



REQUEST FOR PROPOSALS

Financial Printing and Electronic Distribution Services

2026 Single Family Mortgage Program



REQUEST FOR PROPOSALS (RFP)

Financial Printing and Electronic Distribution Services
For the OHFA 2026 Single Family Mortgage Program

Issued By:

Oklahoma Housing Finance Agency (OHFA)

100 NW 63rd Street

Oklahoma City, OK 73116

Contact for Questions: OHFA

Procurement and Facilities Director

Email: ohfaprocurement@ohfa.org

Proposal Submission Deadline:

4:30 PM CST — April 20, 2026



Executive Summary

The Oklahoma Housing Finance Agency (OHFA) is issuing this Request for Proposals (RFP) to select a qualified firm to provide **financial printing and electronic distribution services** for the 2026 Single Family Mortgage Program. This procurement is conducted in accordance with the Oklahoma Bond Oversight and Reform Act (62 O.S. 695), which requires OHFA to follow specific procedures for selecting service providers involved in the issuance of debt.

Under this RFP, OHFA will select a Financial Printer using the **Program** approach described in H.B. 1444. The selected firm will support the preparation, printing, and distribution of **Preliminary Official Statements (POS)** and **Official Statements (OS)** for multiple negotiated bond issues expected to occur between **June 29, 2026, and June 28, 2027**. Services may extend to additional transactions authorized under the 2026 Program Plan.

The scope of work includes SEC-compliant electronic dissemination of disclosure documents, high-quality printing consistent with OHFA specifications, and time-sensitive mail distribution to financing team members, underwriters, and other designated recipients, as required. The Financial Printer must maintain reliable systems, responsive customer service, and the capacity to meet strict regulatory and production timelines.

Proposals will be evaluated primarily on total cost per bond series, including fees for electronic delivery, printing, mailing, and any additional expenses. Respondents must also provide staffing information, office locations, electronic distribution capabilities, and completed certifications required under state procurement law.

OHFA reserves the right to reject any or all proposals, negotiate terms, and make the final selection subject to approval by the State Deputy Treasurer for Debt Management. The successful proposal, together with this RFP, will form the basis of the contractual agreement.

This RFP reflects OHFA's commitment to transparency, competitive procurement, and the efficient execution of bond transactions that support affordable homeownership opportunities for Oklahoma residents.



1. GENERAL INFORMATION

1.1 Introduction and Background

The Oklahoma Housing Finance Agency (OHFA) must select service providers for its Single Family Mortgage Program in accordance with the Oklahoma Bond Oversight and Reform Act (62 O.S. 695), also known as H.B. 1444. This law requires OHFA to follow specific procedures when selecting providers such as underwriters, bond counsel, trustee banks, financial advisors, cash-flow verifiers, financial printers, and master servicers.

H.B. 1444 allows OHFA to select service providers using one of two approaches:

1. Single Project – A provider is selected for a specific bond transaction, serving only for the duration of that transaction.
2. Program – A provider is selected to support two or more related transactions within a single program.

Under this Request for Proposals (RFP), OHFA will select a provider under the Program approach for the 2026 Single Family Program.

1.2 Purpose of the RFP

OHFA is requesting proposals from qualified firms to provide electronic distribution and printing services for the Preliminary Official Statements (POS) and Official Statements (OS) for each bond series issued under the 2026 Single Family Program.

1.3 Questions and Clarifications

All questions must be submitted in writing by email to:

OHFA Procurement, Procurement and Facilities Director



Oklahoma Housing Finance Agency

Email: ohfaprocurement@ohfa.org

Questions must be received no later than 4:30 p.m. CST on March 31, 2026. Written responses will be sent to all firms that register their intent to submit a proposal.

1.4 Timetable

Activity	Date
RFP Issued	March 20, 2026
Deadline for Written Questions	March 31, 2026
OHFA Issues Written Answers	April 14, 2026
Proposal Deadline	4:30 PM CST — April 20, 2026
Virtual Interviews (Top 3)	May 4-8, 2026
OHFA Board Meeting	May 13, 2026

The Board may award a contract or may elect to request additional oral presentations.

1.6 Contract Term

The contract period for the selected Bond Counsel will:

- Begin: June 29, 2026
- End: June 28, 2027

The term will automatically extend to include the closing of any bond issue for which the Board approved a Specific Authorizing Resolution prior to June 28, 2027.

The engagement begins with the first bond issue following the award.

A “Specific Authorizing Resolution” refers to a Board resolution granting final approval to issue a bond series, including limits on size, maturities, and compensation, but not necessarily including final pricing.



2. Preparing and Submitting a Proposal

2.1 Instructions

Proposers must respond clearly and completely to all requirements. Proposals should be concise, professional, and complete. Excessively elaborate materials are discouraged.

Proposals must address all sections referenced in Section 2.4, and all questions in Section 4.3.

2.2 Costs

OHFA will not reimburse proposers for any expenses incurred in preparing or submitting a proposal.

2.3 Submission Requirements

All proposals must be submitted via email to:

ohfaprocurement@ohfa.org

Subject line: OHFA Bond Counsel RFP – [Firm Name]

The email must include:

- **Respondent name and address**
- **RFP title**
- **Proposal due date**

Proposal deadline:

4:30 PM CST — April 20, 2026

Late submissions will not be accepted.

3. PROPOSAL SELECTION AND AWARD PROCESS

3.1 Award and Final Approval

Selection will be made by the Trustees. Final approval of fees is required by the State Deputy Treasurer for Debt Management.



3.2 Right to Reject and Negotiate

OHFA may reject any proposals or negotiate final terms.

3.3 Evaluation Criteria

Proposals will be evaluated primarily on total cost.

3.4 Notification of Award

All respondents will receive written notice of the selected firm.

4. GENERAL PROPOSAL REQUIREMENTS

4.1 Intent of the RFP

This RFP provides information necessary for firms to propose services for printing and distributing POS and OS documents.

4.2 Scope of Services

The selected Financial Printer will support multiple bond issues from June 29, 2026 through June 28, 2026.

Services include:

- Electronic distribution compliant with SEC requirements
- Printing of 150 POS and 450 OS documents
- Mailing per RFP specifications



4.3 Required Proposal Information

- Staffing
- Office locations
- Electronic delivery systems
- Fees and expenses (Appendix A)
- Required certifications (Appendix B and C)

4.4 Open Records and Ownership

All submitted information becomes property of OHFA and is subject to state open records laws.

5. FEE PROPOSAL

5.1 Evaluation

Evaluation is based on total cost per bond series.

5.2 Proposal Validity

Proposals must remain valid for 60 days.

6. STANDARD CONTRACT TERMS

6.1 Acceptance of Proposal Content

All proposal content becomes part of the contract.

6.2 Non-Discrimination



Contractor may not discriminate based on protected classes.

6.3 Record-Keeping and Audit Rights

Contractor must maintain detailed records for three years and allow OHFA audit access.

6.4 Termination

OHFA may terminate the contract for non-performance or other reasons.

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

2026 OHFA Printing Services



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.

Fee/Expense Component		Preliminary Official Statement	Final Official Statement
Electronic Delivery		\$	\$
Printing			
POS	150 copies		
Final OS	450 copies		
Additional Printing	100 POS/OS	\$	\$
Mailing			
Administrative	Note 1	\$	
Est. Postage/shipping	Note 1	\$	
Additional (Describe)		\$	\$
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
5		\$	\$
TOTAL Fees/Est Expenses Per Bond Issuance		\$	\$



APPENDIX B

STATE OF OKLAHOMA

Certificate of Independent Price Determination

Re: OHFA RFP for Financial Printing Services (2026 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: _____

FIRM: _____

NAME (Printed): _____

TITLE: _____



APPENDIX C

STATE OF OKLAHOMA

Certificate of No Conflicting Relationships

Re: OHFA RFP for Financial Printing Services (2025 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: _____