



REQUEST FOR PROPOSALS

RFP #2318

TO SERVE AS

FINANCIAL ADVISOR

March 28, 2022

Leidi Reyes
Procurement Officer
Leidi.Reyes@hocmc.org

Jennifer Arrington
Contract Officer
Jennifer.Arrington@hocmc.org

**HOUSING OPPORTUNITIES COMMISSION
OF MONTGOMERY COUNTY (MARYLAND)**

**10400 Detrick Avenue
Kensington, Maryland 20895**

REQUEST FOR PROPOSALS

The Housing Opportunities Commission of Montgomery County (the “HOC” or the “Commission”) is soliciting proposals from experienced firms that are interested in serving the Commission as Financial Advisor for its Housing Finance programs. Offerors are invited to submit proposals in conformance with the requirements described herein.

INTRODUCTION AND BACKGROUND

In 1939, the Housing Authority of Montgomery County, a public body corporate and politic, was established pursuant to the Housing Authority Laws. In 1974, the General Assembly of the State of Maryland reconstituted the Authority, changing its name to the Housing Opportunities Commission of Montgomery County, and granted it additional powers for the purpose of providing housing for persons and families who lack sufficient income or assets, as determined by the Montgomery County Executive, to enable them, without financial assistance, to live in decent, safe and sanitary dwellings without overcrowding. The additional powers included the making of mortgage loans to persons of eligible income and the purchasing of mortgage loans secured by housing for persons of eligible income.

The Commission has been providing mortgage loan financing through the issuance of revenue bonds since 1979. Throughout its history, the Commission has sold or remarketed approximately \$5.8 billion of bonds to fund and maintain its single family and multifamily housing programs, approximately \$548.6 million of which has been issued since January 2017. The issued securities consist of short-term and long-term bonds, draw down bonds, tax-exempt and taxable bonds, and fixed- and floating-rate bonds. As of December 31, 2021, \$180 million of single family and \$538 million of multifamily bonds were outstanding. Of the total outstanding bonds, \$76 million are variable rate demand obligation bonds of which \$39 million are hedged with three (3) interest rate swaps. The bulk of the bonds have been offered to the investing public through investment banking firms. Some of the bond issues have been privately placed, including a small number of bonds representing purchase money mortgage loans to sellers of multifamily projects. The Commission has an active municipal housing bond program that typically completes three to four

transactions each year; however, market conditions significantly impact the annual issuance volume.

In addition to its role as the Public Housing Authority of Montgomery County and owner, developer and manager of rental mixed-income housing in the county, the Commission is an innovative local housing finance agency which operates in a rapidly changing and increasingly complex municipal housing finance environment. Therefore, the Commission seeks a highly experienced advisor to assist its staff and Board of Commissioners with effective and sound management of its current housing finance programs, to structure and bring to market the best possible bond and note financings, and to assist with the management of its underwriting and legal bond financing team.

PART 1: PROPOSAL INFORMATION**1.1 Purpose:**

The purpose of this Request for Proposals ("RFP") is to invite firms experienced in the field of municipal finance, particularly housing finance, to submit proposals to HOC, outlining in detail their ability to serve as an independent financial advisor to the Commission. A firm must have demonstrated expertise in local and state housing finance agency programs as well as Federal, State and Montgomery County housing programs that may affect HOC's activities.

The successful firm would also be required to provide ad hoc related consulting services to the Commission.

1.2 Contract Officer:

The sole point of contact at HOC (the "Contract Officer") for the purpose of the RFP is:

Name: Jennifer Arrington
Title: Acting Director of Mortgage Finance
Telephone: (240) 627-9760

1.3 Closing Date:

Highly qualified firms are invited to submit proposals (including the Proposal Submittal and Non-Collusive Affidavit attached hereto) in accordance with the terms, conditions and specifications of this RFP to HOC by 2:00 p.m. on April 18, 2022 via email addressed to Purchasing@hocmc.org. Your email subject should read "Submission for RFP #2318 – Financial Advisor." Proposals submitted after the due date and time will not be considered. Proposals should only be submitted to the email address referenced above. Faxed or mailed transmission of an offer is not acceptable method of delivery of response to this RFP.

1.4 Solicitation Documents Link:

The complete solicitation documents are available electronically for download at the following website: <https://www.hocmc.org/do-business-with-us/current-bids-proposal.html>, under RFP #2318 – To Serve as Financial Advisor.

1.5 Questions:

Questions related to this RFP must be submitted in writing to the Procurement Office at Purchasing@hocmc.org by 12:00 p.m. on April 4, 2022. Responses to questions received in writing will be posted on HOC's website in the form of an addendum. Your email subject line should read "Questions for RFP #2318 – To Serve as Financial Advisor."

1.6 Addendum:

If this solicitation is amended with any addendums, then all terms and conditions, which are not modified by said addendum, shall remain unchanged. Respondents shall acknowledge receipt of any addendum to this solicitation by signing and returning the addendum with their proposal. Proposals, which fail to acknowledge receipt of any addendum, may result in the rejection of the proposal if the addendum contained information which substantively changes HOC's requirements, in HOC's sole discretion.

1.7 Minority Participation Policy:

HOC is committed to providing minority/female/disabled ("MFD") firms or individuals an opportunity to compete in its purchasing environment and encourages all MFD firms to respond to this solicitation directly or through subcontracting opportunities. HOC promotes the use of MFD firms in all of its bid opportunities and encourages all vendors to subcontract with firms with an MFD designation. Furthermore, HOC seeks responses from non-MFD firms with a record of employing minority persons in positions of responsibility. All responses must include a summary of the firm's affirmative action policy with respect to all levels of employment including professionals and partners, and a summary of the firm or individual's the MFD status, including certification. Non-MFD respondents should incorporate a plan to include MFD firms as subcontractors. Joint responses may be submitted but must include a plan for team management and efficiency such that the cost to the Commission of Financial Advisor services is competitive with that provided by single firms.

1.8 Section 3 Policy / HOC Work Policy:

All contracts and Purchase Orders executed between HOC and Contractors are subject to either Section 3 or HOC Works, based on the funding source of the contract.

- a. The work to be performed under this contract is subject to the requirements of HOC Works as set forth in **Exhibit A**. Offerors must complete on HOC Works Opportunities Plan, **Exhibit B**, for this RFP and submit as Part of its response to this RFP.
- b. HOC Works covered contracts are those that are funded by money connected to any source other than HUD.
- c. Any questions relating to HOC Works can be directed to Elliot Rule in HOC's Compliance Office at Elliot.Rule@hocmc.org or HOCWorks@hocmc.org.

1.9 Maryland Local Government Torts Claims Act:

HOC's liability under any contract in connection with this work will be subject to the **limitations contained in the Maryland Local Government Torts Claims Act, Maryland Code, Courts, and Judicial Proceedings II, § 5-301 et. seq.**

1.10 Disclosure:

Proposals submitted in response to this RFP shall be subject to disclosure pursuant to the provisions of the Maryland Public Information Act codified at Section 4-101 *et seq.* of General Provisions Access Article of the Code of Maryland.

1.11 Incurred Expenses:

HOC is not responsible for any expenses which offerors incur in preparing and submitting proposals.

1.12 Acceptance of Terms and Conditions:

By submitting a proposal in response to this RFP, the offeror accepts all of the terms and conditions set forth in this RFP.

1.13 Length of Contract:

HOC will contract with the selected firm for an initial period of four (4) years. Contract may be extended for two additional one-year terms for a maximum contract term totaling six (6) years. HOC reserves the right to terminate such contract(s), with or without cause, at any time.

PART 2: OFFEROR'S MINIMUM QUALIFICATIONS

2.1 Prior Experience:

The offeror must have at least 15 years of continuous experience in providing financial advisory service to housing finance agencies, 15 years of continuous experience with at least five (5) local and/or state housing finance agencies, and experience during the past five (5) years working with housing finance agency programs that involved a variety of single family and multifamily housing bonds issued in stand-alone or under parity indentures and secondary market financings (such as TBA), involving typical and innovative structures.

2.2 Insurance Requirements:

The offeror shall provide documentary evidence of professional liability insurance including for malpractice in the structuring of financing that are sensitive to both the Securities and Exchange Commission (“SEC”) and the Internal Revenue Service (“IRS”) regulatory authority, detailing coverage and deductible amounts.

Prior to commencement of work under an Agreement, the selected contractor shall obtain and keep in force at its own expense during the entire period in which work is being performed under the term of the Agreement, including all extensions, the insurance specified below with an insurance company licensed and qualified to do business within the State of Maryland. The selected contractor must submit to HOC a certificate of insurance prior to the award of a contract as evidence of compliance with this provision.

TYPE	LIMIT NOT BE LESS THAN
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal injury, and broad form property damage, including the following coverages: Contractual Liability, Premises and Operations; Products & Completed Operations; Independent Contractors & Subcontractors; Sexual Molestation and Abuse. Coverage shall be endorsed to apply on a per project or per contract basis.
Umbrella Liability	Umbrella/Excess Liability insurance coverage with a limit of liability of at least \$5,000,000.
Professional Liability	\$1,000,000 per claim and \$2,000,000 in the aggregate that covers professional errors and omissions, negligent acts, and misconduct or lack of ordinary skill during the term of the Agreement.

Automobile Liability	\$1,000,000 combined single limit for bodily injury and property damage coverage per occurrence including the following: owned automobiles, hired automobiles, non-owned automobiles.
Fidelity Bond or Crime Insurance	A fidelity bond (also known as an employee dishonesty bond or an honest bond) in the amount of at least \$2,000,000. The bond must cover all employees performing within the scope of the Agreement. The bond shall cover loss due to dishonest acts of employees and/or failure to faithfully perform duties. Employee theft coverage evidenced under a crime policy will be accepted in lieu of the bond requirement.
Worker’s Compensation	Meeting all the statutory requirements of the State of Maryland and with the following minimum Employer’s Liability limits: Bodily Injury by Accident - \$500,000 each accident Bodily Injury by Disease - \$500,000 policy limits Bodily Injury by Disease - \$500,000 each employee
Cyber Insurance	<p>\$1,000,000 per claim covering all acts, errors, omissions, negligence, infringement of intellectual property, network/cyber and privacy risks (including coverage for unauthorized access, failure of security, virus transmission, data damage/destruction/corruption, breach of privacy perils, unintentional or wrongful disclosure of information, as well as notification costs and regulatory defense). The policy shall contain affirmative coverage for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.</p> <p>\$2,000,000 Privacy and Network Security covering (i) the unauthorized use/access of a computer system; (ii) the defense of any regulatory action involving a breach of privacy; (iii) failure to protect confidential information (personal and commercial information) from disclosure; (iv) notification costs, whether or not required by statute; (v) network security liability; (vi) defense costs; and, (vii) privacy liability.</p>

Proof of such insurance shall be filed by the selected contractor(s) with HOC prior to commencement of work, and provide at least forty-five (45) days' written notice of cancellation or change. The Certificate of Insurance will name HOC as an additional insured and/or certificate holder, as follows:

Housing Opportunities Commission of Montgomery County, MD
Procurement Office – RFP #2318
10400 Detrick Avenue
Kensington, MD 20895

HOC reserves the right to modify its insurance coverage prior to execution of an Agreement and to self-insure.

2.3 Offeror's Capacity:

Each offeror must demonstrate the capacity of performing the potential volume and type of services as required by HOC described in Part 3 (Scope of Services Required) below must be available at all times to render services required under the contract.

2.4 Registered Municipal Advisor

The firm must be a registered Municipal Advisor pursuant to requirements of the Municipal Securitized Rulemaking Board and at least one member of the team must have passed the MSRB's Municipal Advisor Representative Qualification Examination (Series 50).

2.5 Technology:

Each offeror must demonstrate sufficient capacity to produce bond cash flows for housing finance programs for rating agencies and must also demonstrate its capabilities for managing secondary market trades as well as analyzing and providing advice on derivative products for the Commission. Offeror must be able to produce and distribute documents efficiently and in appropriate formats, including multiple draft official statements and other disclosure and legal documents. Consequently, offeror must describe its investment in the relevant technology to perform the required services and to complete any related financial analysis that may be requested by the Commission.

PART 3: SCOPE OF SERVICES REQUIRED**3.1 Purpose:**

HOC is seeking to retain the services of a financial advisor firm to advise it and assist with the management of its multifamily and single family housing finance programs within programmatic, market, and regulatory parameters. The firm selected as financial advisor will work closely with HOC staff members, general counsel, bond counsel, HOC's team of underwriters, and other parties necessary to market HOC bonds, including bond rating agencies, bond insurers, Trustees, and financial institutions.

3.2 Services:

The Financial Advisor shall consult and advise the Commission on the structuring of its bond issues, issuing and selling bonds, notes, or other obligations to finance activities in the Commission's housing programs, drafting or participating in the drafting of financing documents and drafting or reviewing program documents. The financial advisor will assist the Commission in evaluating underwriters' recommendations for bond and note offerings, and in preparing official statements, yield calculations, and cash flow arbitrage yield analyses for these transactions. These services may also include presentations to rating agencies and prospective buyers of bonds.

The Financial Advisor shall also provide the Commission with ongoing assessment of the municipal housing finance industry, trends that may affect its ability to run a successful program, potential legislative and regulatory changes, and administrative developments (such as from the U.S. Department of Housing and Urban Development). The Financial Advisor will assist the Commission to interpret bond counsel opinions and the applicability to each proposed financing.

The Financial Advisor will perform all duties normally associated with the role of Financial Advisor to a local/state housing finance agency, including but not limited to:

- A.** Advise and consult with the Commission in structuring its financings and lending programs which are funded with proceeds of tax-exempt governmental, 501(c)(3) and private activity bonds and taxable bonds (or notes and other forms of debt and equity (private or low income housing tax credit) financing with various forms of credit enhancement.
- B.** Facilitate and coordinate the Commission's financial team in structuring the issuance of bonds and notes.
- C.** Assist with the preparation and review of all required instruments and documents for bond and note financings, including preparation of the preliminary and final official

statements; preparation and review of cash flows; and preparation of application for credit enhancement.

1. Analyze the financial soundness of existing and proposed financings through the preparation of consolidated cash flows and other financial estimates based on assumptions. Update cash flow models to include new issues or refunding and analyze the impact on the indenture and ensure the inclusion of the 32- and 10-year rules in cash flow analysis applicable to single family bond programs.
 2. Reflect rating agency stress test standards, cross calling and Universal Cap compliance. Analysis and assumption should reflect various requirements set forth in the respective single family and multifamily Master Indentures/Resolutions.
 3. Prepare post bond sale analysis including underwriters' performance and cost of issuance.
- D.** Analyze and recommend management practices that will benefit the bond programs. These may include but are not limited to the impact of cross calling on the Indenture, best uses of excess revenues, use of volume cap to optimize program goals, mortgage warehousing, and bond redemption strategies to maximize income and reduce costs.
- E.** Assist the Commission in the selection of underwriters, the review of underwriters' performance, and the selection of liquidity, credit enhancement and swap counterparties and advise the Commission in connection with negotiation of related contracts and agreements. Also, advise the Commission on matters involving the negotiation of underwriters' fees and bond purchase contracts as well as agreements and contracts with the bond trustee and financial institutions.
- F.** Assist the Commission with submissions, presentations, and negotiations with financial institutions, rating agencies, developers, governmental entities, investors, and others on matters related to the Commission's financing practices and needs.
- G.** Review and make recommendations regarding HOC's investment policy for bond proceeds and other funds, including GIC or strategies that maximize yields within IRS guidelines.
- H.** Evaluate and make recommendations on the financial management of the Commission, its housing finance programs, and provide on-going assistance with financing problems and issues. Additionally, advise and assist the Commission with financial matters unrelated to bond financing, such as meeting the Commission's short-term cash needs and maintaining its credit rating by Moody's Investors Service.

- I. Periodically review the Commission’s financed projects (private, non-profit, and Commission-owned) and the Commission’s bond portfolio to determine desirability of refunding/refinancing and advise the Commission on the advantages of using prepayments for cross calling bonds versus recycling into new mortgage loans.
- J. Perform financial market analysis and assist the Commission in obtaining information concerning the structure of housing finance programs previously implemented or being implemented by other issuers. Advise the Commission in developing and analyzing alternative financing practices.
- K. Prepare or review yield calculations under Section 148 and 143(g) of the Internal Revenue Code. Prepare or review arbitrage rebate calculations under Section 148(f) of the Internal Revenue Code.
- L. Provide analytical support for any disclosure reporting or filings and assist the Commission with its response to the IRS regarding bond audits or SEC regarding continuing disclosure matters.
- M. Provide general financial advice on matters that periodically arise or at the request of the Chief Investment and Real Estate Officer to ensure sound program management.
- N. Assist the Commission with the structuring of real estate transactions such as: i) conversion of projects from HOC-owned to private ownership under the HUD Rental Assistance Demonstration program and similar programs, ii) mixed-income developments, iii) multifamily developments owned in a condominium regime, and iv) funding of developments through the Federal Financing Bank.

PART 4: **PROPOSAL FORMAT**

4.1 General:

All proposals shall be prepared with a concise description of the offeror's capabilities to satisfy the requirements of this RFP and specifically the requirements of Part 2 (Offeror's Minimum Qualifications) above and Section 4.3 (Required Information) below. Offerors should organize their proposals so that their responses to Part 2 and Section 4.3 correspond to the specific subsections in Part 2 and Section 4.3, to the extent possible without unnecessary repetition.

4.2 Length:

No proposal may exceed 10 pages, excluding any attached resumes, any lists identifying transactions or bond issues in which the offeror has been involved.

4.3 Required Information:

The proposal shall contain the information described below.

A. Offeror's Prior Experience:

1. Experience in Municipal Finance, Particularly Housing Finance

Describe the offeror's experience in the field of municipal finance during the last five years, with emphasis on single family and multifamily bond issues, including number of issuances, dollar amount, name of client, whether transactions were competitive or negotiated sales, issued under parity or stand-alone indentures, and include post sale analysis. The information should also include the type of structure and any innovative techniques or combinations of techniques, if any. For multifamily, the information should also include the type of ownership of the development (e.g., private, governmental, non-profit) and the use of public private partnerships. For single family, it should include strategies used to navigate adverse bond market conditions.

2. Experience in the Design, Development and Analysis of Bond Cash Flows

Describe in detail, the offeror's knowledge and skills in the design and preparation of cash flow analysis and the software or other technology used in the preparation. Please include discussion of rating agency cash flows as well as cash flow analysis completed annually for state and local issuers.

3. Innovative Techniques Developed by the Offeror

Describe the firm's involvement with any creative or innovative techniques or solutions for financing activities related to affordable housing in the last five years. Each offeror should include at least one example of a creative innovative technique

or solution in a financing, and a brief description of the offeror’s involvement.

4. Experience in the Field of Derivate Products for Housing Finance

Describe advice recently provided by the offeror that has enabled its clients to execute multifamily or single family transactions using derivative products. The offeror must provide information about the role it played in each transactions, including the dollar amount, features of the transactions, documents prepared and negotiated, the financial analysis involved, and how the client achieved the best pricing to execute its financing transaction. Describe the firm’s structure that enables it to advise its clients on secondary market participation pricing. Also describe how the offeror provides routine advice to its clients on existing derivative products.

B. Financial Soundness:

All firms must submit financial statements consisting of a balance sheet and income statement for their most two operating cycles.

C. Financial Advisory Team (Specific Individuals Responsible for Performance of Contract):

Provide a detailed description of the key personnel to be assigned to the HOC account, including the following information:

1. Identify the individuals forming the financial advisory team, specify, the availability of such individuals during the next six years (note—HOC will not permit substitutions of the financial advisory team without its prior written consent), the percentage of their time allocated to the contract (the total contract time spent by each individual should equal 100%), and the extent to which each participated in the transactions described in subparagraph 4.3.A above.
2. Identify which MSRB, SEC or State securities law licenses that the specific individual and firm hold. Other licenses, accreditations, and professional association memberships should be identified as well.
3. Identify any possible conflicts of interest in connection with the representation of existing clients which may arise if selected to serve as HOC financial advisor and how they would be resolved.
4. If not performed by your firm, identify other personnel or firms with responsibility for the preparation and analyses of cash flows or any other part of the contract.
5. Knowledge, Skills, and Abilities questions:

- a. Please describe your experience with assisting your clients to obtain or renegotiate liquidity support in the past three years, including type, term and aggregate dollar of transactions supported.
- b. What strategies do you propose for managing rating agencies, investors, liquidity providers, credit enhancers, annual state volume cap allocation?
- c. How would your firm conduct market surveillance to provide timely and accurate market information to ensure that the Commission achieves the best market price in negotiated underwritings?
- d. What is the firm's or team members' experience with derivative products that enable the Commission to manage its interest rate risks?
- e. How can the Commission enhance or differentiate its single family product in the secondary market?

D. Other:

Any other information which the offeror considers relevant to a fair evaluation of its experience and capabilities.

E. Rates and Fees:

The offeror must submit in the proposal:

- a. The method proposed for determining its fee (i.e., hourly charges or per bond fee). Whichever method is proposed:
 - i. The type of services amount to be charged for professional fees under the method designated.
 - ii. Any other charges the offeror would make and expenses for which reimbursement would be sought, including the method for determining the charge.
 - iii. Regardless of which method of compensation is proposed, the offeror should indicate whether it would accept the other method. If the other is unacceptable, the offeror should state the reasons.
- b. Any other method of compensation acceptable to the offeror.
- c. Pricing schedule: Offeror is required to complete **Exhibit C – Proposed Fee Schedule** and is requested to add additional services it proposes to that are not listed.

PART 5: EVALUATION AND SELECTION PROCEDURE**5.1 Evaluation Committee:**

HOC has established an evaluation committee (the "Evaluation Committee") which will recommend the selection of financial advisor to the seven members of the HOC Board of Commissioners. The HOC Commissioners will make the final decision.

5.2 Discretion in Determining Deviations and Compliance:

The Evaluation Committee shall determine which of the offerors have met the minimum qualifications of Part 2 of this RFP. The Evaluation Committee shall have the sole right to determine whether any deviation from the requirements of this RFP is substantial in nature, and the Evaluation Committee may reject unacceptable proposals. In addition, the Evaluation Committee may reject in whole or in part any and all proposals, may waive minor irregularities in proposals, may allow an offeror to correct minor irregularities, and may negotiate with responsive offerors in any manner deemed necessary to serve the best interests of HOC.

5.3 Oral Presentations:

The Evaluation Committee may employ a procedure of competitive negotiations in which finalists may be invited to make oral presentations of their proposals to the Evaluation Committee. If determined to employ, the presentations by the offerors shall not exceed twenty (25) minutes followed by such further time for responses to questions from the Evaluation Committee as may be required. Oral presentations shall be considered part of the offeror's proposal. If determined to employ, the Evaluation Committee will hear virtual presentations at a date to be determined by the committee.

At the conclusion of the oral presentations, the Evaluation Committee may recommend to the Commission an offeror as being the most responsive based upon the offeror's written proposal and the offeror's oral presentation, without further negotiation.

If the Evaluation Committee determines that further negotiation with offerors is in the best interest of HOC, the Evaluation Committee will advise the responsive offerors how such negotiations will be conducted. Upon completion of all negotiations, and upon receipt of "best and final offers" submitted as a result of such negotiations, the Evaluation Committee, after considering the factors listed in paragraph 5.5 below, shall make its recommendation to the Commission.

5.4 Selection Considerations:

The Evaluation Committee will determine whether one or more firms will be selected. If more than one firm is selected, HOC will reserve the right to determine the allocation of work among the firms.

5.5 Evaluation Considerations:

The Evaluation Committee will evaluate the proposals on the basis of the following factors which are listed in order of relative importance.

A. Financial Advisory Team (Specific Individuals Responsible for Performance of Contract) (40%):

An evaluation of the qualifications, expertise, general reputation and ability to work with HOC of the individuals who will be responsible for the performance of the services as required by this RFP. Included in this evaluation will be the financial advisory team's expertise in the fields of municipal finance in general, and housing financing in particular. The financial advisory team's availability for consultation with or advice to HOC during the next three (3) years will also be evaluated. Each offeror is expected to demonstrate knowledge of HOC's programs and financing methods.

B. Price (20%):

The reasonableness of the offeror's rate and fee proposal.

C. Prior Experience in Public Finance and Related Areas (20%):

An evaluation of the quality and quantity of the offeror's significant experience and expertise in the area of public finance and related areas as required by this RFP, with emphasis on:

1. Quality and relevance of prior experience in the field of housing finance, particularly with state and local housing finance agencies;
2. Quality and relevance of prior experience in or knowledge of public finance and the syndication and sale of bonds; and
3. Quality and relevance of knowledge of the programs and financing of the Commission.

D. Minority/Female/Disabled Participation (5%):

An evaluation of the extent and quality of the proposed participation by minority owned firms and minority persons in non-minority owned firms. If joint proposals are submitted, an evaluation of the management and cost effectiveness of the joint venture.

E. Presentation (10%):

An evaluation of the clarity, completeness, and responsiveness of the offeror's written proposal and, if employed, oral presentation, as required by this RFP.

F. Location of Office (5%):

The location of an office in Montgomery County or elsewhere in the Baltimore, MD and Washington, DC metropolitan area.

Timetable for RFP #2318

Action	Date
RFP Issuance Date	March 28, 2022
Written Questions Submitted	April 4, 2022
Responses to Written Questions	April 11 2022
Proposals Due Date	April 18, 2022
Interviews (TBD)	TBD
Commission Approves Selection	June 1, 2022
Contract Executed	June 2022
Contract Effective Date	July 1, 2022