



Homes and Community Renewal

Kathy Hochul, Governor RuthAnne Visnauskas, Commissioner/CEO

Request for Proposals for Computational Analytic Services

Issuance Date: August 2, 2024
Submission Deadline: August 23, 12pm, EDT

Number: HCR-RFP-240802

**NEW YORK STATE HOUSING FINANCE AGENCY
STATE OF NEW YORK MORTGAGE AGENCY
641 LEXINGTON AVENUE • NEW YORK, NEW YORK 10022
www.hcr.ny.gov**

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STATE OF NEW YORK MORTGAGE AGENCY**

**REQUEST FOR PROPOSALS
FOR
COMPUTATIONAL ANALYTIC SERVICES**

IMPORTANT NOTICE: A Restricted Period under the Lobbying Procurement Law is currently in effect for this procurement process and will remain in effect until approval of the Contract(s). Proposers are prohibited from Contacts related to this procurement process with any employee of the New York State Housing Finance Agency and State of New York Mortgage Agency (collectively, “Agencies”) or their Affiliates¹, other than the Designated Contact Officer listed below.

Lobbying Law Designated Contact Officer:

Michael Vayser, Assistant Counsel
New York State Homes & Community Renewal
641 Lexington Avenue, 5th Floor
New York, New York 10022
Michael.Vayser@hcr.ny.gov

If you have inquiries regarding this request for proposal or would like to contact the Agencies regarding issues not relating to Lobbying Procurement Law Contacts, please forward inquiries via electronic email to Vanessa Lepe-Mora, Lisa G. Pagnozzi, Jerome White and/or Miulina Ng at contractunitinfo@hcr.ny.gov.

Further information regarding the Agencies’ Lobbying Procurement Law policies is available in the [Agencies’ Standard Clauses and Requirements for Solicitations](#), hyperlinked herein as Exhibit A.

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¹Affiliates shall mean the other agencies comprising New York State Homes and Community Renewal being the Housing Trust Fund Corporation, New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency, and Tobacco Settlement Financing Corporation.

I. Introduction

[New York State Homes and Community Renewal](#) (“HCR”) consists of all the major housing and community renewal agencies of the State of New York (“State”), including the New York State Housing Finance Agency (“HFA”) and State of New York Mortgage Agency (“SONYMA”) (individually, “Agency” and collectively, “Agencies”). HCR includes other agencies (“Affiliates”) not involved in this request for proposals (“RFP”) process.

II. Purpose and Overview

The New York State Housing Finance Agency and State of New York Mortgage Agency seek proposals from qualified firms (“**Firms**” or “**Proposers**”) interested in providing certain computational and other analytic services (“**CA Services**”), in connection with (i) multifamily affordable housing revenue bond transaction and other related matters and/or (ii) single family mortgage revenue bond transactions and other related services. Proposals may be submitted separately for HFA or SONYMA or may be submitted for both HFA and SONYMA. The scope of services is more fully explained in the Scope of Services section of this RFP.

The Agencies are public benefit corporations of the State of New York, co-located and co-administered from their New York City (“NYC”) office. The Agencies actively participate in the issuance of their respective bonds and the Agencies’ staff supervises each step of the financing process.

More detailed information relating to the Agencies and their respective programs may be found at the [Agencies’ website](#), hyperlinked herein.

2.1 New York State Housing Finance Agency

The [New York State Housing Finance Agency](#) is a public benefit corporation created in 1960 to finance low- and moderate-income rental housing. HFA issues taxable and tax-exempt bonds to provide mortgage loans to developers of affordable multifamily rental housing. HFA’s mission is to create and preserve high quality affordable multifamily rental housing that serve communities across the State of New York. Today, HFA is one of the nation’s most prolific issuers of multifamily housing bonds.

In 2023, as one of the primary issuers of municipal bonds for housing in the nation, HFA issued over \$1.156 billion of bonds to finance over 3,953 affordable units. HFA utilizes three financing tools to fund its projects: (i) fixed rate bonds for its all-affordable projects funded under the

Affordable Housing Revenue Bond Resolution; (ii) unrated private placements on a case by case basis; and (iii) variable rate demand bonds for its 80/20 developments. As part of its mission, the Agency looks to continuously explore new and innovative cost-effective financing techniques and efficiencies that can be implemented in its existing financing structures.

2.2 State of New York Mortgage Agency

The [State of New York Mortgage Agency](#) is a public benefit corporation, created in 1970, to provide single-family homeownership opportunities for low- to moderate-income New Yorkers. The Agency funds its mortgage lending activities through the issuance of taxable and tax-exempt bonds under two resolutions: (i) The Homeowner Mortgage Revenue Bond Resolution; and (ii) Mortgage Revenue Bond Resolution. The Agency is the only State issuer of single-family housing bonds.

In 2023, the Agency issued over \$275 million in bonds and funded over 1,701 mortgages. Together with HFA, the two agencies combined were one of the top four largest housing issuers in the nation last year.

III. [RESERVED] ~~Assessment of Practices relating to Diversity and Service Disabled Veteran Owned Business (“SDVOBs”)~~

~~The Agencies have determined, pursuant to New York State Executive Law Article 15A (“Article 15 A”) and Veterans’ Law Section 3 (“Section 3”) that the assessment of participation by minority and/or women owned business enterprises (“MWBEs”) (assessment of participation by MWBEs hereinafter referred to as “Diversity”) and service disabled veteran owned businesses (“SDVOBs”) practices of Proposers responding to this RFP is practical, feasible, and appropriate.~~

~~3.1 — Minority and/or Women Owned Business Enterprise Participation (“Diversity”)~~

~~The Agencies are committed to awarding contracts to firms that are dedicated to Diversity and provide high quality services. The Agencies strongly encourage firms that are certified by the State as MWBEs to submit responses to this RFP. All MWBE firms submitting proposals to~~

~~this RFP should be registered as such with the State’s Empire State Development (“ESD”).~~

~~The Agencies are required to implement the provisions of Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all contracts of the Agencies, as defined therein, with a value in excess of \$25,000. The Agencies strongly encourage the partnering of MWBE firms with majority firms and MWBE firms with other MWBE firms. For assistance identifying MWBE partners, review the list of certified State MWBEs, accessible at the following web address: <https://ny.newnycontracts.com/frontend/searchcertifieddirectory.asp>~~

~~For purposes of this solicitation, the Agencies hereby establish an overall goal of 30% of total contract expenditures for MWBE participation, 15% for minority owned business enterprises (“MBEs”) and 15% for women owned business enterprises (“WBEs”).~~

~~3.2 Service Disabled Veteran Owned Business Enterprise Participation~~

~~The Agencies are committed to awarding contracts to SDVOBs that provide high quality services. The Agencies strongly encourage firms that are certified as SDVOBs to submit responses to this RFP. All SDVOB firms submitting proposals to this RFP should be certified with the State’s Office of General Services (“OGS”).~~

~~The Agencies are required to implement the provisions of Article 17-B for all Agency contracts, as defined therein, with a value in excess of \$25,000. For assistance identifying SDVOB partners, review the~~

~~list of certified State SDVOBs, accessible at the following address:
<https://online.ogs.ny.gov/SDVOB/search>.~~

~~For purposes of this solicitation, the Agencies hereby establish a goal of
6% of total contract expenditures for SDVOB participation.~~

~~3.3 — MWBE and SDVOB Partner/Subcontractor Interest~~

~~MWBEs and SDVOBs certified in the State may request that their firm's
contact information be included on a list of MWBE and SDVOB firms
interested in serving as a subcontractor for this RFP. The listing will be
publicly posted on the Agencies' website for reference by the bidding
community. A firm requesting inclusion on this list should send
contact information and a copy of its MWBE certification and/or
SDVOB certification to ContractUnitInfo@her.ny.gov. Nothing
prohibits an MWBE or a SDVOB firm from proposing as a prime
contractor (i.e., a "Proposer").~~

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IV. Calendar of Events and Milestones

It is anticipated that contract resulting from this RFP process will be awarded based on the following schedule:

Event	Date
Issuance of Request for Proposals	August 2, 2024
Deadline for RFP Questions	August 12, 2024, 12:00pm EDT (“ Eastern Daylight Time ”)
Deadline for Responses to RFP Questions	August 16, 2024
Deadline for Submission of Proposals	August 23, 2024, 12:00pm EDT
Interviews/Demonstrations (if necessary)	To Be Determined
Anticipated Selection Date*	November 1, 2024

*Subject to the approval of each Agency’s Board of Directors (“**Board**”).

The Agencies reserve the right to modify this schedule at their discretion. Notification of changes in connection with this RFP will be made available to all interested parties via the Agencies’ web page at: <https://hcr.ny.gov/procurement-opportunities> .

V. Scope of Services (“Scope of Work”)

The Agencies seek to engage one or more firms, registered with the SEC and the Municipal Securities Rulemaking Board, pursuant to the Dodd Frank Wall Street Reform and Consumer Protection Act. The principal coverage personnel should have at least five years of experience with computational analytical services with similar State Housing Agencies.

5.1 General Scope of Services for HFA

The overall responsibilities of the successful Proposer will include, at a minimum, the CA Services indicated below.

- a) CA Services relating to the management, on a continuing basis, of HFA’s Affordable Housing Revenue Bond Resolution including (i) maintaining a current electronic cash flow model of that resolution and (ii) completing, when directed by Agency staff, certain analytic exercises which will provide Agency management with data to be used in making

strategic business decisions. The Agency currently contemplates approximately four transactions annually (excluding refinancings and special situations).

- b) CA Services relating to bond financings that include, but are not limited to: (i) structuring transactions; (ii) preparing cash flows, yield analysis, and other bond related material needed in connection with these financings to be delivered to the Public Authorities Control Board (“PACB”), State’s Comptroller’s Office, and rating agencies; (iii) analyzing the inclusion of variable rate, swaps, and interest rate exchanges in these transactions; (iv) analyzing matters relating to the inclusion of new money bonds and refunding bonds; and (v) volume cap recycling tracking.
- c) CA Services required to review and track tax compliance including arbitrage, rebate, mortgage yield, and various rules imposed on multifamily mortgage revenue bond transactions, and other matters which may arise from time to time.
- d) Analytic services to assist Agency management with making business determinations relating to resource allocation, and future business plans.
- e) Other related CA Services that the successful Proposer believes are of a substantive nature as to warrant additional analysis.

5.1.1 Specific Scope of Services

In addition to the General Scope of Services listed above, the successful Proposer(s) will be expected to provide the following CA Services for the Agency, as directed by Agency staff:

- a) Undertake analytics relating to debt issuance and long-term planning;
- b) Provide analysis of the effects of certain programmatic and bond structuring business decisions to assist the Agency in evaluating redemption options and the structure of new bond sales;
- c) Provide reports on the financial health of the indenture;
- d) Assist in bond recycling on an as needed basis;
- e) Prepare PACB cash flow projections;
- f) Compute bond sale results;
- g) Prepare rating agency cash flow projections;
- h) Prepare resolution cash flow statement;
- i) Analyze refunding opportunities and structures;
- j) Maintain a refunding genealogy;
- k) Preparation and updating of HFA loan schedules during construction and conversion;
- l) Bond volume cap recycling tracking;
- m) Maintain records for each tax plan;
- n) Assist in official statement review and preparation, including loans outstanding information;
- o) Determine bond yield;

- p) Determine mortgage yield;
- q) Undertake mortgage spread Calculations;
- r) Independently compute reserve requirements; and
- s) Provide other related CA Services required by the Agency.

5.2 General Scope of Services for SONYMA

The overall responsibilities of the successful Proposer will include, at a minimum, the CA Services indicated below.

- a) CA Services relating to the management, on a continuing basis, of the Agency's two major bond resolutions including (i) maintaining a current computer based cashflow model of those resolutions and (ii) completing, when directed by Agency staff, certain analytic exercises which will provide Agency management with data to be used in making strategic business decisions. The Agency currently contemplates approximately three transactions annually (excluding refinancings and special situations).
- b) CA Services relating to bond financings which will include, among other tasks: (i) structuring transactions; (ii) preparing cashflows and other bond related material needed in connection with these financings to be delivered to public entities and rating agencies; (iii) analyzing the inclusion of interest rate exchanges in these transactions; and (iv) analyzing matters relating to the inclusion of new money bonds and refunding bonds.
- c) CA Services required to review and track tax compliance including arbitrage, rebate, mortgage yield, and universal cap requirements, various rules imposed on single family mortgage revenue bond transactions, and other matters which may arise from time to time.
- d) CA Services to assist Agency management with making business determinations relating to resource allocation, and future business plans.
- e) Other CA Services that the successful Proposer believes are of a substantive nature as to warrant additional analysis.

5.2.1 Specific Scope of Services

More specifically, it is anticipated that the successful Proposer will, as directed by Agency staff, undertake the following tasks:

- a) undertake analytics relating to Debt Issuance and Long-Term Planning;
- b) prepare PACB cash flow projections;
- c) compute bond sale results;
- d) prepare rating agency cash flow projections;
- e) prepare resolution cash flow statement;
- f) maintain a refunding genealogy;
- g) demonstrate compliance with 10-year and 32-year Rules;
- h) calculate transferred proceeds;
- i) maintain records for each tax certificate;
- j) determine bond yield;

- k) undertake mortgage spread calculations;
- l) independently compute reserve requirements;
- m) prepare Universal Cap Compliance materials for review by Agency staff and bond counsel;
- n) provide analysis of the effects of certain programmatic and bond structuring business decisions to assist the Agency in evaluating redemption options and the structuring of new bond sales;
- o) provide quarterly reports on the financial health of the indenture;
- p) project replacement refunding capacity on an as needed basis;
- q) provide prepayment speeds on each of the Agency's outstanding bond series;
- r) monitor usage of zeroes to ensure compliance with the 42-month Rule;
- s) apprise the Agency of its position in the mortgage market through various market interest rate analysis; and
- t) assist the Agency in evaluation of programmatic needs, including non-bond related strategies.

VI. Proposal Requirements

A complete proposal for this RFP is comprised of five (5) separate tabs: (i) Tab One: Proposal Cover Sheet, Cover Letter and Proposal Certification; (ii) Tab Two: Technical Proposal; (iii) Tab Three: Cost Proposal; (iv) Tab Four: Administrative Proposal; and (v) Tab Five: EEO, Diversity and SDVOB Proposal.

The Proposal must be complete and prepared in the format consistent with the instructions provided in this RFP. In all instances, the Agencies' determination regarding a proposal will be final. Proposals not organized in the manner prescribed in this RFP may be considered non-responsive at the Agencies' sole discretion. Proposers should not refer to other parts of the proposal, to information that may be publicly available elsewhere, or to the Proposer's or other websites in lieu of answering a specific question.

VII. Contents of Proposals

The Proposer must submit a proposal that clearly provides all the information required in this RFP. Emphasis should be made on conformance to the RFP instructions, responsiveness to the RFP requirements, and clarity of content. The Proposer is advised to thoroughly read and follow all instructions contained in this RFP. Proposals that do not comply with these instructions, or do not meet the full intent of all the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed non-responsive.

The Agencies do not require, nor desire, any promotional material that does not specifically address the proposal requirements in this RFP.

The proposal should demonstrate that the Proposer is qualified to perform the Scope of Work based upon prior relevant professional experience. The Agencies will perform a comprehensive review of each proposal submitted.

Proposer is required to submit the information and documentation listed below in the order in which it is requested. A proposal that does not include all required information and completed forms may be subject to rejection.

The completed proposal will include Tabs One through Five, as described in the Proposal Submission Requirements section of this RFP. Each Tab must be electronically bookmarked as “Tab 1,” “Tab 2,” “Tab 3,” “Tab 4,” and “Tab 5,” and must be presented in the exact order requested in this RFP.

The Proposer’s proposal must contain responses to the items listed below.

7.1 TAB 1: Proposal Coversheet, Cover Letter and Proposal Certification Cover Letter

7.1.1 Proposal Coversheet

The Proposer shall complete and submit a Proposal Coversheet which contains identifying information for the firm. The Coversheet must be submitted utilizing the template provided in Attachment I.

7.1.2 Cover Letter with Executive Summary (3 pages)

The Proposer’s Cover Letter must (i) be on Proposer letterhead, (ii) not exceed two (2) pages, and (iii) include the following items:

- a) The Proposer’s name, address, telephone number, fax number, email address and web site address, if applicable;
- b) The names, titles, telephone numbers, fax numbers, and email addresses of the principals and the individual(s) within the Proposer’s organization who will be the Agencies’ primary contact concerning the proposal;
- c) A summary of the Proposer’s organizational history and legal structure (*e.g. corporation, State of incorporation, authority to do business in the State of New York, evidence of MWBE and/or SDVOB certification status, if applicable, etc.*);

- d) The location of the Proposer’s main business office. If there are other locations of the Proposer that may be involved in future transactions, identify those other locations and include names/telephone numbers/fax numbers/email addresses of contact persons in those locations;
- e) A statement affirming the number of years that the Proposer or its principals have provided similar CA Services to those described in the Scope of Work section of the RFP; **AND** indicate at least one engagement completed within the past three years (*excluding engagements provided for the Agencies*), comparable in nature, to the CA Services describe in the Scope of Work section of this RFP;
- f) The name(s) of the primary staff who will provide services to the Agencies; and
- g) Indicate whether Proposer possesses the CA qualifications as indicated in the Scope of Work section of the RFP; ~~and~~
- ~~h) Indicate whether the Proposer will be subcontracting with an MWBE and/or SDVOB, and if so, provide the name of the MWBE and SDVOB entity(ies) and principal(s); if the Proposer will not subcontracting/partnering with an MWBE and/or SDVOB, indicate the reason why there are no subcontracting/partnering opportunities for the services described in the Scope of Work section of this RFP.~~

7.1.3 Proposal Certification

Proposer shall complete and submit with their Proposal Submission a signed certification (“Proposal Certification”) which affirms that the information contained in the proposal is true and accurate and that the person signing the Proposal Certification is authorized to submit the proposal on behalf of the Proposer. The Proposal Certification must be submitted utilizing the template provided in Attachment I of Tab 1.

7.2 TAB 2: Technical Proposal

This section of the RFP provides instructions to Proposers regarding information that is to be included in the Technical section of the proposal. The content in Tab 2 is limited to 8 letter-size pages, double spaced, minimum 12-point font, and at least one-inch margins. The 8-page limit in Tab 2 does not include resumes, references, organizational chart, etc. Proposal documents must be complete, factual and as detailed as necessary to allow the Agency to adequately evaluate capabilities and experience for the CA Services required under the contract awarded to the successful Proposer(s).

The purpose of the Technical portion of the proposal is to provide the Proposer an opportunity to demonstrate its qualifications, competence and capacity to undertake the Scope of Work described in the Scope of Services section of this RFP, in a manner which complies with the requirements in

this RFP. Proposals must specifically detail a Proposer's qualifications and experience in providing services sought by the Agency. Your response must include responses to the items listed below.

7.2.1 Overview and Experience

- a) Provide a brief overview of your firm and regulatory authorities supervising the firm, if any. Include a summary of the structure and relevant management of your firm. Briefly describe any significant changes to the management and/or structure of your firm, including any mergers that occurred in the last three years or anticipated in the future.
- b) Provide a brief overview of your organization's experience and qualifications relating to the Scope of Work requirements described herein. Provide specific examples of the work that your firm performs for:
 1. Multifamily housing issuers who issue under parity bond indentures; and/or
 2. Single family housing issuers who issue under parity bond indentures.
- c) We are looking for evidence of your firm's experience in providing the Scope of Work described herein. List three engagements within the last five years that your firm has provided CA Services similar in scope to those described in the Scope of Work section of this RFP, with particular emphasis on engagements:
 1. for State multifamily housing issuers who issue under parity bond indentures:
 - i. The name and location of the client; Type of entity (government, private, etc.);
 - ii. Dates of engagement;
 - iii. Description of the services provided under the engagement;
 - iv. Describe any best practices or innovative techniques that were learned and/or applied under the engagement that may be useful in achieving outcomes described in the Scope of Work section of this RFP; and
 - v. Provide the name, title and contact information for the individual that can provide a reference for the client and speak with authority to the Proposer's performance in the engagement.
 2. for State single family housing issuers who issue under parity bond indentures:
 - i. The name and location of the client; Type of entity (government, private, etc.);
 - ii. Dates of engagement;
 - iii. Description of the services provided under the engagement;
 - iv. Describe any best practices or innovative techniques that were learned and/or applied under the engagement that may be useful in achieving outcomes described in the Scope of Work section of this RFP; and

- v. Provide the name, title and contact information for the individual that can provide a reference for the client and speak with authority to the Proposer's performance in the engagement.
- d) For multifamily CA Services, to the extent your firm wishes to be considered for municipal advisory services, please provide proof as to registration as a registered municipal advisor (does not count against page limit).
- e) Why should the Agency select your firm? What can your firm do for the Agency that other firms cannot?

~~f) A description of the instances, if any, in which the Firm has worked with MWBE and/or SDVOB firms on previous engagements by engaging in joint ventures or other partnering or subcontracting arrangements. Responses should include the nature of the engagement, how such arrangement was structured and a description of how the services and fees were allocated.~~

~~g) A statement of the Firm's willingness, if any, to engage MWBE partnering or mentoring arrangements with an MWBE and/or SDVOB firm of your choosing, and if so, a list of MWBE and/or SDVOB firms which the Firm is prepared to partner. Such statement should include an explanation of how the Firm would suggest structuring such an arrangement and allocating services and fees among the firms participating or mentoring arrangement.~~

7.2.2 Capacity:

- a) Identify the location of your firm's main office. If there are other locations of your firm that will be involved in the provision of CA Services, identify these other location(s) and include names, telephone numbers and email addresses of contact persons in those locations.
- b) Identify the principals and key staff who will be primarily responsible for providing CA Services to the Agency(ies) and include location of principals and key staff. For each staff member listed, provide the number of years of relevant experience, and attach a resume. Provide a flow chart describing how the work will be carried out among your staff in a manner that best serves the Agency(ies) together with a detailed statement setting forth your firm's proposed staffing plans for the Agency's account, including qualifications. Provide responses each for multifamily and single-family CA Services, if applying for both Scopes of Work.
- c) Provide an organizational chart.

7.2.3 Approach to Meeting the Functional and Technical Requirements (provide responses each for multifamily and single-family CA Services, if applying for both Scopes of Services)

- a) Identify your firm's approach and the common procedures that would be involved in executing the Scope of Work for the CA Services. Provide responses each for multifamily and single-family CA Services, if applying for both Scopes of Work.
- b) Provide a detailed description of your firm's systems capabilities to provide the Scope of Work described herein, as well as a detailed statement setting forth your firm's proposed staffing plans for a contract resulting from this RFP process, including qualifications. Provide responses each for multifamily and single-family CA Services, if applying for both Scopes of Work.
- c) Discuss how your firm will ensure the security of all Agency information.
- d) Describe the availability and type of support and maintenance to be provided to the Agencies.

7.3 TAB 3: Cost Proposal

The Proposer must provide a Cost Proposal which includes an annual not to exceed dollar amount representing the total cost of the firm's CA Services for a five-year period with two optional one-year renewals. In addition, if applicable, include a break-out of fees, on a per transaction basis, for relevant services. The Agencies reserve the right to further negotiate fees with the firm selected.

7.4 TAB 4: Administrative Proposal

Proposers are subject to the requirements indicated in the Agencies' [*Standard Clauses and Requirements for Solicitations*](#), hyperlinked herein as Exhibit A. Such requirements include, but are not limited to, submission of the following information and forms: (a) [*Vendor Information FORM*](#); (b) [*Lobbying Procurement Law FORM 1 and Lobbying Procurement Law FORM 2*](#); (c) [*Non-Collusive Bidding Certification FORM*](#); (d) [*Vendor Responsibility Questionnaire for For-Profit Business Entity*](#), e) [*Vendor Assurance of No Conflict of Interest and Detrimental Effect*](#), and f) [*Executive Order #16 – Prohibiting Contracting with Businesses Conducting Business in Russia*](#).

In addition to completion of the forms hyperlinked in the paragraph above, Proposers must provide all other information indicated in this Section 7.4 for Tab 4.

7.4.1 Insurance Requirements

The successful Proposer (“**Contractor**”) and its subcontractors, if any, are required to provide and maintain, at its (their) sole cost and expense, the insurance requirements at the minimum limits specified herein during the term of the contract and for two (2) years after completion of work. All required insurance policies shall be maintained with insurance companies licensed within the State of New York and holding an AM Best rating of no less than A- VIII. Said policies shall contain a provision that coverage will not be canceled, non-renewed or materially changed, until at least thirty (30) days’ prior written notice has been provided to the Agencies. The Agencies and any and all other parties-in-interest as the Agencies may designate in writing from time to time (collectively, the “Additional Insureds”), all as their interests may appear, shall be named as additional insureds. Contractor (*and its subcontractors, if any*) agrees to have included in each of the above policies for Contractor’s Parties², a waiver of the insurer’s right of subrogation against the Additional Insureds.

The Contractor (*and its subcontractors, if any*) shall furnish to the Agencies evidence of the following insurance requirements prior to execution of awarded Agreement:

- a) Workers’ Compensation Documentation. The successful Proposer will be required to provide the Agencies with written evidence of their workers’ compensation insurance coverage utilizing ONE of the following forms:
- ✓ **Form C-105.2** – Certificate of Workers’ Compensation Insurance issued by private insurance carriers; **OR**
 - ✓ **Form U-26.3** issued by the State Insurance Fund; **OR**
 - ✓ **Form SI-124** – Certificate of Workers’ Compensation Self-Insurance; **OR**
 - ✓ **Form GSI-105.2** - Certificate of Participation in Workers’ Compensation Group Self- Insurance; **OR**
 - ✓ **CE-2006** – Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage.
- b) Disability Benefits Documentation. The successful Proposer will be required to provide the Agencies with written evidence of disability benefits insurance coverage utilizing ONE of the following forms:
- ✓ **Form DB-120.1** - Certificate of Disability Benefits Insurance; **OR**
 - ✓ **Form DB-155** - Certificate of Disability Benefits Self-Insurance; **OR**
 - ✓ **CE-200** – Certificate of Attestation of Exemption from New York State Workers’ Compensation and/or Disability Benefits Coverage.

² Contractor’s Parties shall mean Contractor and those working on its behalf including, but not limited to, subcontractors and vendors.

c) Professional Errors and Omissions Liability – Errors and Omissions (*or Professional Liability*) insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the general aggregate. The coverage must include the following:

- Insure loss arising from any claim or claims made arising out of the scope of services during the policy period by reason of any covered error, omission or negligent act committed in the conduct of the insured's professional business during the policy period;
- If coverage is written on a claims-made policy, the Contractor warrants that any applicable retroactive date precedes the start of work; and that continuous coverage will be maintained, or an extended discovery period exercised, throughout the performance of the services and for a period of not less than three years from the time work under the Contract resulting from this RFP process is completed; Written proof of this extended reporting period must be provided to the Agency prior to the policy's expiration or cancellation; and
- The policy shall cover professional misconduct or lack of ordinary skill for the positions defined in the scope of services of the Contract resulting from this RFP process.

This policy requirement applies to both primary and excess liability policies, as applicable.

d) Data Breach and Privacy/Cyber Liability Insurance, in an amount not less than One Million U.S. Dollars (\$1,000,000) each claim, Contractor is required to maintain coverage during the term of the Contract and as otherwise required herein, Data Breach and Privacy/Cyber Liability Insurance, including coverage for failure to protect confidential information and failure of the security of the Contractor's computer systems due to the actions of the Contractor which results in unauthorized access of the data. Required insurance coverage limits may be provided through a combination of primary and excess/umbrella liability policies.

Said insurance shall provide coverage for damages arising from, but not limited to, the following:

- Breach of duty to protect the security and confidentiality of nonpublic proprietary corporate information;
- Personally identifiable nonpublic information (e.g., medical, financial, or personal in nature in electronic or non-electronic form);
- Privacy notification costs;
- Regulatory defense and penalties;

- Website media liability; and
- Cyber theft of customer's property including, but not limited to, money and securities.

If the policy is written on a claims made basis, the Contractor must submit to the Agencies an Endorsement providing proof that the policy provides the option to purchase an Extended Reporting Period ("tail coverage") providing coverage for no less than one (1) year after work is completed in the event that coverage is cancelled or not renewed. This requirement applies to both primary and excess liability policies, as applicable.

Certificates of Insurance, presented on Acord form 25, accompanied with additional insured endorsement CG2010 (1001) and CG2037 (0704), if determined it is necessary, or, if acceptable to the Agencies, their equivalent, shall be delivered to the Agencies, prior to beginning the Scope of Work, evidencing the coverage required hereunder and showing all such coverages as noted above being in force. All insurance policies provided by the Contractor's Parties shall be maintained under terms and conditions reasonably satisfactory to the Agencies, and Contractor's Parties shall provide such other insurance coverage as the Agencies may reasonably request from time to time. The Agencies will not accept any exculpatory language such as "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" on the Certificate of Insurance, i.e., the certificates shall meet the insurance requirements above.

For additional information regarding workers' compensation and disability benefits requirements, please refer to www.wcb.ny.gov.

In the event, any insurance coverage is cancelled, the Agencies must be notified immediately.

In addition to the foregoing, Contractor and any subcontractors, if any, shall procure and maintain any and all insurance which is required by any applicable current or future law, rule, regulation, ordinance, permit, license, order or other legal requirement.

All insurance shall be primary and non-contributory and shall waive subrogation against the Agencies and all of either of their former, current, or future officers, directors, and employees. No deductible of more than \$50,000 shall be permitted without advance written approval by the Agencies, which the Agencies may withhold, condition or deny in their sole and exclusive discretion.

The Contractor shall provide Certificates of Insurance to the Agencies prior to the commencement of work and shall provide full and complete copies of the actual policies and all endorsements upon request. Subcontractors, if any, shall be required to maintain insurance meeting all of the requirements set forth above for items a) to d); however, Contractor shall require subcontractors, if any, to maintain greater limits and/or other or additional insurance coverages if greater limits

and/or other or additional insurance coverages are (1) generally imposed by the Contractor given its normal course of business for subcontracts for similar work or services to those being provided by the subcontractor at issue; or (2) reasonable and customary in the industry for similar work or services to those anticipated hereunder.

7.4.2 Financial Capacity

The Proposer must provide the last two years of their firm's most recent tax returns or, if available, audited financial statements.

7.4.3 Licenses, Certifications and other Credentials

The Proposer must respond affirmatively that it, and its subcontractors (if any), will have, prior to commencement of work under the contract resulting from this RFP, all necessary licenses, certifications, approvals, and other needed credentials to perform the Scope of Work in the RFP, if applicable.

7.4.4 Disclosure of Proceedings by Governmental Agencies or Oversight Bodies

Provide the Agencies with a list and description of any proceedings against your firm, pending or contemplated, by any governmental agencies or oversight body such as the Security Exchange Commission ("SEC") and Internal Revenue Service including, but not limited to, any pending or anticipated proceeding(s) or rule(s) or order(s) relating to a violation or alleged violation by your firm of any federal or state statute or regulation pertaining to the underwriting or sale of securities, the provision of investment advisory services or the issuance of securities, that could have an adverse material impact on your firm's ability to successfully perform the CA Services. Provide a list of all sanctions and/or fines imposed on your firm during the last five years in connection with any proceeding of the type described in the proceeding sentence. Also, provide the Agencies with a list and description of 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.

7.5 TAB 5: ~~Diversity and SDVOB~~EEO Proposal

For Tab 5, submission of the following information and forms, hyperlinked herein, is required: (a) [EEO Staffing Plan, PROC-1](#); (b) [MWBE & EEO Policy Statement, PROC-4](#); (c) [Company Demographic Profile PROC-7](#); (d) [EEOC Statement, PROC-8](#), applicable to Proposers with 15 or more employees; and (e) [Diversity Practices Questionnaire, PROC-9](#) and (f) ~~[Utilization Plan, PROC-2 Form OR Request for Waiver Form, PROC-3 Form AND Certification of Good Faith Efforts, PROC-10 Form](#)~~.

VIII. Questions and Answers

Any questions or requests for clarification regarding this RFP must be submitted via email to Nyhomes.Proposal@nysher.org, citing the RFP page and section, no later than the date identified in the “*Calendar of Events and Milestones*” section of this RFP. The “Subject” line of the email should indicate “CA Services RFP.”

Questions will not be accepted orally, and any question received after the deadline may not be answered. The list of questions/requests for clarifications and the official Agency responses will be posted in a timely manner on [HCR’s Procurement Opportunities” webpage](#).

Proposers should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

An electronic version of this RFP will be posted on [HCR’s website](#) in addition to any subsequent changes, additions or deletions to the RFP, including the timelines and target dates. **Proposers are encouraged to check HCR’s website frequently for notices of any clarifications, changes, additions or deletions to the RFP.**

IX. Amendments and Addenda

The Agencies reserve the right to modify any part of this RFP including, but not limited to, the date and time by which proposals must be submitted and received by the Agencies, at any time prior to the Deadline for Submission of Proposals date listed in the “*Calendar of Events and Milestones*” section of this RFP. Modifications to this RFP will be made by issuance of amendments and/or addenda. Any amendment or addendum to this RFP will become part of this RFP.

Prior to the Deadline for Submission of proposals’ date, any such clarifications or modifications as deemed necessary will be posted to [HCR’s website](#).

If the Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Proposer will immediately notify the Agencies of such error in writing and request clarification or modification of the document.

There are no designated dates for release of addenda; therefore, interested Proposers should check the Agencies’ website frequently through the Deadline for Submission of Proposals’ date. It is the sole responsibility of the Proposer to be knowledgeable of all addenda related to this RFP process.

X. Proposal Submission Requirements

Proposals must be delivered, by email, no later than the proposal due date and time indicated in the “*Calendar of Events and Milestones*” section of this RFP.

Proposals must be submitted by email to Nyhomes.proposal@nyshcr.org in searchable portable document format (“**PDF**”) compatible with Adobe Reader XI. The Agencies will not accept discs, flash drives, or FTP file references that require the Agencies to download information from the Proposer’s or a third party’s site. If the file is large, it may be submitted in multiple email attachments, with the proper Part One or Part Two label (if applicable) and “1 of X”, “2 of X”, etc., and the last email as “X of X – Final” for each additional email.

The proposal must be bookmarked and divided into five parts: (i) Tab One: Proposal Cover Sheet, Cover Letter and Proposal Certification; (ii) Tab Two: Technical Proposal; (iii) Tab Three: Cost Proposal; (iv) Tab Four: Administrative Proposal; and (v) Tab Five: EEO, ~~Diversity and SDVOB~~ Proposal. Proposals must be sent in two emails and labeled as follows: (a) one email to include Tabs One, Two and Three with the subject line of the email labeled: “2024 CA Services RFP: Tabs 1 and 2”; and (b) the other email must include Tabs Four and Five and the subject line of the email labeled “2024 CA Services RFP: Tabs 4 and 5”.

Any proposal delivered after the date and time designated as the proposal submission deadline listed in the “*Calendar of Events and Milestones*” section of this RFP may be deemed ineligible. It is the Proposer’s sole responsibility to ensure that all emails and attachments are delivered on time in a legible format. Proposers assume all risk for proposal delivery.

A proposal may be deemed to be non-responsive because it is materially incomplete. The Agencies reserve the right to seek clarification or request additional information.

The determination of whether any proposal is complete or was received on time is at the sole discretion of the Agencies.

All submitted proposals shall become the property of the Agencies.

XI. Evaluation of Proposals

The Agencies reserve the right to reject all proposals received after the RFP due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in this RFP. Incomplete proposals may be rejected.

11.1 The Evaluation and Criteria for Selection:

The evaluation process will begin with the review and evaluation of each of the written proposals. The purpose of the evaluation is two-fold: (1) to examine the responses for compliance with the requirements of this RFP; and (2) to identify the complying firm(s) that have the highest probability of satisfactorily performing the Scope of Work, described herein. The evaluation will be conducted in a comprehensive and impartial manner as set forth herein.

Proposals will undergo an evaluation process conducted by an Agency committee (“Committee”). The Committee will evaluate proposals based on the qualifications of both the firm and its current personnel utilizing the following criteria:

- Demonstrated experience and ability to provide the services in the Scope of Work;
- Demonstrated competence, knowledge and technical expertise and capacity to perform the services in the Scope of Work;
- Cost effectiveness;
- Presence of an office in the State of New York;
- Diversity and commitment to equal employment opportunity and MWBE and SDVOB participation/programs;
- Avoidance of any potential conflict of interest or appearance of impropriety and policies designed to ensure the avoidance of such conflicts in the future;
- Financial stability;
- Overall completeness of all information provided in the proposal; and
- Interviews to clarify or expand on the RFP response (to be conducted at the discretion of the Agencies).

11.2 Interviews:

The Agencies reserve the right to determine whether interviews will be necessary and the number of firms to be interviewed. If the Agencies deem interviews necessary, selected firms will be notified. The Proposer’s primary staff person who would be responsible for the Agencies’ relationship with the Proposer, as well as other key personnel proposed to provide services, including its subcontractor’s primary staff person, if any, must be present and participate in the interview. The purpose of the interview is to further document the Proposer’s ability to provide the required services, and to impart to the Agencies’ Committee an understanding of how specific services will be furnished. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the Proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

The Agencies reserve the right to negotiate or hold discussions with any Proposer.

11.3 Selection and Notification Process:

The selected Proposer will be notified via U.S. mail or email. Proposers who are not selected will be notified of the Agencies decisions via U.S. mail or email.

XII. Contract

The contract(s) resulting from this RFP process will be to provide the Agencies with CA Services for a five-year period with two optional one-year renewals, subject to approval by Agencies' respective Boards. The Agencies, at their discretion, may exercise their option to modify any provision in the contract including, but not limited to, the scope of services and compensation, on an as needed basis, with the mutual written consent of the contracting parties. Any contract that exceeds a five-year period will require the affirmative concurrence of the Agencies' respective Boards to extend the term of the contract beyond a five-year period without undergoing a new solicitation process.

The successful Proposer(s) will be required to execute a contract with the Agencies that incorporates the Agencies' [Standard Clauses for Contracts](#) and [MWBE Participation Requirements and Procedures for Contracts](#), hyperlinked herein as Appendixes I and II, respectively.

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Attachment A: Proposal Checklist

CHECKLIST FOR VARIOUS REQUIRED FORM RELATED ITEMS TO BE COMPLETED AND RETURNED:

- Tab 1 - Proposal Coversheet, Cover Letter and Certification, Attachment I

- Tab 2 – Technical Proposal (*include evidence of registration with SEC and Municipal Securities Rulemaking Board, if applicable*)

- Tab 3 – Cost Proposal

- Tab 4 - Administrative Proposal
 - [Vendor Information Form](#)
 - [Lobbying Reform Law Form 1](#)
 - [Lobbying Reform Law Form 2](#)
 - [Non-Collusive Bidding Certification Form](#)
 - Vendor Responsibility Questionnaire for [For- Profit Business Entity](#) OR [Not-For-Profit Business Entity](#)
 - [Vendor Assurance of No Conflict of Interest and Detrimental Effect](#)
 - [Executive Order #16 – Prohibiting Contracting with Businesses Conducting Business in Russia](#)
 - Proposer’s most recent two years of financial statements or federal tax returns
 - Evidence of Insurance (required upon contract award)
 - [W-9 Form](#) (required upon contract award)

- Tab 5 - ~~Diversity and SDVOB~~EEO Proposal
 - [EEO Staffing Plan, PROC-1](#)
 - [MWBE & EEO Policy Statement, PROC-4](#)
 - [Company Demographic Profile, PROC-7](#)
 - [EEOC Statement, PROC-8](#)
 - [Diversity Practices Questionnaire, PROC-9](#)
 - [Utilization Plan, PROC 2](#)
 - ~~[MWBE Waiver Form, PROC 3](#)~~
 - ~~[Certification of Good Faith Efforts, PROC 10](#)~~

Policies, Standard Clauses and Requirements

- [Standard Clauses and Requirements for Solicitations, Exhibit A](#)
- [Standard Clauses for Contracts, Appendix I](#)
- ~~[MWBE Participation Requirements and Procedures for Contracts, Appendix II](#)~~
- [Procedures for Advice Regarding the Issuance of Municipal Securities, Municipal Financial Products or Investments](#)
- [HFA Bond Sale Guidelines](#)
- [SONYMA Bond Sale Guidelines](#)

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Proposal Coversheet

Attach this form to the top of your Proposal Submission.

ALL PROPOSAL SUBMISSIONS MUST BE ELECTRONICALLY MAILED TO THE E-MAIL ADDRESS SPECIFIED IN THE PROPOSAL SUBMISION INSTRUCTION SECTION OF THE RFP.

APPLYING FOR: (Check all that may apply)

- HFA Computational Analytic Services
- SONYMA Computational Analytic Services

GENERAL INFORMATION ON FIRM:

Legal Name of Firm:

Firm's Mailing Address:

Firm's Website:

Firm's Main Telephone Number (including area code):

Federal Tax ID Number:

Data Universal Numbering System Number (DUNS) (if applicable):

SEC Registration Number (if applicable):

Statewide Financial System (SFS) Vendor ID Number (if applicable):

MWBE Registration Number (if applicable):

Indicate name(s) of MWBE subcontractor(s) (if applicable):

Service-Disabled Veteran Owned Business (SDVOB) Control/Registration Number (if applicable)

Indicate name(s) of SDVOB subcontractor(s) (if applicable):

MAIN CONTACT INFORMATION FOR THIS PROPOSAL:

Please list the individual that will be the main contact *regarding this proposal*:

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

PRINCIPAL IN CHARGE:

Please list the primary staff person(s) who will provide services to the Agency. Attach additional sheets if necessary.

Contact Name:

Contact Telephone Number (including area code)

ADDITIONAL CONTACTS (if applicable):

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

Proposal Certification

The Proposal Submission must be fully and properly executed by an authorized person. By signing this Proposal Certification you certify your express authority to sign on behalf of the Proposer and acceptance of the terms included in (i) this RFP, (ii) Appendix A (Agencies’ Standard Clauses For New York State Contracts) and (ii) State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided in the proposal is complete, true and accurate. By signing this Proposal Certification, the Proposer affirms that it understands and agrees to comply with Agency procedures relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b). Proposer also affirms that it has reviewed the requirements within the RFP and agrees to be bound by said terms.

Legal Business Name of Proposer:	D/B/A Name of Proposer:
Federal Tax Identification Number:	New York State Identification Number:
Printed or Typed Name of Authorized Firm Signatory:	Proposer Signature:
Title:	Date: