|  |
| --- |
| **Accounting Services Manager**  Patricia A. McDermott, CPA  **Budget & Program Evaluation Manager**  Christine Koh  **Internal Audit & Grants Manager**  Kolawole Akintola  **Risk Manager**  Eric Veum  **Treasury & Revenue Manager**  Craig Franklin, CPA |

## Finance Department

David P. Schmiedicke, Director

City-County Building, Room 406

210 Martin Luther King, Jr. Blvd.

Madison, WI 53703

Phone: (608) 266-4671 | Fax: (608) 267-8705

[finance@cityofmadison.com](mailto:finance@cityofmadison.com)

[cityofmadison.com/finance](https://www.cityofmadison.com/finance)

# Broker-Dealer Request for Information/Questionnaire

### Section I: Statement of Position and General Requirements

The City of Madison (hereinafter referred to as the “Government”) is a statutory municipal government operating under the laws of the State of Wisconsin. The Government manages an investment portfolio for operating funds ranging from $200 million to $700 million. This portfolio is comprised primarily of cash equivalents (money market funds, commercial paper), bank certificates of deposit (issued by Wisconsin banks), corporate bonds, government agency bonds (including GSEs), and direct treasury obligations. The Government has adopted a written Investment Policy which regulates the parameters and procedures used in its cash and investment management activities.

The Government maintains relationships with qualified broker-dealers who, in its opinion, understand the needs, objectives, constraints, and preferences of the Government.

Broker-dealers will be notified of their approval by the Government. No transactions will be conducted with an approved broker-dealer until all paperwork required by both parties has been executed. The Government has a competitive bid process in place to ensure that all its transactions are executed at competitive bids and offers. All securities will be delivered against payment to the third-party custodian named by the Government. The Government will review and substantiate all information and references requested in this document. Therefore, please answer all questions as thoroughly and accurately as possible.

### Section II: Request for General Information from Broker-Dealer Candidate

1. Firm Name:

1. Regional Address:

Headquarters Address:

1. Telephone Number - Local:

Telephone Number - Headquarters:

1. Contact personnel - Identify all personnel who will be trading with or quoting securities to the Government. (Provide as an attachment if more space required.)

Name:

Title:

CRD No.:

Telephone No.:

Name:

Title:

CRD No.:

Telephone No.:

Name:

Title:

CRD No.:

Telephone No.:

Provide background information concerning the representatives listed in No. 4 above. Include information on the individual’s employment history as it relates to the securities industry, official licenses and certificates, the history and details of any disciplinary actions or complaints and the disposition of each as well as the history of any arbitration or litigation, the nature of the case and status or disposition.

1. Please provide the following information regarding at least four comparable clients with whom any of the representatives listed in No. 4 has an established relationship. We would prefer public-sector clients in our geographical area, if possible.

Client Name:

Address:

Person to Contact:

Telephone No.:

Length of Relationship:

Client Name:

Address:

Person to Contact:

Telephone No.:

Length of Relationship:

Client Name:

Address:

Person to Contact:

Telephone No.:

Length of Relationship:

Client Name:

Address:

Person to Contact:

Telephone No.:

Length of Relationship:

1. Has/have the representative(s) listed in No. 4 above been authorized by the firm to be account representative(s) for the Government?

Yes  No

If yes, by whom?

1. List the name of the immediate supervisor of the account representative(s) named in your response to No. 4 above.

Name:

Title:

Telephone No.:

Briefly describe any formal program of supervision of the representative named in No. 4 if your firm has established such a program.

1. Is your firm a member of FINRA?

Yes  No

If no, why not?

1. Place an “X” by each regulatory agency that your firm is examined by and/or subject to its rules and regulations.

FDIC  SEC

Comptroller of the Currency

Federal Reserve System

Other (example: state regulatory agency):

Multistate firms note: It is not necessary to include regulatory agencies that do not have jurisdiction over your firm’s activities in the Wisconsin.

1. Have you obtained all required licenses to operate as a broker-dealer in the state of Wisconsin?

Yes  No

1. Place an “X” in the space next to each of the instruments set forth below in which you make an active market (both buy and sell).

T Bills

T Notes

Commercial Paper

CDs

Other Federal Agencies (specify):

GSEs (specify):

1. Does your firm specialize in any of the above instruments?

Yes  No

If so, please specify:

1. What was your firm’s total $ volume in U.S. Government and agency securities trading last year?

Regional Office?

1. Are you a primary dealer as recognized by the Federal Reserve Bank?

Yes  No

1. Are you a non-primary dealer qualified under U.S. Securities and Exchange Commission Rule 15c3-1 and the Uniform New Capital Rule?

Yes  No

1. How many and what percentage of your firm-wide U.S. Government and agency securities transactions failed:

Last month?

Last year?

1. Please provide the firm’s most recent audited financial statement. If you are representing a parent corporation or a subsidiary of another corporation, furnish audited financials of your corporate parent as well as of your subsidiary. (If available in digital form, this information can be e-mailed to [treasurer@cityofmadison.com](mailto:treasurer@cityofmadison.com). If hard copy, mail to City Treasurer, 210 Martin Luther King, Jr. Blvd., Room 107, Madison, WI 53703.)
2. Describe the precautions taken by your firm to protect the interest of the public when dealing with government agencies as investors.

1. Is there outstanding litigation which would materially affect your financial stability?

1. Does your firm have any pending litigation with public-sector clients, or have you been subject to any within the last five years?

Yes  No

If yes to the above question, please explain:

1. Has your firm ever been subject to a regulatory, state, or federal agency investigation for alleged improper, fraudulent, disreputable, or unfair activities related to the sale of government securities or money market instruments?

Yes  No

1. Do you provide any fixed income research and economic commentary?

Yes (attach sample)  No

(Samples can be sent as described in Question No. 17 above.)

1. Describe the precautions taken by your firm to protect the interests of the public when dealing with a local public entity.

1. What reports, transaction confirmations and paper trail will we receive?

1. What portfolio information do you prefer from your clients?

1. Enclose a complete schedule of fees and charges for various transactions.

(Samples can be sent as described in Questions No. 17 and No. 22 above.)