

LEGAL NOTICE
THE CITY OF MERIDEN IS ACCEPTING SEALED PROPOSALS FOR
RFP017-23 Consultant to Assist in Hiring an Investment Advisor
FOR: City of Meriden, Human Resources Department

Requests for Proposals shall be submitted in the manner specified to the Purchasing Department, 142 East Main Street, Room 210, Meriden, CT 06450-8022 until the close of business **4:00 P.M.** on **December 13, 2016.**

The City will be accepting sealed Requests for Proposals, which are to be submitted in four (4) complete sets, together with general information on the firms, the firm's brochure, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

The City of Meriden is desirous of obtaining the services of a qualified financial services firm to assist the City in writing a RFP to hire an Investment Advisor. Duties will include creating an RFP, assisting the City in the selection process, help to draft a contract and negotiate fees with either the current advisor, or the successful respondent along with transition oversight and monitoring of the first year, if required.

The successful firm shall have extensive, successful experience in providing such services. Proposals should include detailed information regarding the methodology of the firms practices, a fee schedule and at least three (3) references from current clients.

RFP documents can be obtained from the City of Meriden website www.meridenct.gov , Quick Links to Bids, RFPs and Legal Notices, or email your request to purchasing@meridenct.gov.

The successful firm shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of service.

The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices.

Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants, sub-contractors, joint ventures, etc. should be clearly identified. The relationship of any "parent" firm with any of the parties concerned must be clearly defined.

Request for Proposals received after the date and time specified shall not be considered and shall be returned unopened.

The City of Meriden reserves the right to reject any or all Requests for Proposals and to accept any or all Requests for Proposals, if it is deemed to be in the best interest of the City of Meriden.

Wilma C. Petro, CPPB, C.P.M.,
Purchasing Officer,
City of Meriden

Dated: November 21, 2016