



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

[www.mdxway.com](http://www.mdxway.com)

**MDX PROCUREMENT/CONTRACT NO.:**  
**RFP-15-05**

**MDX PROJECT/SERVICE TITLE:**  
**INVESTMENT ADVISORY SERVICES**

**EXHIBIT A**  
**SCOPE OF SERVICES**

### **SCOPE OF SERVICES**

The Consultant shall provide the Services on a non-exclusive basis. All recommendations/opinions required herein must be provided in writing. The Consultant must:

1. Assist in the development and implementation of investment strategies that will enhance the Authority's portfolio performance under current and anticipated changes in market conditions within the parameters of established investment policies, Trust Indenture, Florida Statue and cash flow needs.
2. Provide recommendation on investment opportunities for Authority's investment portfolio by acting in an advisory and administrative capacity within the guidelines of the Authority's Investment Policy and Trustee Indenture.
3. Provide timely assessments of the market including market reaction to economic events.
4. Review and recommend changes to the Authority's Investment Policy.
5. Execute securities purchases/sales upon instructions from authorized Authority staff. After a trade is executed, the Investment Advisor must confirm to the Authority by fax/email all details of the trade including the dealers contacted and the prices received. An official trade confirmation must be faxed or emailed to the Authority within one (1) business day of the transaction. The Authority is responsible for instructing the Trustee/Custodian to either accept or deliver securities transacted through the Investment Advisor.
6. Comply with SEC, Florida Statue, Authority Investment Policy, Trust Indenture, and other regulations that may be applicable to the Authority's investment portfolio.
7. Obtain a minimum of (3) three offers/bids for each trade and provide monthly reports documenting total trades offered and awarded to each dealer.
8. Provide detailed monthly and annual reports, in a format acceptable to the Authority, which include the following information on each security: par value, cost value, book value, market value, yield to maturity, yield to call, change in market value for the period, change in market value year to date (YTD), earned income for the period and YTD.
9. Provide training and attend meetings upon request.
10. Assist on special project, as needed.