



Request for Proposals  
Servicer

Issuance Date: October 6, 2017

Proposals must be submitted no later than 4:00pm (EST)  
November 3rd, 2017

Submit to:  
Thomas Walker  
twwalker@ohiohome.org  
614-466-9920

57 E. Main Street | Columbus, OH 43215

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## Section 1 – Guidelines for Request for Proposals

### I. Introduction

The Ohio Housing Finance Agency ("OHFA") is seeking proposals from qualified organizations to serve as the Servicer for the Single-Family Mortgage Loans ("Mortgage Loans") originated under the Residential Mortgage Revenue Bond Homebuyer Programs offered by OHFA (collectively hereinafter all various programs shall be referred to as the "Program") and as specified in this Request for Proposal ("RFP"). The servicing provided will be in accordance with a Mortgage Pooling and Servicing Agreement that the selected Servicer will need to execute by and between OHFA and the selected Servicer (the "Servicing Agreement"), any definitive Program agreements, the Indentures issued by OHFA, and all applicable laws, regulations and rules.

OHFA intends to select a Servicer that will provide purchasing, pooling, selling and servicing of Mortgage Loans and consulting on overall Program design and Program performance with OHFA staff for the purpose of providing servicing for the Mortgage Loans of OHFA for the period of January 1, 2018, through December 31, 2020. OHFA's current portfolio of Mortgage Loans averages approximately \$2 million in daily reservations.

The Mortgage Loans will be originated by multiple Participating Lenders (defined as those entities authorized to make Mortgage Loans in the State of Ohio and deemed eligible by OHFA and the Servicer to participate in the Program) and sold to the Servicer. The Mortgage Loans will be FHA-insured, VA guaranteed, USDA-RD guaranteed, or conventional mortgage loans. Conventional loans include loans that conform to the current Fannie Mae Selling and Servicing Guide (the "Fannie Mae Guide") and the Freddie Mac Selling and Servicing Guide (the "Freddie Mac Guide").

The Servicer will be responsible for the purchasing, pooling, selling and servicing of new programs or products developed in the future that will enhance the Program.

### II. Schedule of Events

OHFA has established the following schedule for selection of the Single Family Servicer:

Event	Date
RFP issuance date	October 6, 2017
Written questions from applicants	October 18, 2017, 5:00pm (EDT)

Responses to applicants' questions	October 23, 2017, 5:00pm (EDT)
Proposals due	November 3, 2017 4:00pm (EDT)
Possible Interviews	November 20 – 25, 2017
Confirmed selection by OHFA Board	December 20, 2017
Servicing Agreement executed	December 31, 2017
Start date of Services	January 1, 2018

The above schedule is subject to change upon posting to OHFA's website, [www.ohiohome.org](http://www.ohiohome.org).

### III. Submission of Written Questions

It is the policy of OHFA to accept questions and inquiries from all potential applicants. All questions and inquiries shall be in writing; no verbal inquiries will be honored. Potential applicants may submit their questions or inquiries via e-mail to:

Ohio Housing Finance Agency  
E-mail: [ServicerRFP@ohiohome.org](mailto:ServicerRFP@ohiohome.org)  
Subject: Single-Family Servicer RFP

All written questions or inquiries are due by October 18, 2013, 5:00pm (EDT). OHFA expects to respond to all questions and inquiries by 5:00pm (EDT) on Thursday, October 23, 2017.

OHFA reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense for OHFA or which OHFA deems unnecessary for purposes of responding to this RFP. OHFA will post questions or inquiries with answers on its website at [www.ohiohome.org](http://www.ohiohome.org).

### IV. Verbal Communication Regarding RFP Prohibited

All communication from potential applicants regarding this RFP to OHFA staff and/or OHFA Board members is prohibited throughout the RFP process until the engagement is approved by the OHFA Board.

### V. Submission of Proposals

One original unbound and 1 bound copy of written proposals in a sealed envelope or package must be received by 4:00pm (EDT), Thursday, November 3rd, 2017. Proposals will not be accepted by fax or e-mail. Applicants may mail or hand-deliver proposals to:

One original unbound and one bound copies  
Ohio Housing Finance Agency

Attn: Thomas E. Walker  
Single-Family Servicer – RFP Request  
57 E. Main Street  
Columbus, Ohio 43215

In addition to the hard copies noted above, a PDF electronic copy of the written proposal must be sent to [ServicerRFP@ohiohome.org](mailto:ServicerRFP@ohiohome.org) by 4:00pm (EDT), Thursday, November 3, 2017.

Proposals received after the specified date and time will not be eligible for consideration. Any applicant who wishes to confirm receipt of their proposal may contact OHFA by e-mail to [ServicerRFP@ohiohome.org](mailto:ServicerRFP@ohiohome.org) (Subject: Single-Family Servicer RFP). OHFA will respond by e-mail with confirmation of receipt of the proposal.

#### VI. Right to Request Additional Information

OHFA reserves the right to request any additional information to assist in the review process.

#### VII. Right to Reject Proposals and Cancel RFP

OHFA reserves the right to reject any and all proposals at any time. OHFA reserves the right to cancel, withdraw, modify or reissue this RFP at any time for any reason.

In connection with this RFP, the Agency reserves the right to waive any technicalities and make any award(s) that is determined to be in the Agency's best interests.

#### VIII. Right to Engage Additional Servicers

OHFA reserves the right to select multiple Servicers. In addition, the selection of a Servicer will not grant exclusive servicing rights for the Programs, nor preclude OHFA from either performing the services on its own or contracting with additional parties for comparable services for any portion of the OHFA portfolio.

#### IX. Award of RFP

The RFP will be evaluated based upon the applicant's ability to provide OHFA with the most effective combination of qualifications, capacity and experience, particularly

with respect to purchasing, pooling, selling and servicing of mortgage loans, with special consideration for experience with state or local housing finance agencies. Proximity of corporate offices and availability of key personnel will also be considered.

Once the firms are reviewed on the ability to perform the services set forth in section 2.0, OHFA will review the proposals. In considering which firm to select, OHFA has the right to negotiate the fee of any respondent that it believes will provide the best services at the most reasonable price that is in the best interests of OHFA. After due consideration of all proposals, staff will seek board approval of the selected servicer.

OHFA will contact each firm and inform them who was chosen to be awarded the contract after formal approval on or about December 20, 2017

#### X. State Law Provisions

By submitting a response to this RFP, all applicants hereby agree to abide by the following state law provisions (all Ohio Revised Code references can be found at <http://codes.ohio.gov/orc>):

- a) Drug-Free Workplace Compliance. In the event that work performed pursuant to the terms of this engagement will be done while on state property, the applicant hereby agrees that all of its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol, or abuse prescription drugs;
- b) Outsourcing of Work.
  - I. Applicant affirms that it has read and understands Executive Order 2011 12K issued by Ohio Governor John Kasich, that it shall abide by those requirements in the performance of this work, and that it shall perform no services required under this RFP outside of the United States. Please visit <http://www.governor.ohio.gov/Portals/0/pdf/executiveOrders/EO%202011-12K.pdf>
  - II. Change of Performance Location. Applicant also affirms, understands, and agrees to immediately notify OHFA of any change or shift in the location(s) of services performed by applicant or its subcontractors under this Agreement, and no services shall be changed or shifted to a location(s) outside of the United States.
- c) Ohio Ethics Laws. Applicant certifies that it has reviewed and understands the Ohio ethics and conflict of interest laws including, without limitation, Ohio Revised Code §§ 102.01 et seq., §§ 2921.01, 2921.42, 2921.421 and 2921.43, and §§ 3517.13(I) and (J), and (3) will take no action inconsistent

- with those laws, as any of them may be amended or supplemented from time to time;
- d) Unresolved Findings. Applicant warrants that it is not subject to an unresolved finding for recovery under O.R.C. 9.24. If this warranty is deemed to be false, any implied agreement is void ab initio and the applicant must immediately repay to OHFA any funds paid for work associated with this RFP;
  - e) Conflict of Interest. No personnel of the applicant, subcontractor of applicant or personnel of any such subcontractor, or public official who exercises any functions or responsibilities in connection with the review or approval of any work completed under this Agreement shall, prior to the completion of such work, voluntarily or involuntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge or fulfillment of his functions or responsibilities with respect to the completion of the work contemplated by this RFP. Any such person, who, prior to or after the execution of any agreement with OHFA, acquires any personal interest, involuntarily or voluntarily, shall immediately disclose his interest to OHFA in writing. Thereafter, such person shall not participate in any action affecting the work for OHFA unless OHFA determines that, in light of the personal interest disclosed, his participation in any such action would not be contrary to the public interest;
  - f) Adherence to State and Federal Laws, Regulations. Applicant agrees to comply with all applicable federal, state, and local laws related to its performance of the obligations of this RFP. Applicant accepts full responsibility for payments of all unemployment compensation, insurance premiums, workers' compensation premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by applicant on the performance of work for OHFA.

## Section 2 – Scope of Services

In your proposal, describe how you will address each item listed below:

### I. General Requirements

- a. It is understood that, regardless of any other provisions of this RFP by participating in the Residential Mortgage Revenue Bond Program, Participating Lenders are not automatically correspondents with Servicer, and are required to execute lender agreements with the Servicer.



- b. The servicing agreement is exclusively for purchasing, pooling, selling, and servicing of Mortgage Loans. Servicer shall not market its banking products to OHFA's customers.
- c. Servicer shall purchase, pool, sell and service loans for purchase from any Participating Lender.
- d. Servicer will accept loans via Fannie Mae Desktop Underwriting® (DU) and Fannie Mae Desktop Originator® (DO). Servicer will accept loans via Freddie Mac Loan Prospector (LP) and other automated underwriting systems as agreed to by OHFA on a case-by-case basis. Servicer will accept Mortgage Loans manually underwritten to VA, FHA, or USDA-RD, and GNMA/Fannie Mae and Freddie Mac Guidelines.
- e. Under the Servicing Agreement the Servicer will be required to:
  - a. Pool and assign the FHA, VA and USDA-RD Mortgage Loans to the Government National Mortgage Association ("GNMA") under the terms of its GNMA Guaranty Agreement and issue its GNMA Certificates (in the form of GNMA I or GNMA II securities) backed by the FHA, VA or RHS Mortgage Loans for sale to the Trustee.
  - b. Pool and swap the conventional Mortgage Loans for Fannie Mae Mortgage-Backed Securities under the terms of its Fannie Mae Mortgage-Backed Securities ("MBS") Pool Purchase Contract for sale to the Trustee.
  - c. Pool Freddie Mac Mortgage-Backed Certificates under the terms of its Freddie Mac Mortgage Backed Securities ("MBS") Pool Purchase Contract for sale to the Trustee.
- f. The Servicer will service the Mortgage Loans underlying the Fannie Mae MBS with the "Special Servicing Option" rather than the "Regular Servicing Option", both as defined in the Fannie Mae Guide.
- g. The Servicer shall service the Second Mortgage Loans in compliance with the FNMA or FHLMC guides. The Servicer shall execute and deliver any and all instruments, documents, and writings necessary to service the Second Mortgage Loans.

## II. Program Development

The Servicer shall be required to:

- a) Assign experienced staff to review Program terms and all Program term sheets suggesting revisions as necessary.
- b) Conduct ongoing lender training using current technology that is interactive.

- c) Confirm with OHFA, the Trustee and Participating Lenders a schedule and procedure for the regular acquisition, pooling and securitization of Mortgage Loans and sale of GNMA/Fannie Mae/Freddie Mac MBS to the Trustee.

### III. Origination Period

The Servicer shall be required to:

- a) Review Mortgage Loan documents and Lender's Certificates within three business days of receipt for conformity with the requirements of the Servicing Agreement and the Program.
- b) Review closed Mortgage Loan files and notify Participating Lenders of discrepancies and work with Participating Lenders to ensure that closed Mortgage Loans are purchased within the time frames required by the Guidelines and the Lender Guide.
- c) Purchase and fund (within ten business days of receipt of complete packages) Mortgage Loans from Participating Lenders upon delivery of such Mortgage Loans and the required documentation by Participating Lenders.
- d) Issue GNMA Certificates backed by the FHA, VA and USDA-RD Mortgage Loans as soon as reasonably possible or at a minimum on a weekly basis.
- e) Pool and swap conventional mortgage loans with Fannie Mae and Freddie Mac in exchange for Fannie Mae and Freddie Mac Certificates as soon as reasonably possible or at a minimum on a weekly basis.
- f) Deliver GNMA, Fannie Mae and Freddie Mac Certificates, immediately upon issuance, to the Trustee for purchase.
- g) Remit to OHFA and the Trustee, on a daily, weekly and monthly basis, the aggregate dollar amount of Mortgage Loans acquired by the Servicer from each Participating Lender and the status of such Mortgage Loans. To provide special reports as requested by OHFA.
- h) Consult with and advise the Participating Lenders and the Trustee concerning technical questions with respect to the Mortgage Loans.
- i) Table fund the Down Payment Assistance Second Mortgage Product and the Grants for Grads Product of OHFA.
- j) Consideration should be given to offering loans that meet the Fannie Mae and Freddie Mac, Duty to Serve, to include offerings for manufactured housing.

#### IV. Ongoing

The following is a list of ongoing tasks that are required to be performed by the Servicer:

- a) Service Mortgage Loans in accordance with VA, FHA or USDA-RD, and GNMA/Fannie Mae and Freddie Mac Guidelines.
- b) Service the OHFA Second Mortgages in accordance with the definitive agreements.
- c) Render to OHFA, Trustee, Participating Lenders or others, as appropriate, such certifications as shall be required from time to time pursuant to the Program documents to assure compliance with Program requirements.
- d) Repurchase any non-conforming loans for resale to the applicable originating Participating Lender.
- e) Take any other action, which the Servicer and/or OHFA deems necessary or appropriate in order to facilitate the implementation of the Program in accordance with the provisions of the Program documents.

#### V. Other Requirements

In addition to meeting the requirements of GNMA, Fannie Mae, Freddie Mac and other requirements of OHFA, the successful applicant must meet or agree to the following:

- a) Be a firm engaged in the business of servicing residential mortgage loans and qualified to do business in the State of Ohio.
- b) Be
  - (i) an FHA-approved, VA-approved and USDA-RD-approved mortgagee, a GNMA - approved Authority and Servicer of GNMA Certificates for FHA-insured, VA- guaranteed and USDA-RD-guaranteed mortgages, and
  - (ii) a Fannie Mae, Freddie Mac- approved seller-Servicer eligible to pool and service Fannie Mae, Freddie Mac Mortgage-Backed Securities for conventional mortgage loans, and meet all requirements of applicable laws so as to be eligible to originate, purchase, hold and service FHA-insured, VA-guaranteed and USDA-RD-guaranteed mortgages and conventional mortgage loans.
- c) The selected Servicer shall be required to supply the following reports:
  - i) Provide a monthly report for the GNMA, Fannie Mae and Freddie Mac securities by the 5th calendar day of each

- month, totaled by each OHFA series, that lists, at a minimum, the pool number, scheduled principal, additional principal, liquidations, total interest due for the month, total amount distributed, beginning security balance, current principal distribution, ending security balance, and security interest rate.
- ii) Provide a delinquency report by the 5th calendar day of each month, totaled by OHFA series that lists, at a minimum, the mortgage count, fixed monthly payment, principal balance, delinquent count, delinquent number of months, (i.e. 1 month, 2 months or 3 months), foreclosure count, delinquent principal amount, scheduled principal amount, schedule interest due, total distribution, beginning security balance, ending security balance and security interest rate.
  - iii) Provide a schedule of pooled mortgages weekly including; Form 11706 electronic pool submission loan detail, Form 11706 electronic pool submission recap, a notification of delivery of GNMA/Fannie Mae/USDA Securities page and a signed copy of the Servicer GNMA/Fannie Mae submission certificate for each GNMA and Fannie Mae pool.
  - iv) Provide a fixed-rate custodial certification schedule weekly for Freddie Mac securities listing each loan, custodian certification schedule summary, guarantor program: security settlement information and delivery authorization page, notification of delivery of Freddie Mac securities page and a signed copy of the Servicer Freddie Mac submission certificate for each Freddie Mac pool.
  - v) If necessary and as requested by OHFA, provide weekly and monthly reports such as: a Lender Scorecard, a Returned Mortgage File Report, a Canceled Loans Report and Letter, a 203KS Acquisition Amount Report, a Conditions/Exception Report, and a report showing the differences between the Mortgage Loans that the Servicer has compared to the Mortgage Loans that OHFA has in the "pipeline".
  - vi) Provide a REO Summary report by the 5th calendar day of each month (insert detail about report)
  - vii) Provide a US Treasury NIBP Summary report by the 10th calendar day of each month that lists, at a minimum, the mortgage count, principal balance, delinquent count, delinquent number of months combined LTV, percentage

- with 2nd Lien, vintage information, breakdown of type of loan, and other information as requested by the US Treasury.
- d) Be able to demonstrate capacity to warehouse Mortgage Loans as necessary until such loans are pooled to form MBS purchased by the Trustee.
  - e) Maintain an office located in the United States for taking phone calls from customers with questions regarding loan servicing.
  - f) Provide an annual SSAE 16 Type 2 SOC 1 report as required by the Auditor of the State of Ohio or an Agreed-Upon Procedure Report that is acceptable to OHFA and the Auditor of the State of Ohio.
  - g) Encourage auto debit of monthly payment or other means of electronic payment.
  - h) Promote OHFA on all communications with the borrowers of Mortgage Loans.

### Second Mortgage Reports

- A. The Servicer shall provide or make available to the Issuer and its Trustee the following information:
  - (1) On a monthly basis, a remittance report which summarizes the payments forwarded to the Trustee for collection of Second Mortgage Loan payments pursuant to Section B- 3.03 below. The remittance method will be actual interest-actual principal.
  - (2) On a monthly basis, a report made available that includes all Second Mortgage
  - (3) Loans for which the Mortgage Loan is in default bankruptcy or foreclosure, as of the last Business Day of the month. The Issuer will notify the Servicer whether to pursue foreclosure of the corresponding Second Mortgage Loan.
- B. The Servicer, pursuant to the authority granted the Servicer as the attorney-in-fact for the Issuer, shall be responsible for the execution, filing and recording of all Mortgage satisfactions for satisfied Second Mortgage Loans. The Servicer shall recover the actual costs of filing and recording such Mortgage satisfactions from the mortgagor at the time of payoff.
- C. The Servicer shall administer and service the Second Mortgage Loans in accordance with the terms and provisions of this Schedule B.

- D. The Servicer shall deal directly with mortgagors, title companies and attorneys requesting payoffs of these Second Mortgage Loans. Funds collected for the Second Mortgage Loan payoffs shall be directed to the Trustee/Issuer at least monthly
- E. All copies of promissory note and second mortgages of Issuer that Servicer has filed a foreclosure action against. Documents will be sent to Issuer contemporaneously to the foreclosure filing.

### Section 3 – Required Information to be provided in Response to Proposal

#### I. Description of Firm

Please describe your firm's technical experience serving as the Servicer for similar programs. In this description of your firm, include the following:

- a) Number of years of operation and number of years of experience as servicer for similar single-family programs.
- b) Total amount of assets held as of most recent fiscal year end.
- c) Net worth as of most recent fiscal year end.
- d) Total number of loans and dollar amount of Non-HFA single-family loans and HFA single-family loans originated or purchased as of most recent fiscal year end.
- e) Total number of loans and dollar amount of single-family (HFA and Non-HFA) loans serviced as of most recent fiscal year end.
- f) Show evidence of the following in your description of your firm:
  - i) Ability to originate and/or service loans for single-family residences in the State of Ohio.
    - ii) FHA-approved mortgagee.
    - iii) VA-approved mortgagee.
    - iv) USDA-RD-approved mortgagee.
    - v) GNMA-approved Seller/Servicer.
    - vi) Fannie Mae, Freddie Mac approved Seller/Servicer and approved to sell conventional mortgages.
    - vii) Direct endorser under FHA programs.
    - viii) Maintains Errors and Omissions Insurance in amounts required by Fannie Mae.
    - ix) Maintains Fidelity Bond Coverage in amounts required by Fannie Mae.
- g) Experience in originating, funding and closing loans through correspondent lenders. Include your fee schedule for underwriting and other services.

- h) Most recent ratings: if applicable, by third party rating agency; including customer service rating, regulatory rating, and credit rating.

## II. Firm References

Please provide 3 references from issuers that have utilized your firm to provide servicing for single-family programs in the past 3 years. If your firm has serviced less than 3 single-family programs, you may provide references from similar clients.

## III. Staff Qualifications

Identify the specific key individuals who would be assigned to work with OHFA and specify which person would be the primary contact person with OHFA. Describe the level of staffing and service that OHFA would receive, including the nature of the work that each person would perform and their related professional experience with single-family issues.

## IV. Staff Resumes

Please furnish resumes for each individual identified in item III.

## V. Servicing Procedures and Locations

Supply the following information as it relates to servicing procedures and servicing locations:

- a) Describe your servicing procedures, include in this description how you handle customer inquiries, requirements on lenders to facilitate loan deliveries and purchases, your ability to assist in the marketing of OHFA programs and your ability to enter into agreements with correspondent lenders, brokers and other types of lenders.
- b) Describe your information technology environment as it relates to loan origination and loan servicing and remitting. Do you have the capacity to accept loan files electronically?
- c) Describe your policy on cross-selling and use of borrower names and addresses as it would apply to the services contemplated by this RFP.
- d) Identify the location(s) and telephone numbers of the major offices and other facilities that relate to the servicing of the Mortgage Loans under this RFP.

VI. Delinquent Mortgage Loans and Loss Mitigation

- a) Describe your systems and policies for working with borrowers to bring delinquent loans current.
- b) Describe procedures for collections on first and second mortgages.
- c) Is there a specific department or division assigned to handle borrower defaults?
- d) Describe your procedures for sub-ordinations and releases?
- e) At what point in delinquency are borrowers referred to loss mitigation?
- f) Describe procedures for loss mitigation.
- g) Provide data on percentage of loans referred to loss mitigation and outcomes.
- h) Has your organization made any improvements to your collections and loss mitigation operations due to any increases in delinquencies, defaults and foreclosures?

VII. Transition from Current Servicer

Please describe the process and procedures that you would undertake to replace an existing servicer.

VIII. Cost Proposal

The selected Servicer will pay to OHFA a Servicer Acquisition Fee for each Mortgage Loan purchased. See Appendix C

As part of the Program, OHFA pays each Participating Lender 50 basis points of the loan amount per loan. The Servicer will advance these servicing release premiums to the Participating Lenders in connection with each purchase of a Mortgage Loan. The Servicer will then collect this amount from OHFA when the Trustee reimburses the Servicer for the purchase of each pool.

No additional fees for reservation, processing, underwriting, or any other fee, other than those regularly allowed to be collected by the Participating Lenders, may be charged by the Servicer to any borrower or Participating Lender.

No expense reimbursement will be paid to the Servicer in connection with the closing or issuance of each series of bonds.

Include in your response a cost proposal taking into consideration the following:



- a) Detail your proposed payment for servicing rights, in basis points, on FHA-insured, VA-guaranteed and UDSA-RD-guaranteed Mortgage Loans to be securitized with GNMA Certificates.
- b) Detail your proposed payment for servicing rights, in basis points, on conventional mortgage loans to be securitized into Fannie Mae and Freddie Mac MBS.

#### IX. Litigation, Administrative Proceedings, Investigations

Please describe any pending or resolved material litigation, administrative proceedings or investigations in which your corporate servicing department has been involved with in the previous five year period in amounts that exceed \$50,000.

#### X. Other Qualifications

List any other qualifications that should be considered.

#### Section 4 – Evaluation Process

##### I. Minimum Evaluation Requirements

An OHFA Internal Evaluation Team will evaluate the responses to this RFP. Each proposal will be reviewed to ensure that the applicant has complied with each section of this RFP and followed the formatting, organizational and submission requirements as described in this RFP.

The award of the engagement will be made to the firm or combination of firms that gives OHFA the most effective combination of services and information asset both in Sections 2 and 3 of this RFP.

#### Section 5 – Preparing and Submitting the Proposal

##### I. Proposal Organization and Format

OHFA requires the applicant to follow the formatting described below when submitting their proposal:

- a) Proposals must be limited to 20 pages, not including exhibits or appendices;

- b) Responses to each question should be presented in order and include the section heading and numbers as assigned in the RFP;
- c) Each response to this RFP should include as the cover page a Letter of Transmittal. See Exhibit A for the format of the Letter of Transmittal;
- d) Each response to this RFP should include as the second page a Table of Contents.

## II. Submitting the Proposal

See Section 1.V for instructions regarding proposal submission. By submitting a proposal, the applicant agrees to the following:

- a) All materials submitted become the property of OHFA and shall be public information unless a statutory exception exists which would thereby determine that such information cannot be released to the public. If you have information in your proposal that you believe is exempt from the public records laws you must identify each and every occurrence of the information in the proposal on a separate page titled "Exemptions to the Public Records Law". OHFA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected;
- b) Applicants should respond to all requirements in this RFP and comply with any terms and conditions outlined in the RFP. Failure to do so may result in disqualification of the proposal;
- c) All costs incurred in preparation of a proposal shall be borne by the applicant. OHFA shall not contribute in any way to recovering the cost of proposal preparation;
- d) Proposals received after the deadline will not be reviewed. Applicants are advised that there will be no opportunity to correct mistakes or deficiencies in their proposal after the submission deadline. Proposals that are missing required forms and/or information may not be evaluated. It is the sole responsibility of the applicant to ensure its proposal is complete, accurate, responsive to the requirements, and received on time. Proposals not complying with the requirements of the RFP may not be reviewed; and
- e) Proposals received prior to the due date shall remain sealed until the posted due date.

EXHIBIT A

Note: Submit the following on your firm's letterhead

LETTER OF TRANSMITTAL

Ohio Housing Finance Agency  
Attn: Thomas E. Walker  
Single-Family Servicer – RFP Request  
57 E. Main Street  
Columbus, Ohio 43215

Dear Ohio Housing Finance Agency:

In accordance with the Request for Proposal, we are pleased to submit our written proposal.

\_\_\_\_\_ (insert firm's name) will provide Single Family Servicer services to OHFA for the period of January 1, 2018 to December 31, 2021 in accordance with the requirements of the Request for Proposal issued by OHFA.

Any information or questions concerning this written proposal should be directed to \_\_\_\_\_ (firm's liaison) at the following street address, telephone number, and email address:\_\_\_\_\_.

Respectfully,

\_\_\_\_\_ (signature)  
Authorized Officer of Firm  
Printed Name and Title