

REQUEST FOR PROPOSALS
FOR
COUNCIL OF INFRASTRUCTURE FINANCING AUTHORITIES (CIFA)
EXECUTIVE DIRECTOR

Proposal Deadline: March 2, 2018, 4:00 p.m. (Eastern)

**Council of Infrastructure Financing Authorities
Request for Proposals for Executive Director**

Due Date: March 2, 2018, 4:00 PM Eastern

1. Overview and General Information

The Council of Infrastructure Financing Authorities (CIFA) invites individuals, firms or organizations to submit proposals to serve as its Executive Director and perform professional services on behalf of its members. If the proposal is submitted by a firm or organization, a specific individual must be named that will serve as the CIFA Executive Director.

The term of the initial contract is expected to be approximately May 1, 2018 through December 31, 2019, with the option of renewal on an annual basis.

This RFP does not obligate CIFA to award a contract. CIFA reserves the right to retain all proposals and to use any ideas in a proposal regardless of whether that proposal is selected. CIFA reserves the right to reject any and all proposals without explanation.

Anyone requiring further clarification of the proposal procedures contained herein should submit specific questions by e-mail to: Rick Farrell at rfarrell@madisonassoc.com by 4:00 p.m. (Eastern) on February 16, 2018, so that questions and responses may be posted publically prior to the proposal deadline. Questions and responses will be posted on the CIFA website at www.cifanet.org.

Proposals must be submitted electronically to Rick Farrell at rfarrell@madisonassoc.com by 4:00 p.m. (Eastern) on March 2, 2018.

The CIFA Executive Director Search Committee will review all proposals. In-person interviews of selected finalists will be conducted at the Hyatt Regency Washington on Capitol Hill on March 27-28, 2018.

The successful proposal is anticipated to be announced by April 15, 2018.

2. Background

The Council of Infrastructure Financing Authorities is a national organization of state, regional, and local entities working for needed water infrastructure funding from governments and capital markets and for effective use of those financial resources. CIFA membership includes Clean Water and Drinking Water State Revolving Fund managers and other water infrastructure finance professionals.

CIFA seeks to promote national policies that increase and facilitate the understanding of water infrastructure investments, to facilitate effective financing mechanisms and delivery systems, and to advocate for innovations to meet the broad range of state and local water infrastructure needs.

CIFA's objectives are:

- To seek adequate federal capitalization and effective delivery systems for water infrastructure programs.
- To promote the development and improvement of the Clean Water State Revolving Fund and Drinking Water State Revolving Fund programs.
- To coordinate and interact with federal, state, and local agencies as well as other organizations that have an interest in water infrastructure issues.
- To support legislative and regulatory initiatives to enhance water infrastructure investment.
- To support policies related to tax-exempt bonds that encourage investment in water infrastructure.
- To improve accessibility of water financial delivery systems for all communities.
- To encourage innovative financing tools and partnerships.

3. Scope of Services

The CIFA Executive Director will be responsible for providing professional services in the following areas.

A. Representational Services

The CIFA Executive Director shall represent CIFA, its interests and its public policy agenda in matters before the Congress and Executive Agencies. Activities include:

- Initiate and implement efforts to impact federal legislation of significance to CIFA's interests including water infrastructure funding programs and appropriations and other items deemed of interest by the CIFA Board. Attend

key committee hearings and communicate with congressional staff. Evaluate and analyze proposed legislation and communicate findings to CIFA members.

- Initiate and implement efforts to impact regulations, guidelines and policy statements proposed by federal agencies which are of significance to CIFA's interests. Evaluate and analyze and communicate findings to CIFA members.
- Develop and maintain relationships with staff of the U.S. Environmental Protection Agency that oversee and administer the Clean Water and Drinking Water State Revolving Funds (SRFs) and other water infrastructure financing programs and activities. Facilitate communication between CIFA members and USEPA staff regarding the administration of the SRF programs and related issues.
- Represent CIFA by interacting and networking with other national organizations and interest groups with compatible purposes and public policy agendas, including the Association of Clean Water Administrators, the Association of State Drinking Water Administrators, the Environmental Council of the States, the National Association of Clean Water Agencies, the American Water Works Association, the Government Finance Officers Association, and the National Governor's Association. Seek to share information and coordinate to advance common goals and purposes and identify strategic opportunities for CIFA, including public speaking at conferences and other meetings.

B. Member Services

The CIFA Executive Director shall provide professional services to CIFA members, including:

- Communicate regularly with CIFA members regarding issues of interest with respect to infrastructure financing, legislation and policy development, and congressional and executive agency activities.
- Provide consulting and staff services to CIFA Officers, its Board of Directors and Committees, including providing summaries and analysis of relevant issues and assisting and facilitating the development of appropriate strategies and action plans.
- Establish and maintain electronic information services and tools for members to receive and exchange information.
- Respond to member requests for information regarding activities and developments of interest to CIFA in Congress and at EPA and other federal agencies.
- Serve as a point of contact for members looking for information from other states with respect to SRF program administration or other infrastructure financing issues and facilitate member communications.

- Assist CIFA Officers and Board with member retention and new member development activities.

C. Administrative and Management Services

The CIFA Executive Director shall provide administrative and management services to CIFA including:

- Collection of membership dues.
- All banking, bookkeeping, accounting, and related duties on behalf of CIFA.
- Prepare grant applications to USEPA to support CIFA conferences and other training events and ensure compliance with all grant conditions including appropriate management of the funds.
- Assist CIFA Treasurer with accounting and reporting duties to produce financial reports for presentation to CIFA's Board of Directors
- Advise CIFA's Board of Directors on all administrative matters necessary to the operation of CIFA.
- Prepare an annual general operating budget for review and approval by CIFA's Board of Directors.
- Oversee preparation of annual tax returns and other such reports necessary for compliance with federal, state, and local laws.
- Maintain the CIFA website and ensure content is accurate and up to date.
- Maintain a CIFA mailing address, e-mail address, and telephone number. The CIFA Executive Director is expected to be generally available during normal business hours to receive and respond to CIFA related communications and conduct CIFA business.

Note: It is acceptable for some of these administrative and management services to be subcontracted or delegated to a firm's staff upon approval of the board. However, the executive director must still direct and oversee all work.

D. Conference Planning and Administration Services

The CIFA Executive Director shall plan and implement an annual CIFA Federal Policy Conference and annual National Workshop for State Revolving Fund staff and managers including:

- Schedule conferences, workshops, and other meetings and develop appropriate program agendas with input from the CIFA Conference Committee.
- Arrange for speakers and panelists.
- Ensure appropriate conference and hotel accommodations, promotion and marketing materials, online registration, and preparation of conference

materials. It is acceptable for some of these activities to be subcontracted or delegated to a firm's staff upon approval of the board.

4. Format and Contents of Proposal

The proposal should include:

- A. Cover letter. Include the name of the individual, firm, or organization, and the address and contact information. If a firm or organization, the proposal must name the individual who will serve as the CIFA Executive Director.
- B. Qualifications. Describe the background, experience, and capabilities of the proposer as it relates to the Scope of Services outlined above. If the proposer is a firm or organization, the proposal must describe the background, experience, and capabilities of both the firm or organization and the individual who will serve as CIFA Executive Director. Include examples of current or prior clients and references.
- C. Scope of Services. If proposing major deviations from the Scope of Services outlined above, the deviations must be clearly noted and justified.
- D. Cost. Provide a proposed monthly retainer to cover all services described above.