



**Request for Proposal  
For  
Bond Issuance Underwriting Team (Senior and Co-Managers)**

Delaware State Housing Authority (DSHA) is conducting a Request for Proposals to select Managers for tax exempt and taxable Single Family and Multi-Family Mortgage Revenue Bond issuance, as well as provide technical assistance for financing structures which do not require bond issuance. DSHA anticipates the agreement to be a period of three years with an option to extend for up to a period of two years. The agreement may also contain provisions for multiple Senior, Co-Manager(s), and Selling Group Members and may also provide for rotation of book running responsibilities.

Interested parties should submit a proposal by Thursday, September 19, 2019, by 2:30 p.m. to:

Brian K Rossello  
Director of Housing Finance  
Delaware State Housing Authority (DSHA)  
Carvel State Office Building  
820 N. French Street, 10<sup>th</sup> Floor  
Wilmington, DE 19801  
Telephone: 302-577-5001  
[Brian@destatehousing.com](mailto:Brian@destatehousing.com)

Criteria for selection include: organization, experience, marketing, innovation, and financial information. DSHA anticipates selection on or before October 7, 2019.

All qualified persons, firms and proposers will receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap or sex. Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), and Veteran-Owned Business Enterprises are encouraged to apply. Equal Opportunity Employer/Equal Housing Opportunity.



**Request for Proposals  
For  
Bond Issuance Underwriting Team (Senior and Co-Managers)**

Purpose

Delaware State Housing Authority (DSHA) is conducting this Request for Proposals (RFP) to select Senior and Co-Manager(s) for Single Family and Multi-Family tax exempt and taxable bond issuance, as well as provide technical assistance for financing structures, which do not require bond issuance. DSHA securitized over \$225,000,000 in mortgage backed securities through the To Be Announced (TBA) execution in CY 2018 and has locked over \$100,000,000 YTD 2019. In addition to the TBA production, DSHA issued \$20,630,000 in Single Family tax-exempt housing bonds last year. There was no activity in the Multi-Family and Taxable Bond programs.

This RFP is conducted pursuant to Title 31, §4014 of the Delaware Code.

**DSHA Contact**

Brian K Rossello  
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## **General RFP Guidelines**

1. One hard copy and one electronic version of the proposal should be provided. Please limit your response to 15 pages, exclusive of a cover letter and exhibits.
2. If selected as candidate, interviews will be held week of September 30th, 2019, at the DSHA Wilmington office.
3. Please specify the position(s) you are responding for (Senior or Co-Manager).
4. An authorized representative of the firm must sign proposals.
5. DSHA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
6. The proposer certifies by submission of a proposal that it is not a debarred, suspended, or ineligible contractor.
7. Questions pertaining to this RFP process should be addressed to the DSHA contact via e-mail. All questions and responses will be made available online at [www.destatehousing.com](http://www.destatehousing.com) for all candidates to view. Questions should be received by September 17, 2019.
8. Applicants seeking the Senior Manager position must complete all sections. Applicants seeking just the Co-Manager(s) positions should only complete the questions with an asterisk (\*). All Senior Manager Applicants will be automatically considered for the Co-Manager(s) positions.

## **SECTION I – Organization**

1. Describe your firm’s organizational structure.\*
2. Describe the configuration and staffing of the department or group that would have primary responsibility for the DSHA account. How many professionals assigned full-time to tax-exempt housing bond financing?\*
3. Provide resumes (in an appendix) of key personnel who would work actively on the DSHA account and a summary of each individual’s experience with housing bond financing.\*
4. Describe all services your firm intends to provide to DSHA as Senior Manager.
5. Describe your in-house computer support resources for structuring housing bond financing. Do you rely on outside sources for cash flow analysis for rating agency presentations? How many full time staff create cash flow numbers?
6. Which cash flow software does the firm use?
7. Describe your firm’s municipal research department and its work related to housing bond issues.
8. Describe your firm’s status as a minority or woman-owned firm.\*
9. Describe your firm’s working experience with minority and/or woman-owned firms in structuring, financing, and selling housing, and/ or municipal bonds in general.\*

Note: Applicants seeking just the Co-Manager position should only complete the questions with an asterisk (\*).

## **SECTION II – Experience**

1. What State Housing Agencies have you represented in the last three years? And in what capacity?\*
- a. Provide references with names and phone numbers of each agency represented.

2. Briefly describe all innovative financing techniques your firm, as Senior Manager, have employed in the past three years in structuring taxable, and tax-exempt housing bond issues for Single Family and Multi-Family programs.
  - a. Be specific in describing the problem, the solution to the problem, and the results of the solution.
3. In an appendix, list both taxable and tax-exempt housing bond financing for which your firm acted as Senior Manager, Co-Manager or Financial Advisor (specify which) during each of the past three years. Include date of issue, issuer, type of financing, issue size, new money versus current refunding, list underwriters' spread component (*only if Senior Manager*) and any special features.
4. Has your firm ever been removed from an account prior to the expiration of its contract? If so, please explain.\*
5. Describe your firm's experience with the TBA market.
6. How have you assisted clients during times market conditions are not suitable for bond executions?
7. Does your firm have any experience with assisting agencies raising capital to fund down payment assistance?

### **SECTION III – Marketing**

1. Describe your firm's retail and institutional marketing network for municipal bonds in Delaware and adjacent States.\*
2. What are your firm's strengths in housing bond distribution? Please break down institutional vs. retail.\*
3. Describe your trading experience in the municipal bond secondary market and provide trading volumes for municipal bonds in general, and housing bonds in particular.\*
4. What suggestions do you have for expanding Community Reinvestment Act (CRA) sales at or below market rates in Delaware?\*

### **SECTION IV - Financial Information**

1. Provide your firm's most current annual report and financial statements. Indicate your firm's current excess net capital based on Securities and Exchange Commission (SEC) or New York Stock Exchange (NYSE) regulations.\*
2. Outline your firm's ability and willingness to commit capital on behalf of the issuer, including your firm's limits and requirements. Give examples of when and how your firm did this for State Housing Finance Agencies (HFAs) in the past 2 years.\*
3. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved.\*

Note: Applicants seeking just the Co-Manager position should only complete the questions with an asterisk (\*).

4. Provide a complete schedule of fees for a Single Family transaction on a scale from \$25 to \$100 million. What would be the expected profit to the Senior Managers versus the Co-Managers on a typical offering of this size?
5. Is your firm or predecessor firm now, or in the past three years has it been, the subject of any investigation of proceedings by any governmental agency related to your public finance activities? If so, describe the circumstances and provide assurance to DSHA that these investigations or proceedings will not affect your ability to complete the proposed transaction.\*

## **SECTION V – Criteria**

1. Organization\*
2. Experience\*
3. Marketing\*
4. Financial Information\*
5. Management Fees and Bond-Related Costs\*

## **SECTION VI - Agreements**

1. Agreements will be for a period of three years with an option to extend for up to a period of two years. The agreements may contain provisions for multiple Senior, Co-Manager(s), and Selling Group Members and may also provide for rotation of book running responsibilities.
2. Agreements are expected to be effective on or before October 7, 2019.