

**REQUEST FOR QUALIFICATIONS (RFQ) 2020-01**

**SINGLE FAMILY SENIOR MANAGER, CO-MANAGER, SELLING GROUP  
MEMBER, AND MULTIFAMILY INVESTMENT BANKERS**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**April 13, 2020**

## **SECTION ONE INTRODUCTION**

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified firms to provide Single Family Senior Manager, Single Family co-manager, Single Family Selling Group Member, and/or Multifamily Investment Banker services in accordance with the terms and conditions set forth in this Request for Qualifications (RFQ), and any other term and condition in any contract subsequently awarded. Respondents will be selected and determined through Florida Housing’s review of each response, considering the factors identified in this RFQ. Florida Housing expects to select one or more Respondents that propose to provide all of the services specified in this RFQ.

## **SECTION TWO DEFINITIONS**

For purposes of this document, the following terms will be defined as follows:

“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Rule 67-49.007, Fla. Admin. Code.
“Contractor”	A person or entity providing the professional services described in Section Four of this RFQ.
“Days”	Calendar days, unless otherwise specified.
“Effective Date”	The date the last party signs the contract that is awarded as a result of this RFQ.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Respondent”	Any person or entity who has the capability in all respects to perform fully the requirements contained in this RFQ and submits a response to this RFQ.
“Response”	The written submission by a Respondent to this RFQ.
“RFQ”	This RFQ, including all exhibits referenced in this document and all other documents incorporated by reference.

“Website”

The Florida Housing Finance Corporation website,  
the URL of which is [www.floridahousing.org](http://www.floridahousing.org).

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. The Respondent must submit an original and five copies of the Response to the Contract Administrator in a sealed envelope marked “RFQ 2020-01.” Each envelope or package containing Responses must clearly state the name of the Respondent. The Response that is the original must be clearly indicated on that Response. An electronic copy of the Response must also be submitted on a CD or flash drive. Florida Housing will not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on May 20, 2020. Responses will be opened at that time.

Contract Administrator  
Florida Housing Finance Corporation  
227 North Bronough Street, Suite 5000  
Tallahassee, FL 32301-1329  
(850) 488-4197  
Email: [Contract.Admin@floridahousing.org](mailto:Contract.Admin@floridahousing.org)

B. This RFQ does not commit Florida Housing to award a contract to any Respondent or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the contract awarded are to be performed solely by the Contractor, unless subcontracted or assigned with the prior written approval and consent of Florida Housing.

D. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFQ;
3. Obtain information concerning any or all Respondents from any source;
4. Request an oral interview before the Board from any or all Respondents;
5. Select for contract negotiation or for award a Response other than (or in addition to) that with the highest score in order to serve the best interests of Florida Housing and the public; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the contract or engagement.

E. Any interested party may submit any question regarding this RFQ in writing via mail or e-mail to the Contract Administrator at the address given in Section Three, Item A. All questions

must be submitted no later than 2:00 p.m., Eastern Time, on April 22, 2020. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on April 29, 2020. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

<http://www.floridahousing.org/legal/procurements/request-for-qualifications>.

Only written responses or statements from the Contract Administrator that are posted on our website will bind Florida Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from Florida Housing.

F. Between the release of the solicitation and the end of the 72-hour period following the posting of the notice of intended award, respondents to this solicitation or persons acting on their behalf may not contact any member of Florida Housing's Board of Directors or any Florida Housing employee concerning any aspect of this solicitation, except in writing to the Contract Administrator. Violation of this provision may be grounds for rejecting a response.

G. Any person who wishes to protest the specifications of this RFQ must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

H. The term of the engagement will be for three years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the engagement may be renewed once for an additional three years.

I. Florida Housing is not required to use the services of any selected Contractor or to assign any work to such provider and may terminate the contract with any selected Contractor without cause and without penalty.

J. Pursuant to Rule 67-49.004, Fla. Admin. Code, Florida Housing may modify the terms of the RFQ at any point prior to the due date for Responses. A notice of such modification will be posted on Florida Housing's Website and will be provided to potential Respondents who requested copies of the RFQ. Any Respondent will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Response.

K. The terms of this RFQ, and any modifications thereto, will be incorporated into any contract offered as a result of this RFQ. Failure of a successful Respondent to accept these obligations in the final contract may result in cancellation of the award.

## **SECTION FOUR SCOPE OF SERVICES**

### **A. Single Family Senior Managers**

1. Services to be provided in connection with any Florida Housing Single Family bond issue include, but are not limited to, the following:

a. Recommend the optimum bond structure for specific debt issuances and alternatives to minimize overall debt service costs while advising Florida Housing on the various risks.

b. Recommend structures that will assist in down payment assistance creation as well as cost effective ways to provide low mortgage rates.

c. Prepare ongoing weighted average rate analyses to determine the creation and use of zeroes in the indenture.

d. Prepare preliminary, interim and final stand-alone cash flows as requested.

e. Prepare arbitrage runs as requested.

f. Assist with drafting and reviewing relevant documents such as official statements, resolutions, and presentations to both the State Board of Administration and Florida Housing's Board.

g. Work directly with the rating agencies to provide them with the information needed and answer their questions in order to acquire a rating for the bonds to be issued.

h. Prepare a final pricing book after the pricing of each bond sale for distribution to Florida Housing. The following information must be included: a summary of the key points of a bond sale including the date, amount and interest rate of each maturity; true interest cost; a copy of the pricing wire, a summary of the sources and uses of funds, a breakdown of the underwriter's takedown, management fee and expenses; a comparison of the interest rates and yields to other comparable issues in the market, and any applicable articles regarding current market indicators and credit market comments. The comparables should include preliminary and final wires for other HFA deals done within the range of 30 days prior through 15 days after Florida Housing's institutional pricing.

i. Pre-marketing and marketing of Florida Housing's bonds.

j. Provide Florida Housing with the preliminary and final pricing wires and offering scales to be reviewed and approved prior to publication.

k. Provide Florida Housing with a detailed list of orders and allocations.

1. Provide such other program and bond related investment banking services as requested by Florida Housing.

m. Identify new strategies and initiatives as well as new ideas which could be utilized by Florida Housing to further enhance Florida Housing's operations and the performance of Florida Housing's programs as well as its overall goals.

2. The following services will be provided on an on-going basis:

a. Provide assistance in financial planning and the use of indenture assets and optimizing volume cap throughout the year.

b. Keep Florida Housing informed about housing programs and/or financing structures previously implemented or being implemented by other issuers.

c. Periodically review Florida Housing's debt redemption provisions and recommend, when appropriate, debt refunding and/or refinancing.

d. Assist Florida Housing in maintaining and improving its current and future ratings from various rating agencies.

e. Assist in providing a broader market for Florida Housing's bonds including organizing and holding investor presentations when appropriate.

f. Assist Florida Housing in maintaining its continuous lending program through the use of alternative practices to sell the SF loans, when it is not prudent to sell bonds including but not limited to purchasing mortgage-backed securities through the TBA market.

g. Provide a secondary market for Florida Housing's bonds.

h. Provide ongoing calculations as needed for bond issues, including mortgage rate reduction costs.

i. Provide such other non-bond-related investment banking services as requested by Florida Housing.

j. Provide upon request, Florida specific data on housing, homebuyers and the economy.

## **B. Co-Managers**

1. Assist with drafting and reviewing relevant documents such as official statements.

2. Assist the senior manager in pre-marketing and marketing Florida Housing's bonds.

3. Assist in providing a broader market for Florida Housing's bonds.
4. Provide such other program and bond related investment banking services as requested by Florida Housing.

### **C. Selling Group Members**

1. Assist the senior manager in pre-marketing and marketing Florida Housing's bonds to retail investors.
2. Assist in providing a broader retail market for Florida Housing's bonds.

### **D. Multifamily Investment Banker**

Services to be provided in connection with any multifamily bond sales include the following:

1. Recommend innovative structures for specific debt issuances and alternatives to minimize overall debt service costs.
2. Assist in the drafting and review of relevant documents such as official statements, resolutions, presentations to the State Board of Administration.
3. Assist in meeting with and developing credit structures for presentation to the rating agencies and credit enhancers.
4. Identify financing and refinancing opportunities.
5. Assist in developing and managing an investor relations program.
6. Manage the underwriting process and provide advice on market timing and investor demand.
7. Commit the necessary capital as required in underwriting Florida Housing's bonds.
8. Provide post-closing analysis of debt issuances in a report format as specified by Florida Housing including pricing, orders and allotments.
9. Provide ongoing cash flows for rating agencies and bond insurers on deals for which the Respondent has acted as senior manager or on any deal or indenture as directed by Florida Housing.
10. Provide secondary market support.

11. Provide such other underwriting, investment banking and placement agent services as requested by Florida Housing and its advisors.

12. Provide such other bond and non-bond related investment banking services as requested by Florida Housing.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection I, of this RFQ, each Respondent certifies that:

A. The Respondent submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response will be an exception so long as the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFQ is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, but only after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 30 days after the Response is opened, whichever is earlier.

C. The Respondent, if awarded a contract or engaged under this RFQ, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(33), Fla. Stat.

D. The Respondent further affirms it is in compliance with Section 420.512(5)(c), Fla. Stat.

E. The Respondent is in compliance with Section 287.133(2)(a), Fla. Stat.

F. The Respondent understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

G. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Respondent, if awarded a contract under this RFQ, will be required to comply with public records laws, specifically to:

1. Keep and maintain public records required by Florida Housing to perform the service.

2. Upon request from Florida Housing’s custodian of public records, provide Florida Housing with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration



of the contract term and following completion of the contract if the contractor does not transfer the records to Florida Housing.

4. Upon completion of the contract, transfer, at no cost, to Florida Housing all public records in possession of the contractor or keep and maintain public records required by Florida Housing to perform the service. If the contractor transfers all public records to Florida Housing upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Florida Housing, upon request from Florida Housing' custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:**

**Corporation Clerk  
227 N. Bronough Street, Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: Corporation.Clerk@floridahousing.org**

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph will only apply if and when the Contractor is acting on behalf of Florida Housing.

H. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Respondent other than for the compensation agreed upon in the contract that results from this RFQ, unless that Respondent has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

I. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Respondent will provide written notification (Notice of Conflict of Interest) to Florida Housing's Contract Administrator within 10 working days for review by Florida Housing's Executive Director in consultation with the Ethics Officer. If the Respondent is found to be in non-compliance with this provision, any compensation received in connection with this contract will be subject to forfeiture to Florida Housing.

J. The Respondent, in submitting this Response, acknowledges and agrees that the terms and conditions of this RFQ, as well as any modifications thereto, will be incorporated into any contract offered as a result of this RFQ.

K. CERTIFICATION STATEMENT:

**THE FOLLOWING WILL BE REPEATED IN THE RESPONDENT’S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE RESPONDENT. THIS IS A THRESHOLD ITEM AND FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.**

“I agree to abide by all conditions of RFQ 2020-01 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Respondent and that I am in compliance with all requirements of the RFQ, including but not limited to, the certification requirements stated in Section Five of this RFQ.”

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Authorized Signature (Original)

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Print Name and Title

**SECTION SIX  
INFORMATION TO BE PROVIDED IN RESPONSE**

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one bound volume, not to exceed 25 pages in length. Responses to the items must be included immediately after the restated items. Only include exhibits requested in this RFQ.

Respondents may be selected for none, some, or all of the programs listed in Section Four. Respondents should indicate in which of the following role(s) their organization wishes to participate: Single Family Senior Manager, Co-manager, Selling Group Member, and/or Multifamily Investment Banker.

All responses should include the information covered in Sections A through E and Sections G through K below. If the respondent is interested in serving as Single Family Senior Manager and/or Multifamily Investment Banker, their response should also include the information covered in Section F below.

Firms that indicate they are interested in participating as Single Family Senior Manager and/or Multifamily Investment Banker will automatically be considered for Co-Manager and Selling Group Member. Firms that are interested in participating as a Co-Manager will automatically be considered for Selling Group Member. Firms selected may be asked to participate in both single family or multifamily bond issues, as appropriate.

## A. COVER LETTER – ALL RESPONDENTS

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information.

1. The name, job title, address, office and cellular telephone numbers, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.

2. Legal business status (individual, partnership, corporation, etc.) and address and telephone number of the Respondent.

3. A list of the roles for which your firm is interested in participating: Single Family Senior Manager, Co-Manager, Selling Group Member, and/or Multifamily Investment Banker.

## B. GENERAL INFORMATION – ALL RESPONDENTS

1. Provide a brief description of the Respondent that includes the length of time the Respondent has been in business, details about its public finance department, and information about the Respondent's ability to market taxable and tax-exempt bonds. Discuss any substantive changes in management and staffing within the Respondent's housing banking group, municipal securities trading group, and in any other area of its public finance practice in the last three years. Identify the location and key personnel of the municipal trading desk that will have primary responsibility for Florida Housing's bond sales.

2. Provide evidence that the Respondent is qualified to do business in the State of Florida.

3. Describe the Respondent's presence in Florida, and ability to be accessible to Florida Housing staff, availability for meetings, conferences, consultation, etc.

4. Describe the Respondent's ability to provide the services requested in Section Four of this RFQ immediately upon award of the contract.

5. Describe any relationships with other parties, e.g. brokers or financial advisory firms, regarding fee splitting or consulting/soliciting of business.

6. Provide proof of current professional liability errors and omissions insurance to include:

- a. Name of carrier and policy number;
- b. Effective date of insurance;
- c. Policy exclusions, if any;
- d. Current coverage amounts;
- e. Staff covered; and
- f. Type of coverage.

**C. QUALIFICATIONS OF PERSONNEL – ALL RESPONDENTS**

1. List the names of all of the Respondent’s key personnel who will be assigned to perform the services requested in Section Four of this RFQ. Indicate personnel assigned by multifamily and single family transaction type. Describe the identified key personnel’s qualifications and experience.

2. Provide resumes and locations of key personnel to be assigned to Florida Housing’s account. Include their proposed responsibilities and indicate the other housing clients to which they are assigned and in what capacity.

3. For services described in Section Four, Scope of Services, provide a list detailing state-level housing finance agencies to which your firm provides each of these services.

4. Please provide an overview of the Respondent’s public finance department as follows:

<b>TABLE 1 PUBLIC FINANCE DEPARTMENT OVERVIEW</b>				
	12/31/2019	12/31/2018	12/31/2017	12/31/2016
Number of professionals in Public Finance Department				
Number of professionals assigned full-time to tax-exempt housing				
Number of institutional sales personnel assigned exclusively to marketing tax- exempt bonds and notes				
Net capital of firm				
Excess net capital of firm				
Net capital allocated to Public Finance				
Excess net capital allocated to Public Finance				

5. Discuss any changes in staffing levels in the Respondent’s housing group since January 1, 2018, and its impact on servicing clients.

6. Provide a description of the Respondent’s proposed lead banker’s other responsibilities.

**D. EXPERIENCE – ALL RESPONDENTS**

1. Provide a listing of all Single Family housing finance agency bond issues in which the Respondent’s firm or current senior personnel at the Respondent’s firm to be assigned to this account have participated, noting the firm’s roles as either senior manager, co-manager or selling group member, in the past two years. In all senior manager situations, provide the number of additional senior managers existing on the account. Transactional details requested

in responses include: par amounts, fixed and variable rate amounts, detailed breakdown of underwriter spread components, and your role in the transaction. Summary information should be included in the proposal, but the detailed information may be presented in an exhibit. Summary information should clearly delineate between total firm housing activity and senior manager activity.

2. Provide the following summary data with respect to competitive, negotiated and private placement public sales of mortgage revenue bond transactions (both tax exempt and taxable) for each of the periods indicated in Tables 2 and 3 below.

<b>TABLE 2 SINGLE FAMILY</b>						
Year	Negotiated Sale - Senior Manager		Negotiated Sale - Co-Manager		Competitive Sale	
	# Issues	\$ Volume (Millions)	# Issues	\$ Volume (Millions)	# Issues	\$ Volume (Millions)
2019						
2018						
2017						
Total						

<b>TABLE 3 MULTIFAMILY</b>								
Year	Negotiated Sale - Senior Manager		Negotiated Sale – Co-Manager		Competitive Sale		Private Placement	
	# Issues	\$ Volume (Millions)	# Issues	\$ Volume (Millions)	# Issues	\$ Volume (Millions)	# Issues	\$ Volume (Millions)
2019								
2018								
2017								
Total								

3. List the state housing finance agencies for which the Respondent currently serves as senior manager, co-manager, and/or selling group member (specify in what capacity and whether it is for single family or multifamily). Identify any state housing finance agency for which the Respondent served as senior manager subsequent to December 2017, but for which the Respondent is not currently serving in that capacity.

4. Discuss three engagements that you feel are most similar to the relationship that you envision with Florida Housing. What was the term of the engagement and who at your firm was the primary contact for each engagement? How was the issuer similar to and different from Florida Housing? What specific challenges were presented in each engagement, and what do you consider some of your successes with each client?

5. How does the Respondent's firm commit capital to public finance activities? How much capital is committed to the municipal area since January 1, 2017? How might the absolute level of capital and the procedures that you use to allocate it affect your performance on Florida Housing bond issues?

6. If your firm publishes research on tax-exempt bonds, please include sample report as an exhibit.

#### E. MARKETING – ALL RESPONDENTS

1. Describe the Respondent's ability to market Florida Housing bonds and the firm's performance in the Florida Housing retail market.

2. Describe any distribution agreements, including retail distribution agreements, the Respondent's firm uses or contemplated using to market bonds. Please describe the relationship between the Respondent and the parties to the distribution agreements. Discuss how bonds and fees are allocated among the various parties.

3. Provide a description of the Respondent's marketing abilities in the following areas:

a. Retail and institutional sales capabilities, for both tax exempt and taxable municipal bonds;

b. National, as well as Florida Housing, marketing and distribution capabilities;

c. Secondary market trading activity of state housing finance agency securities over the last two years;

d. Primary and secondary market trading of Florida Housing securities over the last two years; and,

e. Primary market sales of tax-exempt and taxable serial bonds, term bonds, PAC bonds, pass-through bonds, notes and other bonds relevant to Florida Housing.

#### F. ISSUANCE STRATEGY AND RECOMMENDATIONS – SINGLE FAMILY SENIOR MANAGER AND MULTIFAMILY INVESTMENT BANKER RESPONDENTS ONLY

The following questions are to be answered only by respondents that request consideration for senior manager for Florida Housing's single family bond program.

1. Explain why the Respondent's underwriting, sales, and trading teams are more capable than other firms?

2. What is the Respondent's forecast for interest rates over the next year?

3. Given the current interest rate environment: a) discuss the use of tax-exempt bonds to fund single family mortgages. b) describe the Respondent's strategies on how to mitigate the scarcity of volume cap.

4. What does the Respondent believe to be the most significant issues facing Florida Housing in managing its financial and affordable housing activities during the next three years? What strategies does the firm recommend to Florida Housing in preparing to deal with those issues and what role does the Respondent envision in supporting these strategies? Discuss the outlook for housing bonds, including, but not limited to, taxable, tax-exempt, PACs, premium bonds, and pass-through structures, and the impact of issue size for each structure. Discuss the Respondent's experience in structuring bonds that achieve the lowest cost of funds, the lowest cost of issuance, the least negative arbitrage and the maximum bond yield to mortgage rate spread. Describe structures you would recommend that Florida Housing utilize given your views of the current market. Describe your firm's involvement in directly purchasing bonds from HFAs in the current market and the relevant terms of such purchases. Discuss your firm's willingness to directly purchase bonds from Florida Housing, and the related fees proposed.

5. Discuss how the Respondent could be helpful to Florida Housing as it seeks to develop new programs for single family and multifamily housing. Discuss any specific recommendations proposed for Florida Housing's consideration.

6. Describe the Respondent's approach to premarketing and establishing the initial pricing wire. Discuss the factors that are involved in determining whether a transaction should initially be presented brought to market with a conservative scale versus an aggressive scale when the Respondent's firm is positioning a transaction for the market. Discuss the Respondent's thoughts on presenting a scale based on your firm's view of the market versus premarketing to investors to determine the initial scale.

7. Discuss the difference in the Respondent's efforts and success selling bonds to individual (not professional) retail investors if the role of the firm is book-running senior manager, co-senior manager, or co-manager.

8. Propose the syndicate procedures for the retail and institutional order periods, including order priorities and designation rules, that would be optimal for Florida Housing's bond sales. Discuss the Respondent's views on whether professional retail should be a separate priority from individual retail and whether or not professional retail should be subject to designation rules

9. What other procedures would the Respondent recommend to optimize the distribution of bonds? In particular, how can the senior manager use the co-managers and selling group members to improve the pricing on and expand the distribution of Florida Housing's bonds? What mechanisms would the Respondent recommend to provide reporting and monitoring the sales performance of all participants?

10. Propose and justify how many senior and co-manager firms would be appropriate for Florida Housing's syndicate, and the types of firms that should be included. Discuss the

firm's thoughts on the practice of elevating one or more selling group members to co-manager positions and moving an equivalent number of co-managers to the selling group based on retail sale performance by each firm during the issuer's prior bond sale.

11. Discuss the Respondent's role and experience in providing financial products to housing finance agencies for the purpose of recycling prepayments and preserving volume cap for single family and multifamily bonds. Discuss the firm's ability and willingness to provide lines of credit or other recycling facilities to Florida Housing and the related fees proposed. Discuss the firm's ability and willingness to provide other forms of credit to Florida Housing (e.g. an unenhanced line of credit) and the related fees proposed.

#### G. LEGAL ISSUES – ALL RESPONDENTS

Describe any completed or pending litigation or regulatory action involving or alleged to involve securities law violation by current or previous members of your public finance department in the last five years, and the resolution thereof. Also describe any pending or anticipated proceedings by private parties against your firm (individually or in the aggregate) that your firm has determined may have a material adverse impact on the current financial status or operations of the firm.

#### H. FEES – ALL RESPONDENTS

1. Provide a complete schedule of fees for a single family transaction of \$150 million single family bond issue. Describe your firm's procedure for establishing takedowns for HFA bond issues. Under current market conditions, what takedowns would your firm propose for Florida Housing's bonds, broken down by maturity and type of security (taxable/tax-exempt, fixed rate, variable rate, PACs, notes/COBs, private placements, premium serials without housing calls, pass-throughs, and any other structure you think is relevant to Florida Housing). Discuss the management fee your firm would propose, if any, and how it should be split among the managers. What would be the expected profit to the senior managers versus co-managers on a typical offering size? Fill in Table 4 below assuming a \$150 million SF bond structure. For takedowns, management fee and expenses, fill in the fee or amount your firm proposes for serving as Florida Housing's underwriter under current market conditions. For yields, provide the yield that you would expect Florida Housing's bonds to have priced at as of February 26th, 2020.



**TABLE 4  
FEE SCHEDULE – \$150 MILLION SINGLE FAMILY BOND ISSUE**

Maturity	Non-AMT (Par)		Non-AMT (Premium)			Taxable	
	Yield	Takedown	Coupon	Yield	Takedown	Yield	Takedown
1/1/2021							
7/1/2021							
1/1/2022							
7/1/2022							
1/1/2023							
7/1/2023							
1/1/2024							
7/1/2024							
1/1/2025							
7/1/2025							
1/1/2026							
7/1/2026							
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7/1/2031							
1/1/2032							
7/1/2032							
7/1/2035							
7/1/2040							
7/1/2045							
7/1/2050							
4yr PAC	N/A	N/A					
5yr PAC	N/A	N/A					
6yr PAC	N/A.	N/A					
New Money Pass Through							
COB			N/A	N/A	N/A		
Note			N/A	N/A	N/A		
VRDO			N/A	N/A	N/A		

TABLE 4 FEE SCHEDULE – \$150 MILLION SINGLE FAMILY BOND ISSUE							
Maturity	Non-AMT (Par)		Non-AMT (Premium)			Taxable	
	Yield	Takedown	Coupon	Yield	Takedown	Yield	Takedown
			Cost				
			\$	\$/1000			
Management Fee <sup>1</sup>							
Underwriter’s Counsel							
Day Loan							
Ipreo Bookrunning							
Ipreo News Service Charge							
Ipreo Wire Charges							
DTC Charges							
CUSIP Fees							
CUSIP Disclosure Fee							
Electronic Investor Presentation							

2. Management fees proposed must include all charges relating to the services required under the contract and all out-of-pocket expenses, such as telephone, postage and shipping, printing and/or copy costs, and travel, if any. No costs will be reimbursed under the contract or engagement.

3. Provide a fee range acting as a placement agent on a Multifamily transaction that involves a \$15,000,000 private placement bond with a fixed interest rate with a 30-year term based on a 40 year amortization schedule.

*FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.*

**I. DRUG-FREE WORKPLACE – ALL RESPONDENTS**

If the Respondent has implemented a drug-free workplace program, the Respondent must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of the Respondent, under the terms of RFQ 2020-01, that the Respondent has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Print Title: \_\_\_\_\_

<sup>1</sup> Travel expenses are to be paid out of the management fee.

J. MINORITY BUSINESS ENTERPRISE – ALL RESPONDENTS

If the Respondent is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Respondent must submit the following certification:

I hereby certify on behalf of the Respondent, under the terms of RFQ 2020-01, that the Respondent is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

K. CERTIFICATION (Mandatory Item)

**FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFQ BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.**

**SECTION SEVEN  
EVALUATION PROCESS**

The individual Committee members will independently evaluate the Responses by reviewing the answers to each of the items identified in Section Six of this RFQ and assigning points up to the maximum points allowed for each item. The points available for items in Section Six are to be evaluated are as follows:

<u>Item Reference</u>	<u>Maximum Points</u>
B. General Information .....	10
C. Qualifications of Personnel .....	25
D. Experience .....	20
E. Marketing .....	25
F. Issuance Strategy and Recommendations .....	100
H. Fees .....	20
<b>Total Points Available.....</b>	<b>200</b>

In the event of a tie, Florida Housing will give preference in the award process to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

The Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee’s recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Responses, the Committee’s scoring, the non-

scored items in the Responses, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Respondents to whom to award a contract.

## **SECTION EIGHT AWARD PROCESS**

Florida Housing will provide notice of its decision, or intended decision, for this RFQ on Florida Housing's Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.