

LAS VEGAS CONVENTION AND VISITORS AUTHORITY

BROKER/DEALER QUESTIONNAIRE

**LAS VEGAS CONVENTION AND VISITORS AUTHORITY
FINANCE DEPARTMENT
3150 PARADISE ROAD
LAS VEGAS, NEVADA 89109-9096
702-892-2990**

LAS VEGAS CONVENTION AND VISITORS AUTHORITY AUTHORIZED BROKER / DEALER QUESTIONNAIRE

SECTION I - STATEMENT OF POSITION AND GENERAL OVERVIEW

The Las Vegas Convention and Visitors Authority (Authority) manages an investment portfolio of approximately \$150 million, which is comprised of several investment types including U.S Agency obligations. The Authority has a written Investment Policy, which prescribes the standards and procedures used in its cash management and investment activities. A copy of the most recently adopted Investment Policy is included with this document.

The Authority will maintain relationships with qualified members of the broker/dealer community whom, in the Authority's opinion, understand the needs, constraints and investment goals of the Authority.

The Authority will notify in writing broker/dealers of their approval. No transactions will be conducted with an approved broker/dealer until all paperwork required by both parties has been executed. All securities must be delivered against payment to a third party custodian named by the Authority. The information and references requested in this document will be reviewed by the Authority Finance Team; therefore, please answer all questions as thoroughly as possible.

Treasury and investment operations are handled through the Financial Services Division of the Finance Department. For additional information, please contact Carrie Webb, Financial Resources Manager, at 702-892-2999 or Randy Watts, Financial Analyst, at 702-892-2907.

TERMS AND CONDITIONS

CONDITIONS QUALIFYING AN AUTHORIZED BROKER/DEALER

- Broker/Dealers must be either "primary" dealers or regional dealers that qualify under SEC Rule 15C3-1 (uniform net capital rule).
- The broker/dealer must provide proof of National Association of Securities Dealers (NASD) certification.
- The broker/dealer must provide proof of state registration.
- The broker/dealer must complete the broker/dealer questionnaire.
- The broker/dealer must not discriminate against any person with respect to employment because of the person's age, race, color, religion, sex, marital status, national origin or disability.
- The broker/dealer must provide certification of having read and understood and agreeing to comply with the LVCVA's investment policy.
- Provide a fee schedule including minimum fees.
- Provide your firm's audited financial statements for the last two years.

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SECTION II - REQUEST FOR GENERAL INFORMATION

Name of Company :

Local Address:

Headquarters Address:

Local Telephone Number - Direct Dial:

Local Telephone Number - Toll Free:

Headquarters Telephone Number:

Web Site Address:

Primary personnel who will be assigned to the Authority's account:

Primary Contact:

Name:

Title:

Telephone Number:

Fax Number:

E-mail:

Backup Contact:

Name:

Title:

Telephone Number:

Fax Number:

E-mail:

Other:

Name:

Title:

Telephone Number:

Fax Number:

E-mail:

Please attach resumes and copies of all applicable state, federal, and other regulatory registrations for all persons listed above. Also, please list all public sector association memberships for each person listed above (GFOA, MTA, TMA, NACO, NAST, etc.).

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SECTION III - REFERENCES

Please provide the following information regarding investment services provided to comparable clients by the representatives listed. Public sector clients in our geographical area, if possible.

Name of Governmental Entity _____

Address _____

Contact Person's Name _____

Telephone Number _____

Length of relationship _____

Size of portfolio _____

Type of Services Provided:

Are these services currently being provided? If not, when did service end?

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SECTION IV - GENERAL QUESTIONS

1 Is your firm a "primary" or regional dealer?

2 What company clears trades for your firm?

3 How many years has your firm been in operation?

4 Is your firm owned by a holding company? If so, what is the holding company's name?

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

FDIC

SEC

NYSE

Comptroller of Currency

Federal Reserve System

Municipal Security Rule Making Board (MSRB)

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6 Has your firm obtained all required licenses to operate as a broker/dealer in the state of Nevada?

7 Is your firm a member of NASD? If no, please explain.

8 Place an "X" in the box next to each of the instruments set forth below in which your firm makes an active market (both buy and sell):

<input type="checkbox"/> T-Bills	<input type="checkbox"/> FHLB Securities*
<input type="checkbox"/> T-Notes/Bonds/TIPS	<input type="checkbox"/> FNMA Securities*
<input type="checkbox"/> Negotiable CDs	<input type="checkbox"/> FHLMC Securities*
<input type="checkbox"/> Commercial Paper	<input type="checkbox"/> FFCB Securities*
<input type="checkbox"/> Agency Discount Notes	<input type="checkbox"/> SLMA Securities*
<input type="checkbox"/> Banker's Acceptances (Domestic)	
<input type="checkbox"/> Repurchase Agreements	

*Please identify if your firm is a member of an Agency selling group.

9 Please rank your firm's strengths and expertise regarding bidding and offering the following securities (1 is highest, 7 is lowest):

<input type="checkbox"/> Treasury Bills, Notes	<input type="checkbox"/> Negotiable CDs
<input type="checkbox"/> Agency Callable Securities	<input type="checkbox"/> Repurchase Agreements
<input type="checkbox"/> Agency Discount Notes	<input type="checkbox"/> Banker's Acceptances
<input type="checkbox"/> Commercial Paper	

Please provide additional information, if needed, to further explain your rankings.

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- 7 List the largest, smallest, and average size of fixed-income accounts.

- 8 How many public sector clients does the firm handle? Any of similar size?

- 9 Describe the manager's investment style, fixed-income philosophy, approach, and process in detail.

- 10 How are investment decisions made within the firm?

- 11 Describe the credit review and monitoring process.

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- 17 Describe the most appropriate performance benchmark for our account.
- 18 Are custodial fees and trading expenses included in the fee schedule?
- 19 Are there any account set-up or termination fees?
- 20 How are confirmations of order executions completed and within what timeframe?
- 21 How often will the fund manager review the account? How often will meetings take place to review and discuss performance?