Request for Proposal (RFP) for Investment Advisory Services
on behalf of the
Moffat Economic Development Authority

RFP Number:	**2026-1**	Description: **Investment Advisory Services**
Issue Date:	**4-1-2026**	
Deadline for submitting questions:	**4-17-2026**	
Submission Deadline:	**5-1-2026 (12pm)**	

The Moffat Economic Development Authority (MEDA) will be accepting proposals from qualified teams or individuals for the purpose of managing and investing certain funds of MEDA and deploying the returns of those funds for economic development initiatives benefitting the communities of the City of Craig and Moffat County. Proposals may be submitted electronically to Jeff Comstock, Moffat County Natural Resources Director, at jcomstock@moffatcounty.net **no later than 12:00 p.m. Mountain Time on May 1, 2026**

RFP documents and specifications, including proposal's required content and format, are available online at www.publicpurchase.com and can be requested from the Moffat County Natural Resources Office at jcomstock@moffatcounty.net or (970)826-3400.

QUESTIONS:

All questions pertaining to this RFP must be submitted electronically **by 12:00 p.m. Mountain Time on April 17, 2026,** to Jeff Comstock at the email address indicated above.

Contact with any other MEDA staff, or member of the Board of Directors of MEDA regarding this Request for Proposals is not permitted and will result in disqualification.

ADDITIONAL NOTES:

MEDA reserves the right (a) to reject any and all proposals, (b) to issue a subsequent request or to cancel this RFP, (c) to waive any irregularity or informality in any proposal, (d) to enter into discussions with applicants before the submission of the final proposals, and (e) to select a proposal whether or not such proposal results in the lowest cost to MEDA.

RFP #2026-1

Request for Proposal for Investment Advisory Services
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April 1, 2026

Responses Due: May 1, 2026

GENERAL INFORMATION

Colorado Open Records Act Notification. The Moffat Economic Development Authority (the "Authority) is subject to §§ 24-72-201 *et seq.* of the Colorado Revised Statutes, (the "Colorado Open Records Act"). If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, all such alleged pages must be clearly marked confidential when submitted as outlined below in the Proposal Contents and Format section. If you fail to mark the documents as confidential and fail to include the explanation, any objection to the release of any such information may be deemed waived by the Authority. Please note that your objection will be considered but is not binding on the Authority. The Authority is required to make a determination under the Colorado Open Records Act and may only withhold documents that are confidential under the Colorado Open Records Act and other applicable law. If the Authority releases documents marked as confidential in compliance with the Colorado Open Records Act, the Applicant waives any claims for liability or damages.

Introduction & Background. The Authority is a political subdivision and public corporation of the state created pursuant to an Establishment Agreement entered in accordance to C.R.S.§§ 29-1-203 & 203.5 between the City of Craig, Colorado (the "City") and Moffat County, Colorado (the "County") for the purpose of managing and investing certain settlement funds granted to the City and the County to offset the closure of a coal power generation station, and other funds which may from time to time be received by the Authority, and deploying the returns of those funds for economic development initiatives benefitting the communities of the City and the County and to cover the operational costs of the Authority. The Authority is governed by a volunteer board of directors (the "Board") appointed by the Craig City Council, the Moffat County Board of County Commissioners, and the Moffat County School District RE 1. Currently, the Authority is supported by its consultants and the staff of the City and the County. The Authority has adopted an initial investment policy (the "Investment Policy"), which it intends to update after a financial advisor is selected to benefit from the new investment powers granted by SB 26-052.

Contractor Solicitation Information. The Authority is requesting proposals from qualified firms and/or individuals ("Applicants" or "Applicant") interested in providing financial advisory services to the Authority relating to the regular administration and investment of the funds of the Authority in accordance with applicable state law and the Authority's Investment Policy. The Authority is not guaranteeing a specific amount of work or a specific amount of assets for which advisory services will be provided. In addition to providing relevant experience and qualifications relating to financial advisory services, Applicants are encouraged to highlight their experience and qualifications in other relevant areas relating to economic development promotion, such as project financing, public-private partnerships, knowledge of local economic challenges, tax incentives, funding programs, revenue opportunities, in-depth understanding of various financing mechanisms, and expertise to evaluate the financial viability of economic projects, assess risks, conduct feasibility studies, and provide recommendations based on well-developed analysis.

Anticipated Contract Term. The initial term of the engagement agreement is expected to be for two years. The Authority requests an option to extend the contract for an additional period of two years. Each party will have the right to terminate the agreement, with or without cause, upon 30 days written notice. Other standard termination provisions may be negotiated.

Proposed Scope of Work. The Authority is requesting Applicants to provide a proposal for assisting the Authority with general financial analysis, advice and recommendation for investment decisions, and the establishment of financial goals that will apply to all the Authority's economic development programs and projects. The financial services being requested include, but are not limited to, the following:

- Research investment options and recommend investment allocations for the Authority to ensure the preservation and growth of the Authority's funds, all in accordance with the Authority's investment policy and applicable laws.
- Assist with the amendment of the Authority's investment policy to benefit from the new changes introduced by SB 26-052.
- Review the investment policy of the Authority on a regular basis and recommend changes to the City and the County, when necessary.
- Develop a risk assessment to inform risk allocation and financial analysis.
- Advise on preparation of materials (as needed) for interactions with board members, stakeholders, and the public.
- Attend board and staff meetings in which financial matters are discussed.
- Assist the Authority during the performance of its oversight and reporting duties.

Independence. The Applicant selected must agree that it will remain independent with respect to the services to be provided. For example, the Applicant will not be a principal in, or serve as an advisor to, any prospective recipient of funds of the Authority, and will not participate as an underwriter or advisor in financings or other transactions involving the Authority. Any currently existing or anticipated conflicts of interest should be clearly disclosed in the proposal. In no event shall the Applicant enter into a financial advisory relationship which may cause the Authority to become subject to regulatory control or registration with any state or federal agency.

APPLICANT EXPERIENCE & PERSONNEL REQUIREMENTS

Mandatory Minimum Qualifications.

- Registered investment advisor with appropriate finance licenses and certifications.
- Specialized training or certifications specific to the Authority's project financing and economic development goals.

Organizational Experience. The Authority desires specific experience and skills for the Applicant to possess in order for the Applicant to be able to complete the work efficiently while meeting the demands and deadlines of the Authority. The Authority will evaluate the Applicant's relevant experience pertaining to the following:

- Experience in providing financial and investment advisory services for public entities, particularly public entities with investment policies and objectives similar to the Authority.
- Familiarity with the legal and regulatory frameworks governing investment and management of public funds.

Personnel Requirements. Key Personnel required:

- Project Lead
- Additional Key Project Team Members

The Project Lead shall have, at a minimum, the following qualifications:

- Expertise in investment advisory services, financial modeling, risk assessment, and financial analysis.
- Experience working collaboratively with other project stakeholders, such as government officials, community representatives, private sector partners and entrepreneurs, and legal advisors.
- Knowledge of and/or connections with relevant communities.

The Project Lead shall be responsible for all of the following:

- Serve as the Applicant's primary point of contact for the Authority.
- Ensuring the completion of all work in accordance with the Contract's requirements. This includes, but is not limited to, ensuring the accuracy, timeliness and completeness of all work.
- Overseeing all other Applicant's personnel and ensuring proper staffing levels throughout the term of the Contract.

Additional Personnel. Other than the Key Personnel designated above, Applicants may propose any other personnel and structure they believe are most efficient and effective at completing the work.

PROPOSAL CONTENTS AND FORMAT

The proposal should be complete yet concise and contain only the elements shown below. Please avoid submission of extraneous and unnecessary information. The Authority reserves the right to reject any proposal that contains extraneous or unnecessary information.

Cover Letter. A one-page cover letter shall be provided that expresses the Applicant interest to be considered and identifies the primary contact person for the proposal and provided the telephone number, email address, and physical office location of the primary contact person. The cover letter shall be signed by a person who has contractual authority to bind the Applicant.

Relevant General Investment Advisory Experience. Describe the Applicant's experience and capabilities in providing investment advisory services similar to the services requested. Include specific engagements, clients served, dates, and results/performance.

Qualifications. Provide brief resumes describing the educational, licensure, work experience, and other qualifications for each of the key personnel who would be engaged with the Authority.

References. The Applicant must include as a supplement to its proposal a list of three (3) references, including points of contact (name, address, email address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted by the Authority.

Compensation. Fee proposals should clearly identify the method or methods of calculation of fees, how and when such fees are to be paid, and whether any additional costs or fees are being proposed.

SUBMISSION DEADLINE AND QUESTIONS

Submission Deadline. *Proposals must be submitted electronically to Jeff Comstock, Moffat County Natural Resources Director, at jcomstock@moffatcounty.net, no later than 12:00 p.m. Mountain Time on May 1, 2026.*

Questions. *Questions regarding this proposal must be submitted electronically to Jeff Comstock, Moffat County Natural Resources Director, at jcomstock@moffatcounty.net, no later than 12:00 p.m. Mountain Time on April 17, 2026. The Authority will endeavor to provide a list of questions received, and all responses provided, to Applicants who have submitted timely responses to this request for proposals.* ***OTHER CONTACT WITH AUTHORITY STAFF OR BOARD MEMBERS REGARDING THIS REQUEST FOR PROPOSALS IS NOT PERMITTED AND WILL BE GROUNDS FOR DISQUALIFICATION.***

Authority's Rights. The Authority reserves the right (a) to reject any and all proposals, (b) to issue a subsequent request or to cancel this RFP, (c) to waive any irregularity or informality in any proposal, (d) to enter into discussions with Applicants before the submission of the final proposals, and (e) to select a proposal whether or not such proposal results in the lowest cost to the Authority.