

## REQUEST FOR PROPOSAL (RFP)

### For Emergency Line of Credit (LOC) Services

Issued by: **Baldwin County Commission**

#### I. INTRODUCTION AND BACKGROUND

Baldwin County, Alabama's largest county by land area, is committed to maintaining strong financial stewardship and ensuring continuity of operations during emergency events. Major storms, natural disasters, and other unforeseen incidents may create short-term cash flow needs prior to the receipt of state or federal reimbursements.

The Baldwin County Commission (BCC) invites proposals from qualified financial institutions to provide an **Emergency Line of Credit (LOC)** that can be activated rapidly when authorized by the Commission. This facility is intended to mitigate timing risks associated with federal and state disaster reimbursements, insurance proceeds, and other post-event funding sources.

#### II. OBJECTIVES

The primary objectives of this Emergency LOC are:

1. **Liquidity:** Ensure immediate access to funds for disaster response and recovery.
2. **Financial Stability:** Bridge cash flow gaps until reimbursements are received.
3. **Cost Efficiency:** Secure competitive interest rates and minimal fees.
4. **Operational Readiness:** Establish a pre-approved facility that can be activated quickly.
5. **Zero Balance:** The County anticipates maintaining a zero balance unless activation is required during an emergency event.



### III. SCOPE OF WORK

Proposals should include:

- 1) Credit Limit:** The County anticipates an LOC in the range of \$10–\$20 million. Respondents may propose alternative limits with justification.
- 2) Term Structure:** Proposed term length may include 12, 24, 36, or up to 60 months, including annual or multi-year structures, with options for renewal or conversion to a term-out structure following an activation event.
- 3) Interest Rate Options:** Variable rate structures indexed to commonly used benchmarks such as SOFR, AMERIBOR, WSJ Prime, including applicable margins. Fixed-rate options may also be proposed.
- 4) Fees:** All associated fees, including any commitment fees, unused fees (if applicable), and standard documentation or closing costs.
- 5) Draw and Repayment Procedures:** Procedures suitable for emergency operations, including flexibility around repayment schedules due to the unpredictability of federal and state disaster reimbursements, insurance proceeds, and other post-event funding sources.
- 6) Collateral, Covenants, and Credit Requirements:** Identification of whether the LOC is secured or unsecured; any general obligation pledge or pledge of lawfully available revenues; acknowledgment that repayment may come from federal or state disaster reimbursements, insurance proceeds, or other post-event funding sources; and any required covenants (e.g., audited financial statements, no default on material obligations).
- 7) Activation Timeline:** A clear activation process, including any requirements for a declared emergency or officer certification, and expected funding availability (e.g., 24–48 hours once documentation is in place).
- 8) Structure Type:** Indicate whether the facility is revolving or non-revolving and describe any options to increase the credit limit upon mutual agreement.
- 9) Sample Term Sheet or Draft Agreement.**

## **IV. PROPOSAL REQUIREMENTS**

Proposals must include:

**1. Institution Profile:**

- a. Legal name, address, and primary contact
- b. Experience providing LOCs to public entities

**2. Financial Terms:**

- a. Proposed Credit limit
- b. Interest rate structure, including index and margin
- c. Complete fee schedule
- d. Repayment terms
- e. Collateral or security requirements
- f. Pricing grid (if applicable)

**3. Implementation Plan:**

- a. Activation timeline
- b. Required documentation
- c. Conditions that may affect availability
- d. Any disaster-specific accommodations or expedited procedures

**4. Compliance:**

- a. Confirmation of compliance with Alabama lending laws
- b. Required disclosures

## **V. EVALUATION CRITERIA**

Proposals will be evaluated based on:

- 1. Competitiveness of interest rates and fees
- 2. Flexibility of draw and repayment terms
- 3. Experience with governmental clients
- 4. Clarity and speed of activation procedures
- 5. Strength and clarity of proposed terms
- 6. Overall responsiveness and completeness of the proposal

## VI. TIMELINE

- **RFP Issuance Date:** May 18, 2026
- **Proposal Submission Deadline:** June 1, 2026
- **Evaluation Period:** June 2 -12, 2026
- **Selection Notification:** June 15 – 19, 2026

## VII. SUBMISSION PROCESS

Proposals must be submitted via email as a single PDF document not to exceed 30 pages to:

**Tara.Hazelbaker@baldwincountyal.gov**

by **June 1, 2026, at Noon** – Central Standard Time

Questions should be submitted by email only to:

**Tara Hazelbaker, Director of Finance**

[Tara.Hazelbaker@baldwincountyal.gov](mailto:Tara.Hazelbaker@baldwincountyal.gov)

**\*\*\* END RFP\*\*\***