

**GUIDELINES FOR  
STATEMENT OF QUALIFICATIONS  
FROM  
BOND COUNSEL**



**Arkansas Development Finance Authority  
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An updated statement of qualifications should be maintained on file at ADFA containing the following information:

1. **General Information Regarding the Firm.** Please provide the following information about your firm:
  - a. A list of professional employees employed by your firm.
  - b. A list of employees currently engaged in securities transactions.
  - c. A list of employees currently engaged in municipal bond transactions.
  - d. A list of employees engaged in other activities that will contribute to your firm's ability to serve as bond counsel.
  
2. **Experience as Bond Counsel for Tax-Exempt Municipal Securities.** Provide a representative list of recent (last one to two years) state or local transactions on which your firm served as bond counsel, which includes the following:
  - a. Name of issuer
  - b. Size and title of issue
  - c. Date of issue
  - d. Purpose or use of proceeds
  - e. Your firm's engagement team
  
3. **Legal Team and Personnel.** Provide a summary of the background, qualifications and experience of the professionals in your firm who are involved in municipal bond matters and who you expect may have involvement in ADFA-related activities.
  
4. **Client References.** Provide between three and five client references for which you provided services that you feel represent a financing program that bears some similarity to the programs being undertaken by ADFA in which you expect to participate. Furnish name, title, agency and telephone number for these references.