



**RFP NO. 100161-FY17-13  
FINANCIAL ADVISORY SERVICES**

**ADDENDUM NO. 1**

**October 7, 2016**

*Please note the following responses to the questions received:*

1. Please confirm that the example of the “Annual Briefing Book” to be included in the proposal response will not count against the RFP Response 50 page limit? The RFP appears to conflict with regard to this example submission in Section IV (Introduction paragraph) and Section IV (10).

**ANSWER: The annual briefing book example will not count against the RFP Response 50 page limit. It can also be supplied electronically in .pdf format.**

2. Regarding Item 5 under Proposal Format: We have an extensive list of financings performed in Virginia since 2008, approximately 1,000 transactions, and while we do keep track of each deal, the contact information for each one is not a part of that record keeping. Would we able to provide a shorter list of financial advisory relationships in Virginia and offer to provide additional information for prior years upon request?

**ANSWER: As long you are willing to supply additional detail upon request, provide at least five (5) transactions you have done in Virginia since 2012 with units of relatively the Town’s size and issues relatively close to the size of debt we typically issue (typically \$20 million to \$50 million).**

*For the Town of Leesburg,*

*Octavia Andrew  
Chief Procurement Officer  
[oandrew@leesburgva.gov](mailto:oandrew@leesburgva.gov)*