

REQUEST FOR QUALIFICATIONS

PROGRAM ADMINISTRATOR

Solicitation No. 40016-20250829PA

**LCTCS FACILITIES CORPORATION
(A LOUISIANA NON-PROFIT CORPORATION)**

**MULTIPLE PROJECTS PROGRAM FOR
THE LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM**

DATE: AUGUST 29, 2025

REQUEST FOR QUALIFICATIONS FOR A PROGRAM ADMINISTRATOR FOR THE LCTCS FACILITIES CORPORATION

August 29, 2025

The LCTCS Facilities Corporation (the “Corporation”) is considering the hiring of a qualified Program Administrator Firm to (i) supervise the execution of the Corporation’s responsibilities with respect to the bonds and the resultant construction projects, as hereinafter defined; (ii) provide independent administrative advice and serve solely the interest of the Corporation; and (iii) provide oversight and structure to the timing and administration of construction projects across the State of Louisiana and administration of funds attendant to the bonds, including the negotiation of key business points to accomplish the Corporation’s objectives (collectively, the “Services”). This Request for Qualifications (the “RFQ”) seeks to provide the Corporation with a fair and competitive process for the selection of a qualified Independent Program Administrator Firm. The selected Independent Program Administrator Firm will provide programmatic advisory services to the Corporation in connection with the Services for a period of time commencing on the date the Independent Program Administrator Firm is chosen and continuing through the completion of the contract term (the “Term”), subject to review by the Corporation’s Board of Directors. Within this RFQ, potential Independent Program Administrator Firms responding hereto will sometimes be referred to as “Proposer,” “Proposers,” or, when convenient and appropriate, may be addressed as “you,” “your” or “yours.”

I. Background Information

The Corporation is a Louisiana private non-profit public corporation validly existing and in good standing under the laws of the State of Louisiana created for the purpose of administration, financing, planning, acquisition, expansion and construction of quality facilities for the benefit of students of the Louisiana Community and Technical College System (“LCTCS”). The Corporation’s board of directors consists of civic leaders from geographic areas across the state, who generously volunteer their time to represent the interest of the LCTCS, its colleges and the State of Louisiana in providing oversight and accountability for building programs authorized by the Louisiana Legislature.

The LCTCS Facilities Corporation administers alternative financing facility projects on behalf of the LCTCS in accordance with Louisiana Revised Statute 17:3394.3. Act 391 of the 2007 Regular Legislative Session was Louisiana’s initial large-scale commitment to modernizing community and technical college facilities. With funding for 23 projects totaling \$172 million, Act 391 laid the foundation for a new generation of workforce campuses. It responded to the urgent needs related to outdated facilities, capacity constraints, and a growing demand for skilled labor. Building on that foundation, Act 360 of the 2013 Regular Legislative Session provided an additional \$287 million in funding through a cost-sharing model between the state and local/institutional sources. The Act 360 program delivered 26 new or renovated facilities and reached a 14% private and local match program wide. These modern facilities became engines of opportunity, resulting in increased student enrollment, higher graduation rates, stronger industry

partnerships, and improved economic outcomes for communities.

Act 35 of the 2025 Regular Legislative Session will build upon a legacy of strategic capital investment by leveraging existing resources to address Louisiana's long-term workforce facility needs. This program will expand facilities for high-demand training in sectors such as healthcare, broadband, energy, manufacturing, and logistics. Additionally, it will replace outdated buildings that no longer meet the technological or instructional needs of today's workforce programs. This program will leverage state investment to draw additional public and private funding, as each project is required to provide a 12% local match prior to bond sale. Ultimately, Act 35 will utilize existing bond capacity as it becomes available as prior bonds mature, thereby keeping future State general fund appropriation requirements the same as FY 2025. The statutory cap for annual debt obligation for the LCTCS remains at \$43,900,000.

In addition to the bond-financed programs, the LCTCS Facilities Corporation may administer other types of projects funded via direct local and/or federal funding. These projects will follow the same programmatic governance as the bond-financed projects, although the funding will be handled differently. Additionally, projects financed via the Capital Outlay process (state funds) may also be managed in conjunction with economic development-related projects via the Louisiana Economic Development (LED), Division of Administration (DOA), and other state agencies on a reimbursement basis.

II. Minimum Qualifications

For purposes of this RFQ, respondents must be Independent Program Administrator Firms that possess the qualifications set forth below:

1. Must be an Independent Program Administrator Firm structured such that incidental services performed by the Firm include the provision of financial advice, inclusive of asset/portfolio management.
2. Must have experience in the provision of administrative, management and advisory services on major projects in the State of Louisiana, including the provision of such services to state, local, and municipal clients.
3. Must have a fully staffed office in the State of Louisiana.
4. Must not be licensed as a broker-dealer under the state and federal securities laws and must not be an underwriter involved in the underwriting of stocks and bonds as defined under state and federal securities laws.

Additional consideration will be given to applicants with experience in and that have knowledge of the requirements of the Louisiana Private Works Act, La. R. S. 9:4801, et. seq. and policies and procedures promulgated by the Louisiana Division of Administration, Office of Facility Planning and Control.

III. Scope of Services

The Program Administrator will provide to the Corporation, to the extent reasonably requested, services and assistance, including but not limited to:

(1) Assistance in structuring and negotiating a Cooperative Endeavor Agreement (“CEA”) between the Corporation, the Louisiana Division of Administration (“DOA”) and the Louisiana Community and Technical College System (“LCTCS”), whereby the State of Louisiana (“State”) will provide funding (subject to annual appropriation by the State Legislature) to implement the Act.

(2) Assistance in preparing application materials and making presentations to the Joint Legislative Budget Committee to obtain its approval of the CEA.

(3) Structure and monitor investment portfolios for Program funds to maximize interest earnings for the life of the Program.

(4) Provide the Corporation with a monthly progress report on the status of the Program.

(5) Provide the Corporation with a written detailed annual progress report on the status of the Program.

(6) Maintain accounting records for program funds and disburse payments on a timely basis,

(7) Assist the Corporation by preparing and presenting ongoing reports and presentations as necessary to State Board and Authorities, including but not limited to LCTCS, Division of Administration, Board of Regents, etc.

(8) Assist the Corporation in selection of independent auditor and coordinate the completion of audit by providing audit firm with all required information and documentation.

(9) Create, implement and manage a system for all payments and create applicable controls and audit trails.

(10) Assist the Corporation in preparing materials for meetings of the Board of Directors.

(11) Create and implement a compliance program to provide the documentation and regulatory audit trail necessary to prove compliance with all bond and IRS rules and regulations.

(12) Create and disseminate required annual securities disclosures to the appropriate repositories such as the NRMSRS.

(13) Create and monitor full Program budgets and track all adjustments.

(14) Provide assistance with the development of potential future phases of the Program to continue the improvements necessary to LCTCS campus throughout the state.

(15) Provide other reasonable administrative services, as requested.

Program Administrator will use its best efforts in furnishing services and will, at all times, maintain at its disposal a staff of officers and other trained personnel for the performance of its obligations.

The Corporation will supply Program Administrator with available information necessary or appropriate to the performance of Program Administrator's duties hereunder.

IV. Term of Appointment

The Independent Program Administrator Firm chosen in connection with this RFQ will be appointed to begin work immediately upon notification of its selection and will continue providing the services until the end of the initial contract term, or until the extended period of time is met, whichever is later. However, the Program Administrator will be performing activities prior to the placement of financing as set forth in Act 35. Compensation to the Program Administrator for services performed prior to the placement of financing will be strictly contingent upon the placement of financing and such financing will be a condition precedent to any compensation becoming due the Program Administrator. As such, the Program Administrator knowingly assumes the risk of never being paid for services rendered until such time as the financing set forth in Act 35 is in place. Although payment will not be rendered until financing occurs, an Engagement Letter will be executed by the Corporation upon selection of the Program Administrator. The Program Administrator agrees by submitting a response to this RFQ that until the financing for the Program is in place as set forth in Act 35, the Corporation will not have any funds to pay the Program Administrator and, thus, in the event that the bond financing falls through or some other event occurs that causes the termination of the Program before bond financing is complete, Program Administrator will receive no compensation for work or services performed, or expenses incurred by Program Administrator.

V. Required Information (Note the submission requirements in Section VIII – Preparation and Submission of Proposals)

Please provide the following general information about your Independent Program Administrator Firm as applicable:

Firm Name, Address, Principal Place of Business, and Years of Experience. Provide Proposer's name and business address, date of formation and principal place of business, years in practice and years of experience in providing program administrator services.

Qualifications. (1) Describe the work which best illustrates Proposer's expertise as a Program Administrator in areas similar to those envisioned in this RFQ; and (2) describe Proposer's advisory and program administration work within the State of Louisiana and provide a list of transactions.

Experience. List engagements similar to the Services for which Proposer has provided program administration services over the past five years.

Personnel. Please provide brief resumes or curriculum vitae of all Professionals in Proposer's firm, who would be assigned to work with the Corporation in connection with the issuance of bonds. Identify and describe fully any family or business relationships (including legal representation) which any partners, directors, associates, financial advisors, staff or employees of Proposer may have or have had with any of the directors of the Corporation or with employees or elected officials of the State of Louisiana or of government entities in the State of Louisiana, including the LCTCS. Describe any prior work of Proposer with the LCTCS, or any of its institutions or affiliates.

Conflicts of Interest. Please disclose any conflicts of interest or potential conflicts of interest that may arise as a result of Proposer's selection for this engagement, including any conflicts of interest or potential conflicts of interest with the LCTCS or its institutions or affiliates. Please include in this section a description of any past or existing compensation arrangement between your firm and the Corporation or the State of Louisiana, including the LCTCS. Please cover the period January 1, 2020 through the present. Failure to fully disclose any potential conflict of interest will result in the automatic disqualification of applicant Proposer.

References. Please list at least one and no more than three professional references, including names, addresses and telephone numbers, of clients that are familiar with Proposer's work and qualifications as program administrator with experience relevant to the Services.

Additional Services. Please list any additional services outside those described in the Scope of Services herein from which you think the Corporation would benefit, and a "not to exceed" cost of each additional service. Please provide an hourly rate Proposer would charge the Corporation for consultation on such additional services and on any matters unrelated to the Services described herein for which the Corporation may wish to consult your firm during the term of this appointment.

Reservation of Right to Negotiate Fees and Expenses. The Corporation reserves the right to negotiate all fees and expenses.

VI. Evaluation and Selection Process

Consideration will primarily focus upon the following criteria, although not guaranteed:

- (40 %) Qualifications of the firm to provide the requisite program administrator expertise.
- (35 %) Experience of the Professionals to be assigned to the engagement.
- (25 %) Experience of the Professionals and the firm in similar engagements.

VII. Limitations

The Independent Program Administrator Firm will not be permitted to participate directly or indirectly in any manner in the underwriting of the bonds or the purchase of the bonds. Nor will the Independent Program Administrator or its affiliates be permitted to bid on any construction work made a part of the designated construction work.

VIII. Preparation and Submission of Proposals

The Corporation reserves the right to reject any and all proposals, to waive any and all informalities outlined in this RFQ and in the selection process, and generally, to make the award which, in its judgment, will best meet the objectives stated in this RFQ. Additionally, the Corporation reserves the right to negotiate all final terms and conditions of any agreement. Nothing in this RFQ will be deemed to commit the Corporation to engage any program administrator. Prospective Independent Program Administrator Firms are prohibited from contacting Corporation Directors or representatives regarding this RFQ during the proposal review and selection process.

Proposals, including all attachments, must be submitted in PDF format and in possession of the LCTCS representative of the Facilities Corporation by no later than 4:30 pm on September 12, 2025.

Proposals shall be submitted electronically to the following email address no later than 4:30 PM, Central Standard Time, on September 12, 2025:

FC-RFQ@lctcs.edu

Each page must be numbered, and the number of pages must not exceed twelve single-spaced letter sized pages using a type font of no less than 12 point, exclusive of any appendices or attachments which should consist solely of a list of engagements similar to the Services.

Proposals that do not follow this format and these instructions may be subject to disqualification.

Proposals must be received at the above e-mail address no later than 4:30 P.M., Central Standard Time, on September 12, 2025. Proposals received after this time will not be considered.

The Corporation may request oral interviews from all or some Proposers as part of the selection process; however, the Corporation reserves the right to select a financial advisor without engaging in interviews.

IX. Basis of Award

The Corporation's decisions will be made on the basis of the "best proposal" as determined by the Corporation in its sole discretion. Please be advised that the Corporation reserves the right to negotiate fees with the selected proposer. The firm selected will be required to enter into an engagement letter with the Corporation.

We thank you for your consideration.

**LCTCS FACILITIES CORPORATION
LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM**