

6. **Fees & Compensation Structure:** Provide a detailed pricing breakdown matching the exact format required in *Exhibit B*.
7. **Exhibit C –** Executed Affidavit.
8. **References**
    1. **Public Sector:** Provide contact details (names, titles, phone numbers, and emails) for at least three public sector clients.
    2. **Professional:** Provide contact information for other professional service partners (e.g., bond counsel, underwriters) familiar with your work.

3.2 Evaluation & Selection Process

Submissions will be reviewed by CFCFA staff. The firms deemed best suited for the role may be invited to formal interviews.

CFCFA reserves the right to reject any or all proposals, or to split contract awards among multiple firms. Reviewers will narrow the pool until the final selection is confirmed and all contract terms are agreed upon. Final contract awards require authorization from the CFCFA Board of Directors. CFCFA provides no financial compensation for proposal preparation costs.

Evaluation Criteria:

- Qualifications of the designated lead financial advisor
- Collective experience and credentials of the support team
- Corporate track record, specifically with Ohio port authorities
- Operational capacity to meet ongoing service demands
- Value and clarity of the proposed cost structure
- Strength of professional references

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4. Legal & Regulatory Disclosures

4.1. Conflicts of Interest

Disclose all actual, potential, or perceived conflicts of interest stemming from agreements between your firm, principals, or staff and CFCFA, broker-dealers, or any recipients of financial assistance from CFCFA. Disclose any finder's fees, fee-splitting arrangements, consultant payments, or other contractual arrangements of your firm or principals that could present a real or perceived conflict of interest. If any potential conflict of interest exists, provide a detailed mitigation strategy.

4.2. Regulatory Actions

Disclose any pending investigations, enforcement actions, or disciplinary proceedings initiated within the past three years by the SEC, FINRA, MSRB, or related regulatory bodies against the firm or any of the individuals that would be providing CFCFA with services.

4.3. Public Records & Confidentiality

By submitting this response, the applicant acknowledges that CFCFA is governed by Ohio public record laws. Notwithstanding any statement to the contrary, CFCFA's handling of any confidentiality obligations is subject to the limitations of this paragraph. Any materials submitted by the applicant may be subject to disclosure under Ohio public records laws. CFCFA shall have no duty to defend the rights of any applicant or any of its agents or affiliates in any records requested to be disclosed. Confidential proprietary material must be clearly identified by the applicant as "trade secret" and easily separable from the rest of the submission. The applicant recognizes and agrees that CFCFA is not responsible or liable in any way for any losses that the applicant may suffer from the disclosure of information or materials to third parties.

The applicant acknowledges and agrees by submitting a proposal, it is not entitled to view any other applicant's submittal and related information provided during an interview while the procurement process is ongoing so that no applicant has an unfair competitive advantage.

4.4. Contact Prohibitions

Except for questions and interviews in accordance with the terms of this Request for Proposals, prospective applicants are prohibited from initiating any direct or indirect contact or communication regarding this Request for Proposals with staff of CFCFA or members of CFCFA's Board of Directors. Violations will result in immediate disqualification.

4.5 Schedule & Submission Mechanics

- **RFP Question Deadline:** August 7, 2026, at 5:00 PM Eastern Time. Send written questions to Kaitlyn Geiger at KGeiger@columbusfinance.org.
- **Proposal Submission Deadline:** August 21, 2026, at 12:00 PM (Noon) Eastern Time. Digital submissions must be emailed directly to KGeiger@ColumbusFinance.org. Late arrivals will be automatically rejected.
- **Proposal Opening:** Submissions will be unsealed and logged on August 21, 2026, at 1:00 PM Eastern Time to initiate formal review.
- **Required Attestation:** Proposals must include a completed, notarized affidavit matching the text in *Exhibit C*.

Exhibit A: Scope of Services

1. General Advisory & Fiduciary Duties

- **Fiduciary Representation:** Serve as CFCFA's municipal advisor in accordance with all applicable state, local and federal municipal advisor regulations. The selected financial advisor must act in accordance with its fiduciary duties, which include maintaining the knowledge and expertise needed to provide advice to CFCFA and dealing honestly and with the utmost good faith to CFCFA, putting CFCFA's interests above the financial advisor's, and managing or mitigating its conflicts of interests.
- **Technical & Meeting Support:** Join CFCFA staff at meetings and conference calls with clients, underwriters, rating agencies, legal counsel, and trustees. Attend monthly Board of Directors meetings and provide technical training to CFCFA staff.
- **Market Strategy & Development:** Contribute to informal business development and referral pipelines. Assist with investor relations, craft marketing materials for rating agencies and investors, and deliver capital planning models and program ideas.

2. Transaction Management & Debt Issuance

- **Project Lifecycle Coordination:** Lead project coordination. Maintain management and status of project over lifecycle. Build and maintain closing checklists, manage transaction schedules, and compile and retain due diligence from CFCFA and prospect/client. Prepare term sheet. Participate in weekly project pipeline calls.
- **Credit Analysis & Structuring:** Conduct thorough credit analyses, review indemnitor financials, author credit reports, and deliver deal-structuring recommendations. Prepare financial model and term sheet. Present findings to staff and from time to time the Finance Committee and Board of Directors.
- **Placement & Closing:** Support underwriter selection processes, compile rating agency presentations, orchestrate bond sales, direct the loan closing workflow, and oversee the flow of funds. Provide post-closing reporting frameworks and answer inquiries over project life.

3. Compliance & Reporting

- **Financial Review:** Review project annual financial disclosures, calculate financial ratios for financial health indicators and provide to CFCFA, and audit monthly trustee reports for accuracy.

- **Regulatory Disclosures:** Assist with continuing disclosure requirements mandated by FINRA, MSRB, and the EMMA platform. Provide CFCFA with transactional summaries and ongoing conflict disclosures.

4. Elective Services

- **Calculation Agent Services:** Project anticipated revenues and minimum service payments 6 months ahead of tax settlement deadlines. Audit post-settlement figures to verify accurate payment amount, payment waterfall, and flow of funds. Generate contractually mandated reports for bondholders.
- **Construction Loan Draw Review:** Perform monthly draw reviews and loan disbursement tracking as requested by CFCFA.
- **Project-Specific Reporting Requirements**: From time-to-time projects may require a separate agreement to provide project specific reporting to one or more entities post-closing.

Exhibit B: Frequency Matrix for Proposal Pricing Purposes

Service / Activity	Anticipated Frequency	Pricing Structure
CORBF Issuance	Based on 3 / year	Per Transaction
CORBF Portfolio Management	Ongoing	Annual Retainer
C-PACE Program Advisory	Based on 3 / year	Annual Retainer
NISB Loan Underwriting	Based on 3 / year	Annual Retainer
Capital Lease Transactions	Based on 40 / year	Per Project
Conduit PAB & Cap Lease Hybrid	Based on 10 / year	Annual Retainer
Conduit Non-Rated Issuances	Based on 6 / year	Annual Retainer
Public Asset Ownership	Based on 1 / year	Annual Retainer
EMMA Filing	1 × / year	Annual Retainer
Educational Presentations	4 × / year	Annual Retainer

Calculation Agent *(Elective)*	Based on 15 projects	Per Engagement
Draw Request Review *(Elective)*	Based on 4 projects	Per Engagement
Project-Specific Special Reporting *(Elective)*	Based on 1 project	Per Engagement
Strategic Advisory	Ongoing	Annual Retainer
Records Management	Ongoing	Annual Retainer
Financial Advisor of Record	Ongoing	Annual Retainer

Exhibit C: Affidavit

The undersigned swears or affirms under the penalty of perjury that the applicant, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the applicant to gain an unfair advantage over others, nor have they colluded with anyone for and on behalf of the applicant or themselves, to gain any favoritism in the award of any contract resulting from this Request for Proposals ("RFP").

The undersigned further swears or affirms, to the best of his or her knowledge and belief, that the information contained in the submittal to this RFP, all attachments, exhibits and forms, is true and complete, and that the applicant has not omitted any fact necessary to make the information contained in the submittal to this RFP not misleading. The applicant's submittal shall constitute a representation on its part that the applicant has reviewed and thoroughly understands the scope of services, terms and conditions set forth in this RFP.

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Full, Legal Name of Applicant

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Name and Title of Authorized Representative[1]

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Signature of Authorized Representative Date

State of: ____________________

County of:____________________

Sworn to and subscribed in my presence this ________ day of ________________, 2026 by ____.

My commission expires:______________

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Notary Public

[1] Applicant must attach documentation of signatory authorization appropriate to the applicant's legal entity type. Such documentation includes: corporate resolution (for corporations); operating agreement indicating authorized signatory(ies) (for LLCs); partnership agreement setting out who can act for the partnership (for partnerships).