

REQUEST FOR PROPOSAL  
FOR  
**DISCLOSURE DOCUMENT PRINTING  
and  
DISTRIBUTION**  
FOR  
OKLAHOMA HOUSING FINANCE AGENCY  
2023 SINGLE FAMILY PROGRAM

March 14, 2023

Proposals must be submitted no later than 4:30 PM, CDT  
on  
**April 12, 2023**

**LATE PROPOSALS WILL BE REJECTED**

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## 1. GENERAL INFORMATION

### 1.1 Introduction and Background

Oklahoma Housing Finance Agency ("OHFA") is required to select service providers relating to its Single Family Mortgage Program in accordance with the requirements of the Oklahoma Bond Oversight and Reform Act, 62 O.S. 695 (hereinafter referred to as "H.B. 1444"). This selection procedure applies to underwriters, bond counsel, trustee banks, financial advisor, cash flow verifier, financial printers, and master servicer, as required by H.B. 1444.

H.B. 1444 imposes certain limitations or requirements on OHFA relating to the incurring or issuance of debt, including policies and procedures regarding the selection of service providers to assist in the process of structuring and executing securities transactions. Under H.B. 1444, OHFA may select service providers using either of two approaches:

- (1) Single Project. Under this approach, servicer providers are selected to structure and execute a specific transaction (a "Single Project"), with their term of service being equal to the time required to complete the transaction.
- (2) Single "Program". Under this approach, service providers are selected to structure two or more transactions which are related under a single "program".

The respondent selected under this Request for Proposal (RFP) shall be retained to provide services under the "program" approach for OHFA's 2023 Single Family Program.

### 1.2 RFP for Disclosure Document Printing and Distribution

This RFP solicits proposals from firms offering services for electronic distribution and printing of the Preliminary Official Statements (POS) and final Official Statements (OS) relating to each Series of bonds issued through a negotiated public sale under the 2023 Single Family Program.

### 1.3 Clarification of Specifications and Requirements

Requests for additional information regarding OHFA, provisions of the RFP or the RFP process are to be directed by **e-mail** to:

Valenthia Doolin, Director, Homeownership Programs  
Oklahoma Housing Finance Agency  
Phone: (405) 419-8156  
E-Mail: [valenthia.doolin@ohfa.org](mailto:valenthia.doolin@ohfa.org)

Written questions must be submitted by email on or before 4:30 p.m. CDT on March 20 , 2023. Written responses to questions, together with the questions posed (without identifying the firm(s) which submitted the questions), will be sent by email to all Registered Proposers to this RFP.

### 1.4 Timetable

Request for Proposal Issued		3/14/2023
Deadline for Receipt of Written Questions	4:30 PM CDT	3/20/2023
Answers Provided to all Proposers		3/22/2023
Deadline for Receipt of Proposals	4:30 PM CDT	4/12/2023
OHFA Board Meeting (to consider recommendations from staff)		5/10/2023

## 1.5 Contract Term

The term of the engagement shall be from June 29, 2023 to June 28, 2024, provided the term shall be automatically extended to cover the delivery of any bond issue for which a Specific Authorizing Resolution has been approved by the OHFA Board prior to June 28, 2024. Similarly, the engagement would not include a bond issue for which a Specific Authorizing Resolution has been entered into prior to June 29, 2023. The term of engagement will commence with the first bond issue after May 2023 award and will continue for one year from this first issue. For these purposes a Specific Authorizing Resolution is defined as a resolution granting final approval of the issuance of a bond issue which might or might not include a waiver of competitive bidding, but which is not required to have specific terms of the bond issue included in the resolution other than caps of the size, maturities, interest rate and underwriters' compensation relating to such issue.

## 2. PROPOSAL PREPARATION AND SUBMISSION

### 2.1 General Instructions

The evaluation and selection of respondents will be based on the information submitted in the proposals. Respondents are requested to respond clearly to all requirements. Failure to do so may result in rejection of the proposal.

### 2.2 Incurring Costs

OHFA is not liable for any cost incurred by respondents in replying to this RFP.

### 2.3 Proposal Submission

The proposal must be sent to the OHFA Post Office box, first class, by US Postal service.

Submissions shall be marked with the following information:

- Proposer(s) name and address
- Request for Proposal title
- Proposal due date

The proposal package containing one (1) hard copy must be submitted to:

Attention: Valenthia Doolin, Director Homeownership Programs

Oklahoma Housing Finance Agency  
P.O. Box 26720  
Oklahoma City, OK 73126-0720

### 2.4 Responses

All proposals must be received by OHFA no later than 4:30 PM, CDT, April 12, 2023. Proposals which are not received on time will not be accepted or considered. Proposals will only be accepted via US mail.

## 3. PROPOSAL SELECTION AND AWARD PROCESS

### 3.1 Award and Final Offers

Final selection of the successful respondent (and one alternate) will be at the discretion of the Trustees, subject to the limitations of H.B. 1444 including approval by the State Deputy Treasury for Debt Management as to fees and expenses.

### 3.2 Right to Reject Proposals and Negotiate Terms

OHFA reserves the right to reject any and all proposals and to negotiate the final terms of the agreement with selected respondents. All fees and expense agreed to by OHFA are subject to further approval by the State Deputy Treasury for Debt Management.

### 3.3 Evaluation Criteria

Proposals will be evaluated primarily on the basis of the dollar amount of fees, mailing costs and other expenses proposed to be charged by respondent for each POS/OS distribution.

### 3.4 Notification of Award

Each respondent will receive written notice identifying the firm which has been selected by the Trustees, subject to approval by the State Deputy Treasury for Debt Management.

## 4. GENERAL PROPOSAL REQUIREMENTS

### 4.1 RFP Intent

This RFP is intended to provide the information necessary for respondents to prepare and submit proposals to provide services relating to printing and distribution of the POS and OS relating to each Series of bonds issued to finance the 2023 SF Program.

### 4.2 Scope of Services

The successful respondent (the "Financial Printer") is expected to provide required services for multiple negotiated public sales of short term notes or long term bonds from June 29, 2023 through June 28, 2024.

The Financial Printer will be required to provide services for any additional transactions which occur within its term of service and which are designated as a component of the OHFA 2023 Program Plan.

The scope of services to be rendered by the Financial Printer in connection with the issuance of bonds under the 2023 SF Program will include, but not necessarily be limited to, the following:

- (1) Electronic Delivery. OHFA intends to rely primarily upon electronic delivery of its POS disclosure documents and may affect certain OS deliveries electronically as well.

Electronic delivery must comply with applicable SEC regulations and requirements.

A record of all addressees receiving documents electronically from the Financial Printer shall be provided to OHFA and to OHFA's designated senior managing underwriter for each Series of bonds.

- (2) Printing Specifications.

- Original Copy: Camera-ready copy submitted by disclosure counsel in MS Word for conversion by Financial Printer to Adobe PDF format
- Size: 8 1/2" x 11"
- Paper Stock: 30# Webb; 40# Offset; white opaque
- Color: Black ink on white paper
- Number of Pages: 100 page POS and OS, including self cover
- Binding: Saddle stitch

- Proofs: Electronically, in Adobe.pdf format
- Quantity of Printed Documents: 150 POS, 450 OS

(3) POS Mailing Specifications.

- 2 POS to each of 35 individual label addresses via express delivery
- 5 POS to each of 5 financing team members via express delivery
- 2 POS to each of 5 financing team members via express delivery
- 20 POS to one bond counsel office (OKC) via regular mail
- 25 POS to OHFA office in OKC via 2-day UPS (or comparable)

(4) Final OS Mailing Specifications.

- 5 OS to each of 5 financing team members via 2-day UPS (or comparable)
- 2 OS to each of 5 financing team members via 2-day UPS (or comparable)
- 100 OS to one managing underwriter via overnight express delivery
- 50 OS to one managing underwriter via overnight express delivery
- 25 OS to each of two managing underwriters via overnight express delivery
- 20 OS to one bond counsel office (OKC) via regular mail
- Bulk ship remaining OS to OHFA office in OKC via regular mail

### **4.3 Required Information**

#### **4.3.1 Staffing**

Identify the specific individual who would be assigned to work with OHFA as the primary contact person with OHFA (name, address, phone number, facsimile number, e-mail address).

#### **4.3.2 Office Location**

Identify the location of the office from which the individual identified in Question 4.3.1 above will be operating and the location of the facilities where printing and mailing of the documents will occur.

#### **4.3.3 Electronic Distribution**

Describe and discuss the systems and procedures your firm proposes to utilize to effect electronic distribution of OHFA's disclosure documents.

#### **4.3.4 Fees and Expenses**

State your proposed fees and expenses for providing the required services by completing and including in your proposal the Fee Proposal Form attached as Appendix A to the RFP. State your policy as to application of overtime charges, and indicate the estimated impact of overtime charges on the fee and expense amounts stated in your completed Fee Proposal Form.

#### **4.3.5 Certifications**

Proposals shall include fully executed copies of the Certificate of Independent Price Determination (Appendix B hereto) and Certificate of No Conflicting Relationships (Appendix C hereto).

#### **4.4 No Proprietary Considerations**

All information submitted in response to this RFP will be handled in accordance with the open records law of the State of Oklahoma and will be subject to inspection by the public. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented. All data, documentation and innovations submitted in response to this Request for Proposal shall become the property of OHFA, and may be used by OHFA, at its discretion, without incurring any liability to respondent for the use thereof by OHFA. Under H.B. 1444, OHFA may not grant any proprietary considerations to any respondent.

### **5. FEE PROPOSAL**

#### **5.1 Evaluation of Fee Proposals**

Each proposal will be evaluated on the basis of the total dollar cost to OHFA for each bond transaction.

#### **5.2 Proposal Obligation Period**

All proposals submitted to OHFA shall constitute a legally binding offer which shall remain fixed and valid for acceptance by OHFA for 60 days starting on the due date for proposals. Upon acceptance by OHFA and approval by the State Deputy Treasurer for Debt Management, the agreement with the Financial Printer shall remain valid during the contract period of June 29, 2023 through June 28, 2024.

### **6. STANDARD CONTRACT**

#### **6.1 Acceptance of Proposal Content**

The contents of the proposal submitted, together with this RFP, are expected to become the contractual obligations of the respondent, if selected. OHFA reserves the right to incorporate such obligations into any contract or agreement negotiated as a result of any proposal submitted in response to this RFP. Failure of a successful respondent to accept these obligations in such contract or agreement, upon request of OHFA, may result in cancellation of the award.

#### **6.2 No Discrimination**

Respondent shall not discriminate in the provision of services on the basis of race, color, age, sex, national origin, religion, political affiliation, or handicap condition and shall cooperate with any investigation of allegations of such discrimination.

#### **6.3 Record Keeping and Retention**

Each respondent selected hereunder shall establish and maintain adequate records of all expenditures which are (a) incurred during its term of service and (b) reimbursable by OHFA.

OHFA shall have the right to audit, examine, copy and transcribe any pertinent records or documents relating to any contract or agreement resulting from this RFP held by the respondent. The respondent will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

#### **6.4. Termination of Agreement**

OHFA reserves the right to cancel any contract or agreement with the proposer relating to this RFP, in whole or in part with or without clause. If performance and/or delivery of services are not made in accordance with the terms specified herein but not limited to the following:

- 6.4.1** Failure or unwillingness of the proposer to comply with the approved proposal, with the applicable federal and state laws and the terms of this contract, or with such directives as may become generally acceptable at the time,
- 6.4.2** Submission of reports to OHFA by the proposer which are inconsistent with the detailed specifications; and
- 6.4.3** Improper use of funds by the proposer.

No suspension or termination will affect any expenditures or legally binding commitments made prior to receiving notice of suspension or termination. Upon suspension or termination, the replacement of the underwriter will be subject to OHFA's discretion.

#### **7. APPENDICES**

- Appendix A Fee Proposal Form
- Appendix B Certificate of Independent Price Determination
- Appendix C Certificate of No Conflicting Relationships



**APPENDIX A**

**Fee Proposal Form  
Re: OHFA RFP for Financial Printing Services (2023 SF Program)**

**Proposed Fees and Expenses (Per Individual Bond Series)**

Fee / Expense Component		Prelim Official Statement	Final Official Statement
Fee for Electronic Delivery		\$	\$
Fee for Printing Services (per RFP specs)			
POS	150 copies	\$	
Final OS	450 copies		\$
Cost for each additional 100 POS/OS		\$	\$
Fee / Expenses for Mailing (per RFP specs)			
Administrative Fee for mailing	Note 1	\$	\$
Est'd Expense for postage / shipping	Note 1	\$	\$
Additional Fees / Expenses (describe, if any)			
1. _____		\$	\$
2. _____		\$	\$
3. _____		\$	\$
4. _____		\$	\$
5. _____		\$	\$
<b>TOTAL FEES / EST'D EXPENSES PER BOND SERIES</b>		\$	\$

**Note 1: Expense amount stated shall be a not-to-exceed amount. OHFA reserves the right to withhold reimbursement for any expenses which are not itemized and documentable. All expenses relating to the mailing of the POS and OS shall be billed as incurred by the Financial Printer, on a pass-through basis without markup. Estimates of such expenses are not required to be included on this Bid Form.**

**APPENDIX B**

**STATE OF OKLAHOMA  
Certificate of Independent Price Determination**

**Re: OHFA RFP for Financial Printing Services (2023 SF Program)**

By submission of this proposal, the respondent certifies that in connection with this procurement:

- (1) Prior to the date established herein as the deadline for proposal submission, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent, directly or indirectly, to any other respondent or to any competitor; and
- (2) No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing this proposal certifies that:

- (1) He/she is the person in the respondent's firm responsible within that organization for the decision as to the prices being offered herein and he/she has not participated, and will not participate, in any action contrary to the restrictions cited above; or
- (2) He/she is not the person in the respondent's firm responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the person responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to the restrictions cited above and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to the restrictions cited above.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM: \_\_\_\_\_

**APPENDIX C**

**STATE OF OKLAHOMA  
Certificate of No Conflicting Relationships**

**Re: OHFA RFP for Financial Printing Services (2023 SF Program)**

The undersigned hereby certifies that:

- (1) He/she is an officer of the respondent, authorized to commit the respondent to all terms and conditions outlined in this competitive proposal, is fully aware of the facts and circumstances surrounding the making of the proposal to which this statement is attached, and has been personally and directly involved in the proceedings leading to the submission of such proposal;
- (2) No conflict of interest exists, or is likely to exist, between the respondent and the Oklahoma Housing Finance Agency ("OHFA") or the State of Oklahoma (the "State");
- (3) No relationship exists between the respondent, OHFA or the State that would in any way interfere with fair competition in the selection process;
- (4) There is no relationship, contractual or otherwise, between the respondent and any other individual, firm or organization that may be a party to the contract that may be a conflict of interest or would in any way interfere with the respondent's ability to perform the duties described in the Request for Proposal;
- (5) Except as described in its proposal, the respondent will not receive any compensation, directly or indirectly, in connection with the proposed offering without the prior written approval of OHFA and the State Deputy Treasurer for Debt Management; and
- (6) The respondent will neither make, nor cause to be made, any payment to a third party in connection with the contract or agreement without the prior written approval of OHFA and the State Deputy Treasurer for Debt Management.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM: \_\_\_\_\_