

MARYLAND STATE TREASURER'S OFFICE
Louis L. Goldstein Treasury Building, Room 109
80 Calvert Street
Annapolis, Maryland 21401

PRE-PROPOSAL CONFERENCE

May 6, 2014

Re: Request for Proposal Financial Advisory Services for the Department of Housing and Community Development RFP #DHCD-FA-04072014

State of Maryland Representatives:

Anne Jewell, Procurement Officer, State Treasurer's Office
Amber Teitt, Director of Debt Management, State Treasurer's Office
Roy Westlund, Deputy Director of Community Development Administration (CDA)
Steve Silver, Chief Financial Officer
Teresa Smith, Director of Finance, CDA
Kristen Musallam, Deputy Director of Finance, CDA

A Pre-Proposal Conference was held on April 28, 2014 at the Maryland Department of Housing and Community Development regarding the Request for Proposals for Financial Advisory Services. The meeting opened with introductions by the State of Maryland representatives, and then attendees.

The Procurement Officer discussed the importance of the proposal submission and asked that the format outlined in Section IV Proposal Format of the RFP be adhered to and for Offerors to make certain that all required forms and affidavits submitted with their technical proposal be completed correctly and signed. Ms. Jewell reviewed the key dates and indicated that oral presentations will be scheduled. There were no further questions regarding the general terms of the solicitation. The 10% MBE goal was discussed and with that the meeting was turned over to Roy Westlund.

Mr. Westlund reiterated the importance of following the directions of the RFP and that Offerors need to make sure that all subsections in Section IV are responded to. Mr. Westlund indicated that the RFP was self explanatory. He discussed the minority participation and addressed some areas that minority firms might assist with as follows:

- Preparation of post-bond sale analysis;
- Selection of underwriters;
- Underwriter Performance;
- Swap/interest rate exchange agreements (review of market to market calculations);
- Monitoring margin calls and the requirements under those margin calls in TBA program;

- Maintain loan reservation fallout report in the TBA program;
- Reconcile the pool prices and fees with the master servicer;
- Allocation of TBA trades to various pools; and
- Update of current loan rates for multifamily and single family mortgages.

There were no questions from the attendees.

Respectfully submitted,



Anne Jewell, CPPB
Procurement Officer