



**Louisiana
Asset
Management
Pool, Inc.**

ADMINISTRATIVE OFFICES
228 ST. CHARLES AVE., SUITE 1123
NEW ORLEANS, LA 70130
PHONE 1-504-525-LAMP
1-800-249-LAMP
FAX 1-504-525-5161
1-877-806-5161

RATE INFORMATION
& ACCOUNT TRANSACTIONS

LAMPline 1-800-272-8162
LAMPfax 1-800-604-6988



MEMORANDUM

VIA U.S. MAIL

TO: Accounting Firms Interested In Serving
the Louisiana Asset Management Pool, Inc.

FROM: Theodore C. Sanders, III
Chief Executive Officer
LAMP, Inc.

RE: Request for Proposal for
Bookkeeping/Accounting Services &
Financial Statement Preparation

DATE: September 25, 2009

Enclosed is a Request for Proposal for your firm to provide the Louisiana Asset Management Pool, Inc. bookkeeping/accounting services & financial statement preparation.

The LAMP program is in its fifteenth year of operation and would be pleased to receive your proposal to serve the Corporation. If you have any questions concerning this solicitation please do not hesitate to contact me.

Thank you for your attention to this request.

Enclosure



Louisiana
Asset
Management
Pool, Inc.

REQUEST FOR PROPOSALS

FOR

**BOOKKEEPING/ACCOUNTING
SERVICES**

&

**FINANCIAL STATEMENT
PREPARATION**

FOR

**Louisiana Asset Management Pool
and LAMP, Inc.**

Issued by:

**The Honorable John Kennedy, State Treasurer
LAMP, Inc. President**

September 25, 2009

TIMETABLE FOR SELECTION PROCESS

ACTION	DATES
1. Issue RFP	September 25, 2009
2. Deadline For Written Inquires	October 9, 2009
3. Distribution of Responses to Inquiries	October 16, 2009
4. Proposals Due	November 9, 2009
5. Selection Made	November 25, 2009

A. GENERAL INFORMATION ABOUT THE LOUISIANA ASSET MANAGEMENT POOL

The Louisiana Asset Management Pool (the "LAMP") is a voluntary custody pool serving local governmental entities throughout Louisiana. LAMP began operations on January 4, 1994 with the acceptance of its first participant. As of September 25, 2009, 619 local governmental units participate in the program pooling a total of \$2,200,827,077 in local government funds.

LAMP accounts range in size from \$1,000 to over \$100 million. Participants are not required to maintain a minimum balance and may invest for as short as one day. Through economies of scale, LAMP is able to provide participants a competitive yield on their funds while ensuring daily liquidity and safety of principal.

LAMP is an investment pool, rated AAAM by Standard & Poor's. As such, LAMP is designed to provide to its participants:

- ⇒ Security of funds
- ⇒ Liquidity
- ⇒ Higher yield potential than local bank CD's
- ⇒ Convenience
- ⇒ Professional management
- ⇒ Diversification
- ⇒ Accounting

The State of Louisiana and its agencies cannot participate in the LAMP.

The LAMP is administered by the Louisiana Asset Management Pool, Inc., a Louisiana nonprofit corporation (the "Corporation"). The business and affairs of LAMP, Inc. are managed by a Board of Directors, and more particularly, an Executive Committee. The Board of Directors of LAMP, Inc. consists of 9-14 pool participants as well as the administrative member. Members of the Board of Directors may serve a maximum of three consecutive, 1-year terms. The Executive Committee is comprised of 3-5 members of the Board of Directors. The actions of the Board of Directors and the Executive Committee are governed by the organizational documents of the corporation and by Louisiana law governing nonprofit corporations.

LAMP, Inc. has three standing officers: a President, Chief Executive Officer, and a Chief Administrative Officer. Absent extraordinary circumstances, the Treasurer of the State of Louisiana serves as the President of the Corporation. The Treasurer of the State of Louisiana is a constitutional officer of the State of Louisiana and as such an elected statewide official. The Chief Executive Officer and the Chief Administrative Officer of LAMP, Inc. are not state officials or public employees, but rather employees of LAMP, Inc.

By custom of operation, the day-to-day affairs of LAMP are managed by the Chief Executive Officer and Chief Administrative Officer of LAMP, Inc., subject to management directives from the President and the LAMP, Inc. executive committee. LAMP, Inc., also employs one full time employee, an office administrator/participant liaison. All other program functions are performed by outside contractors.

The Board of Directors of the Corporation is elected yearly by the pool participants at an annual membership meeting. The Board of Directors in turn, elects an Executive Committee of the Board of Directors.

Currently, LAMP, Inc. contracts with three investment advisors to manage the assets of LAMP. They are American Beacon Advisors (formerly AMR Investments) managing 70% of the assets of LAMP, Capital One Investment Advisors and Hancock Bank both managing 15% of the assets of LAMP. Effective October 1, 2009 LAMP, Inc. will contract with one investment advisor, American Beacon Advisor, to manage 100% of the assets of LAMP. Custodial banking services are performed by JPMorgan Chase. LAMP, Inc. also contracts with MBIA-MISC for shareholder services and participant account record keeping. MBIA-MISC maintains and staffs the LAMPline to process participant's investments and withdrawals. All of the firms were selected through an open and competitive selection process to provide services to LAMP, Inc.

For additional information about the program a copy of LAMP's 2007 Annual Report and 2008 Legislative Audit report are available on LAMP's website at www.lamppool.com.

If further information about the Corporation is desired, copies of the Corporation's Articles of Incorporation and By-laws are available upon request.

By way of this solicitation, the Corporation seeks a firm to provide bookkeeping/accounting services described in (G) below for a three year period with the option to renew for two additional one year periods.

B. Financial Responsibility

Proposes, by making proposals in response to this RFP, signify that they understand and agree that they bear sole financial responsibility for any costs incurred in responding to this RFP and in complying to provide a complete, accurate and reliable presentation.

C. Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

D. Number of Proposal Copies and Length

Five copies of the proposal shall be submitted to the Corporation at the address listed below.

E. Inquiries and Submission of Proposals

Inquiries regarding this RFP shall be in written form only, and must be received by 4:00 p.m. Central Time (CT) on the date listed on page one of this RFP. Inquiries may be mailed, sent by overnight courier or transmitted via email. All inquiries must include contact person, address, email address and facsimile number. All proposals must be delivered on or before the date listed on page one of this RFP by 4:00 p.m. Central Time (CT). If you wish to fax or email your response, you may do so and the Corporation will make the necessary copies of your response. Proposals received after the above date and time will not be considered.

Questions about this RFP shall be directed to:
Ms. Krissy Orgeron, Chief Administrative Officer
Louisiana Asset Management Pool, Inc.
228 St. Charles Avenue, Suite 1123
New Orleans, Louisiana 70130
Phone: (504) 525-5267
Fax: (504) 525-5161
Email: korgeron@lamppool.com

Please send your response to:
The Honorable John Neely Kennedy, President
c/o
Ms. Krissy Orgeron
Chief Administrative Officer
Louisiana Asset Management Pool, Inc.
228 St. Charles Avenue, Suite 1123
New Orleans, Louisiana 70130
Phone 504-525-5267
Fax 504-525-5161
Email: korgeron@lamppool.com

F. Services to be Rendered

The firm selected to perform these services will be responsible for providing the following services for a period of three years with the option to renew for two additional one year periods:

- 1) Bookkeeping
 - (a) Reconcile monthly the check register prepared in-house using QuickBooks by the corporation and report to the Corporation any discrepancies and conduct an annual examination of the completed check register prepared by the Corporation.
 - (b) Prepare a monthly statement of Receipts and Disbursements and changes in balances for each month including a revised statement of liabilities as well as an annual report of all Receipts and Disbursements.
 - (c) Maintain LAMP, Inc. operating account general ledger.
 - (d) Maintain and prepare a listing and breakdown of Corporate Income Receipts.
 - (e) Conduct all payroll accounting and maintenance under the supervision of the Corporation's Chief Executive Officer and Chief Administrative Officer including preparing all tax reports and returns to the State and Federal government, as well as monitoring the payroll accounts and instructing the Corporation's bank as to automatic payroll payments.

- 2) Accounting
 - (a) Prepare annually the combined financial statements for LAMP and LAMP, Inc., MDNA and related notes in accordance with GASB Codification Section 2100 for reporting entities. **The combined financial statements are due in final form to the Legislative Auditor's Office by March 15th annually.** (a copy of last year's financial statements are available for your review upon request).
 - (b) Prepare annual federal tax returns for LAMP and LAMP, Inc. (a copy of last year's tax returns are available for your review upon request).

- 3) General Services
 - (a) Work with MBIA-MISC and the Legislative Auditors during the Legislative Auditor's annual audit of LAMP and LAMP, Inc. to resolve any issues that may arise.
 - (b) Generally assist the management of the Corporation in matters involving bookkeeping and accounting.

G. In responding to this RFP, please answer the following questions and/or provide the requested information.

- (a) Please provide firm's name and business address, phone, fax number and email address for the contact person.
- (b) Please briefly describe your firm's experience, including technical capabilities, in providing the services described above and the length of time such services have been rendered by your firm.
- (c) Please list (4) business and/or governmental references. (include address and telephone number)
- (d) Please list individual(s) responsible for providing services to LAMP, Inc. Please address their qualifications and experience in providing similar services.
- (e) Please state whether your firm handles payroll services such as is currently provided to LAMP, Inc. or if this service will need to be out-sourced.
- (f) Please list a price for services to be rendered both in terms of the hourly rate your personnel is billed and an annual cap for all work specified in this RFP.
- (g) Please confirm that your firm will be able to deliver the combined financial statements in **final form to the Legislative Auditor's Office by the March 15th deadline.**

H. Evaluation Criteria

- (a) Cost of Services (50%)
- (b) Technical capability, qualifications, experience of institution and experience of assigned personnel (50%)