



**REQUEST FOR PROPOSALS
(RFP #2026-0035)
Municipal Housing Bond Underwriting Services**

October 10, 2025

Symrah Christopher, CPPO/CPPB
Interim SVP, Contracts and Procurement

230 John Wesley Dobbs Avenue, NE
Contracts and Procurement Department - 5th Floor
Atlanta, GA 30303
Telephone: 404.892.4700
Website: www.atlantahousing.org

The Housing Authority of the City of Atlanta, Georgia ("Atlanta Housing" or "AH") seeks to enter a contract with a qualified Service Provider(s) to provide Municipal Housing Bond Underwriting/Investment Bankers or Institutions to establish new pools from which AH will select the qualified firms. The Service Provider(s) shall provide or serve as senior, co-senior-manager and co-managing underwriters with respect to the issuance of certain bonds.

To view and download the full RFP, on or after October 07, 2025, visit www.atlantahousing.org and click on Doing Business with Atlanta Housing, then Solicitations. For questions regarding the RFP, please e-mail LaTasha Cole (latasha.cole@atlantahousing.org).

REQUIREMENTS – Please note that the following items are a requirement for submission on this RFP. Respondents are encouraged to read each section carefully when considering a response to the RFP.

1. Firms / Supplier Registration

To do business with AH, Respondent must be a registered vendor *prior to submitting a response*. Please refer to the following Internet URL for more information about Vendor Registration and to register on-line – <http://www.atlantahousing.org/business/vendors>. If Respondent has already registered with AH, the Respondent's (Vendor) profile must be up-to-date. For general questions on the vendor registration process ONLY, please contact Aria Ramos (aria.ramos@atlantahousing.org) or Sherri Brown (sherri.brown@atlantahousing.org).

2. Compliance with E-Verify

In compliance with Georgia law¹, effective July 1, 2013, **before** AH **can consider** Respondent's proposal for the services requested, Respondent must register and participate in the federal work authorization program operated by the United States Department of Homeland Security, commonly known as E-Verify, to verify employment eligibility information of newly hired employees and must continue to participate in E-Verify during the term of the contract. To participate, you must submit to AH a signed affidavit in the form of the affidavit either provided by Georgia Department of Audits and Accounts or approved by AH ("E-Verify Affidavit") – see **Prerequisites** Page in Jaggaer for the State of Georgia Contractor E-Verify Affidavit. The E-Verify Affidavit is Respondent's certification that it has registered with, is authorized to use and uses the federal work authorization program.

Respondent must certify that all tiers of contractors and subcontractors hired by Respondent to perform the services under the agreement are compliant with E-Verify; that Respondent will continue to use E-Verify throughout the term of the contract; that Respondent and all tiers of its contractors and subcontractors will only contract with other contractors and subcontractors who present an E-Verify Affidavit, or the appropriate documentation in lieu of the E-Verify Affidavit; and that Respondent will submit the appropriate affidavits and other documents to AH from it and all tiers of contractors and subcontractors, as required.

Failure to comply with Georgia law may result in disqualification of a Respondent's submission or withdrawal of a contract award.

3. Insurance

The awarded contractor will be required to obtain insurance coverage before execution of a contract and must maintain the insurance coverage during the entire contract period, at the minimum levels listed below:

A. Minimum Limits and Coverage

1. Workers' Compensation and Employer's Liability with the following minimum limits and coverage:
 - i. Workers' Compensation: Statutory limit in accordance with the laws of the State of Georgia
 - ii. Employer's Liability:
 - (a) \$500,000 each accident for bodily injury by accident
 - (b) \$500,000 each employee for bodily injury by disease
 - (c) \$500,000 each employee for bodily injury by disease

¹ O.C.G.A. §§ 13-10-90 and 13-10-91

2. Commercial General Liability with the following minimum limit coverage:
 - i. \$2,000,000 each occurrence (combined single limit for bodily injury and property damage
 - ii. \$2,000,000 for personal and advertising injury liability;
 - iii. \$2,000,000 aggregate for products and completed operation;
 - iv. \$3,000,000 general aggregate;
 - v. \$5,000 medical payments;
 - vi. \$1,000,000 per occurrence or claim for sexual abuse and molestation
 - vii. Additional Insured Endorsement: Blanket additional insured coverage is required to the extent of liabilities assumed by the awarded contractor under the resulting agreement, to include AH, its Commissioners; its officers, directors, employees, and volunteers

3. Automobile Liability with the following minimum limit and coverage:
 - i. \$1,000,000 combined single limit each accident
 - ii. Coverage shall be for any auto (including owned, hired, and non-owned autos)

4. Professional Liability / Errors & Omissions
 - i. Professional Liability / Errors & Omissions insurance in the amount of not less than \$2,000,000 per claim and in the aggregate (to include Law Enforcement activities)

5. [Intentionally omitted.]

6. Cyber-Liability Insurance Requirements
 In addition to having favorable cyber-risk controls and processes in place, the awarded contractor shall have Cyber Liability Insurance with coverage to protect Atlanta Housing, including both first- and third-party coverage, with limits not less than \$2,000,000 per occurrence or claim and \$3,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as are undertaken by the awarded contractor in this agreement and shall address network security wrongful acts; privacy wrongful acts; crisis/breach management expenses; regulatory proceedings expenses; media/content liability expenses; digital asset expenses; business interruption costs; and cyber extortion and reward payments. The policy shall cover, but not be limited to, claims involving infringement of intellectual property, infringement of copyright, invasion of privacy or breach of privacy violations, release of private or personally identifiable information, breach of data, cost of data recovery, unauthorized access to data or systems, information theft, damage to or destruction of electronic information, alteration of electronic information, electronic theft, telecommunications fraud, computer fraud, social engineering fraud, cyber deception, fraudulently induced transfers, ransomware, malware, extortion, and network security. The policy shall provide coverage for breach response costs, regulatory fines and penalties, and credit monitoring expenses, with limits sufficient to respond to these obligations.

B. Additional Requirements:

1. **As a condition precedent to entering into the resulting contract, the awarded contractor will provide to AH all certificates of insurance, including all required amendatory endorsements and a copy of the endorsement page of the commercial general liability policy, prior to execution of the resulting contract and at the beginning of each option term.** Each such policy will not be canceled or materially changed or altered without the awarded contractor or the insurance provider first giving 30 days' written notice thereof to AH's VP, Contracts & Procurement Department, 230 John Wesley Dobbs Avenue, NE, 5th Floor, Atlanta, Georgia 30303-2421, sent by certified mail, return receipt requested.

2. All certificates and endorsements are to be received and approved by AH before work commences. AH's approval of the certificates and endorsements shall not be unreasonably withheld. However, failure to obtain the required documents prior to the work beginning shall not waive the awarded contractor's obligation to provide them. All coverage limits and endorsements required herein shall be maintained in full force.

3. The insurance carrier shall be licensed to transact business in the State of Georgia and shall carry a current A.M. Best's rating of no less than AVII.

4. The awarded contractor agrees to notify AH of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in

coverage or receipt of a claim against such coverage with a potential recovery in excess of 20% of available coverage.

5. The premium cost of all insurance purchased by the awarded contractor for protection against risks assumed by the awarded contractor by virtue of this Agreement shall be borne by the awarded contractor and is not reimbursable by AH.
6. An umbrella liability policy (or excess liability) may be used to provide additional commercial general liability, automobile liability, and employers' liability limits to meet AH's minimum coverage requirements.
7. AH reserves the right, but not the obligation, to review and reject any certificates of insurance or insurer failing to meet the criteria stated herein.
8. The minimum insurance coverage limits outlined herein do not preclude the awarded contractor's contractual obligations to cover losses for which it is liable in accordance with the terms of the Master Services Agreement. The insurance obligations under this agreement shall be: (1) all the insurance coverage and/or limits carried by or available to the awarded contractor; or (2) the minimum insurance coverage requirements or limits shown in the agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to AH. No representation is made that the minimum insurance requirements of this agreement are sufficient to cover the obligations of the awarded contractor under the agreement.
9. For any claims related to the resulting contract, the awarded contractor's insurance coverage shall be primary and non-contributory with respect to the AH Commissioners, officers, employees, agents, volunteers, and assigns. Any insurance or self-insurance maintained by the awarded contractor, its officers, officials, employees, agents, or volunteers shall be excess of the awarded contractor's insurance and shall not contribute with it. This requirement shall also apply to any excess or umbrella liability policies.
10. All insurance coverage maintained or procured pursuant to the agreement should be endorsed to waive subrogation against AH Commissioners, officers, agents, employees, volunteers, assigns, or shall specifically allow awarded contractor or others providing insurance, evidence of compliance with these specifications to waive their right of recovery prior to a loss. The awarded contractor shall waive its own right of recovery against AH and shall require similar written express waivers and insurance clauses from each of its subcontractors.
11. Any self-insured retentions must be declared to and approved by AH. AH reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Failure of the awarded contractor to fully comply with the insurance and bonding requirements of the agreement will be considered a material breach of the resulting contract.

The awarded contractor shall provide certificates of insurance to AH prior to execution of the contract and at the beginning of each option term.

1.0 About Atlanta Housing

Atlanta Housing is the largest housing authority in Georgia and one of the largest in the nation. AH provides and facilitates affordable housing resources for over 26,000 low-income households. These affordable housing resources include AH-owned residential communities, AH-sponsored mixed-income, mixed-finance residential communities, tenant-based vouchers, HomeFlex Program (formerly Project Based Rental Assistance Program), supportive housing arrangements, and homeownership opportunities.

Atlanta Housing has broad corporate powers including, but not limited to, the power to acquire, manage, own, operate, develop and revitalize affordable housing. AH's programs are funded and regulated by the U.S. Department of Housing and Urban Development ("HUD"). Using its Moving to Work flexibility, AH has implemented a variety of innovations that benefit low-income families and expand housing choice. AH's approach to providing quality affordable housing and human development services is based on the belief that people can do better when given access to quality living environments and the tools they need to

become self-sufficient. To learn more about AH and its history, mission and business plan, Respondents are encouraged to visit AH's website www.atlantahousing.org.

1.1 Background

Atlanta Housing seeks to enter into one or more contracts with qualified firms to serve in two areas of underwriting services: firms will provide services as a Senior Manager Pool and a Co-Manager Pool (together, the "Pools"). Atlanta Housing intends to establish the Pools for a period of three (3) years but may at its sole discretion choose to extend the Pools beyond this initial three year period.

The acceptance of a firm into either one of the Pools does not guarantee participation in a transaction or vest the respondent with any rights with respect to AH. In addition to preserving its current housing portfolio, AH is developing a municipal bond program to support financing for multifamily affordable housing projects, with the potential to expand to single-family housing in the future.

1.2 Scope of Work and Specific Requirements

Atlanta Housing seeks to enter one or more contracts with qualified firms to provide Municipal Housing Bond Underwriting/Investment Banking services in order to establish a new pool from which AH will select the qualified firms. The firms shall serve as senior, co-senior-manager, and co-managing underwriters with respect to the issuance of certain bonds.

A. Senior Managers will be expected to provide comprehensive "book-running" services related to the structuring, marketing, selling, and underwriting of housing bonds, especially tax-exempt multi-family housing debt. This shall include, but may not be limited to, the following:

1. Strategic Debt Planning and Structuring

- Develop and recommend financing structures to Atlanta Housing and its Municipal Advisor/Quantitative Consultant for each bond issue to meet program and financial goals given current and projected market conditions while aligning with AH's long-term financial objectives and policy goals.
- In consultation with AH's Municipal Advisor/Quantitative Consultant, recommend optimal bond structures to minimize cost of funds while limiting risk and providing flexibility to Atlanta Housing.
- Provide advice on the terms and structure of bonds.
- Identify market opportunities and provide ongoing surveillance of AH's outstanding debt portfolio.

2. Rating Agency Support

- Work with Atlanta Housing and its municipal advisor in coordinating with rating agencies to provide necessary information and address inquiries throughout the rating process in connection with each bond issue as necessary.

3. Document Preparation and Review

- Review and/or assist in the preparation of all relevant bond-related documentation, including but not limited to, resolutions, official statements, tax documents, board approval materials, closing documents, and rating presentations if applicable.
- Provide thorough review and comments on preliminary and final official statements (POS/OS) and other transaction documents.
- Coordinate with bond counsel to ensure compliance with all applicable federal tax and securities laws.
- Participate in due diligence calls.

4. Syndicate Management and Pricing Strategy

- Develop marketing and pricing strategies, including managing the syndicate of co-managers.
- Provide proposed pricing wires prior to calls discussing bond marketing.
- Coordinate the preparation of preliminary and final pricing wires and offering scales for AH review and approval prior to publication.

5. Market Data and Investor Engagement

- Provide weekly scales to Atlanta Housing and its municipal advisor during the analysis and preparation of bond structures.
- Provide market updates and pre-pricing data to Atlanta Housing and its municipal advisor including: price views from the underwriting team, the consensus sale and recommended preliminary wire to be approved by Atlanta Housing.
- Manage investor outreach and marketing efforts, including creation of investor presentations/roadshow materials as applicable.
- Provide on-going analysis of market conditions leading up to each sale. Provide electronic and/or printed materials to support investor communications.

6. Order Management, Execution, and Underwriting

- Manage the process of marketing and selling bonds to a diversified set of investors. Commit capital as required to underwrite Atlanta Housing's bond issues. Underwrite AH bond issuances and comply with AH's policies for liability designation, retention, pricing procedures, and bond sales.
- Provide detailed orders and allotments for AH approval. Fulfill orders and allotments in accordance with AH's direction.
- Finalize underwriter takedown and expenses for AH approval.

7. Post-Pricing Deliverables and Support

- Prepare a final pricing book for each sale, including: Summary of bond sale, pricing wire, interest rates, TIC; Sources and uses of funds summary; Underwriter takedown and expense breakdown; Market comparisons of interest rates, yields and spreads to recent comparable issues; List of investors who purchased AH bonds; Underwriter team orders and allotments by retail, institutional and member.
- Support Atlanta Housing's bonds in the secondary market trading and continued investor relations.

8. Ongoing Compliance and Support

- Provide all required certifications as requested by bond counsel.
- Offer comments and support on continuing disclosure undertakings.
- Coordinate with Guaranteed Investment Contract (GIC) brokers, if applicable, for bidding of program and float fund accounts.

9. Innovation and Strategic Advisory

- Identify and propose new strategies, initiatives, and innovative ideas to enhance AH's programs, financial performance, and operational goals.
- Participate in meetings, calls, and ongoing collaboration with AH staff and financing team members as needed.
- Provide other bond or program-related investment banking services as may be requested by AH.

B. Co-Managers will be expected to provide services related to marketing, selling and underwriting of Atlanta Housing bonds, including, but not limited to, the following:

- Participate with the senior manager in the development of marketing and pricing plans.
- Market Atlanta Housing's bonds, including engagement with potential investors and distribution of marketing materials.
- Follow Atlanta Housing's policies—either oral or written—regarding liability designation, pricing procedures, and the bond sale process.
- Underwrite bonds as needed in coordination with the senior manager.
- Provide required certifications to bond counsel in accordance with applicable legal requirements.
- Participate in the bond related document review and due diligence call.
- Support post-pricing activities, including providing market support for underwritten bonds.

1.3 Pre-Proposal Conference

Atlanta Housing will conduct a virtual Pre-Proposal Conference via Zoom on Tuesday, October 21, 2025, at 2:00 P.M. While this meeting is not mandatory, AH strongly encourages interested parties to attend. Questions pertaining to the RFP and technical specifications will be discussed during the meeting; however, these responses are considered non-authoritative. Written questions received by AH will be addressed in writing through the issuance of an addendum. Please review paragraph 2.0 Schedule of Events for all dates and times relating to this RFP.

1.4 Contract Term (Initial and Option Years)

The initial term of the contract shall be for a term not to exceed three (3) years. AH may renew the contract for two (2) one-year terms at the sole discretion of AH. Renewal will be accomplished through the issuance of a contract extension letter. In the event that the resulting contract from the award of this RFP terminates or is likely to terminate prior to the award of a new contract for the identified products and services, AH may, with the written consent of the awarded contractor, extend the contract for such period of time as may be necessary to permit AH's continued supply of the identified products and services. The resulting contract may be amended in writing from time to time by mutual consent of the parties. The resulting award of the contract does not guarantee a minimum volume of work or commitment of funds.

2.0 Schedule of Events

RFP Released	Friday, October 10, 2025
Pre-Proposal Conference Date and Time (*Virtual Zoom Meeting Details)	Tuesday, October 21, 2025, at 2:00 P.M., ET Suppliers are required to register in advance for this meeting: Register in advance for this meeting: https://atlantahousing.zoom.us/meeting/register/0rY_VjzvQzOhby7mivNmXw After registering, you will receive a confirmation email containing information about joining the meeting.
Deadline for Questions and/or Comments	Friday, October 24, 2025, by 2:00 P.M., ET
Proposal Due Date and Time	Friday, November 07, 2025, by 5:00 P.M. ET

2.1 Communications

In order to maintain a fair and impartial competitive process, AH and any outside consultants assisting AH with this solicitation, shall avoid private communication concerning this procurement with prospective Respondents during the entire procurement process. From the issue date of this RFP until the final award is announced, Respondents are not allowed to communicate about this RFP for any reason with any AH staff and/or outside consultants assisting AH with this solicitation except:

- through the RFP Point of Contact named below;
- as otherwise specified in this RFP; and / or
- as provided by existing work agreement(s) (if any)

Prohibited communication includes all contact, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. AH reserves the right to reject the quote of any Respondent violating this provision.

Questions must be submitted via the Q&A Board on AH's Business Management Portal. AH will receive requests for additional information and/or clarification relative to this solicitation between Friday, October 10, 2025, through Friday, October 24, 2025, 2:00 P.M. ET.

Responses to these questions will be addressed in writing via AH's electronic procurement system. AH **will not** respond to requests for information after the date stated above. **It is the responsibility of the Respondent to monitor AH's website for any addenda issued.** All Respondents are encouraged to frequently check AH's website/portal for additional information.

All requests for information or clarification pertaining to this solicitation must be addressed in writing.

RFP Point of Contact

LaTasha Cole, Purchasing Analyst
Latasha.cole@atlantahousing.org
The Housing Authority of the City of Atlanta, Georgia
Contracts & Procurement Department
230 John Wesley Dobbs Avenue, NE 5th Floor
Atlanta, Georgia 30303-2421

3.0 Clean Hands Policy

Procurement actions shall be conducted only with responsible contractors who have the technical and financial competence to perform, fiscal responsibility in business dealings, and a satisfactory record of integrity. Before awarding a contract, AH shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, compliance with public policy, record of past performance on AH and other jobs (including contacting previous clients of the contractor), and financial and technical resources. AH shall not award a new contract or conduct new business with a bidding contractor, vendor or applicant who (i) has past due financial obligations or indebtedness to AH pursuant to a contract or other transaction and has not fulfilled the obligation prior to submission of a bid, proposal or application for a contract, (ii) has an existing claim, demand, litigation action, investigation, hearing, or other legal, administrative, arbitral or similar proceeding or dispute against AH, whether civil or criminal (including any appeal or review of any of the foregoing) or (iii) in AH's reasonable discretion, has taken action that may give rise to or threatened to assert a claim, demand, litigation action, investigation, hearing, or other legal, administrative, arbitral or similar proceeding or dispute against AH, whether civil or criminal (including any appeal or review of any of the foregoing) or other dispute against AH. The President and Chief Executive Officer may waive the requirements of this paragraph for good cause shown as determined by the President and Chief Executive Officer and if it is otherwise in AH's best interests.

3.1 Submittals

Proposals shall be submitted via AH electronic sourcing platform - Jaggaer. AH **will not** accept any proposal in part or in whole through any other means. The sections are as follows:

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one attachment. Responses to the items must be included immediately after the restated items without any reference to any appendix and may not exceed a total of 35 pages.

i. COVER LETTER

Each proposal must include a cover letter that provides a general statement of the purpose of the submission and outlines the following information:

1. Primary Contact Information: Include the name, title, office address, office and mobile telephone numbers, and email address of the individual who will serve as the primary contact for Atlanta Housing.

2. Statement of Interest and Qualifications: Summarize your firm's interest in and qualifications for the proposed engagement. Please indicate if your firm wishes to be considered for the inclusion in the Senior Manager Pool or Co-Manager Pool. If your firm wishes to be considered for the Senior Manager Pool, respond to all SECTIONS 1-5 below. If your firm wishes to be considered only for the Co-Manager Pool, respond to only SECTIONS 1-3 below. Please note that all firms proposing to serve in the Senior Manager Pool will automatically be considered for the Co-Manager Pool unless stated otherwise. The cover letter must be signed by an individual authorized to act on behalf of the firm and must include the following certifications:
- No member of the firm has made any inquiries regarding this RFP, except via email to [LaTasha Cole] at latasha.cole@atlantahousing.org for clarification related to the Scope of Work, from the release of this RFP through the proposal submission deadline.
 - The firm agrees not to initiate any inquiries or communications related to this RFP until after the official award notification.
 - To the best of the signer's knowledge, all information provided in the proposal is true and accurate.

3.2 Evaluation Process, Evaluation Factors (Questions) and Award

The proposal evaluating process is designed to award the contract, not necessarily to the Respondent(s) of least cost, but rather to the Respondent(s) whose proposal represents the best overall value as determined by an evaluation of the best technical score (a combination of qualifications and experience) and price/costs. Evaluations are based upon the evaluation factors and weights specifically established within this RFP.

Respondent(s) must provide all information outlined in the Evaluation Factors (as defined below) for the Respondent's proposal to be considered responsive. The quality of answers rather than length of responses to this RFP is important.

After evaluations, the Evaluation Committee will determine a competitive range. The competitive range includes the proposals that have a reasonable chance of being selected for the award considering all aspects of the RFP. AH will negotiate with the Respondent(s) who fall within the competitive range. If required, only those Respondents within the competitive range may be selected for an oral presentation and/or interview.

The presentation/interview process will be arranged to assist the evaluation committee in differentiating those Respondents within the competitive range. Points may be added or deducted from the Respondent's preliminary score as deemed necessary by the evaluation committee. AH reserves the right to negotiate the final scope of services, price, schedule and any and all aspects of this solicitation with all Respondents in the competitive range.

Once negotiations are complete, AH shall establish a date and time for the submission of best and final offers. If a Respondent does not submit a notice of withdrawal of its offer, or a best and final offer, the Respondent's immediate previous offer shall be construed as its best and final offer. The best and final offers shall be evaluated in essentially the same manner as the initial offers unless otherwise specified. The contract shall be awarded to the responsible Respondent whose qualifications, price and other factors considered are the most advantageous to AH.

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

Senior Manager Pool

Evaluation Factor (Question)	Items	Maximum Percentage	Points
A	Qualifications of firm, personnel, and capital adequacy	50.00 %	100 Points
B	Experience/Past Experience	15.00 %	30 Points
C	Marketing and Distribution Capabilities	15.00 %	30 Points
D	Issuance Strategies and Recommendations	10.00 %	20 points
E	Cost and Fees	10.00 %	20 Points
	Maximum Point Value	100.00 %	200 Points

Co-Manager Pool

Evaluation Factor (Question)	Items	Maximum Percentage	Points
A	Qualifications of firm	40.00 %	40 Points
B	Experience/Past Experience	30.00 %	30 Points
C	Marketing and Distribution Capabilities	30.00 %	30 Points
	Maximum Point Value	100.00 %	100 Points

The establishment, application and interpretation of the above Evaluation Factors (Questions) shall be solely within the discretion of AH. AH reserves the right to determine the suitability of proposals on the basis of all of these factors.

EVALUATION FACTORS (QUESTIONS) DESCRIPTIONS

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

Evaluation Question A: Qualifications of firm, personnel, and capital adequacy (100 Points)**A. Qualifications of and Information About the Firm**

- Please indicate where your firm is headquartered. If your firm has a physical office in the city of Atlanta, please list the type of office(s) as well as the number of full-time employees working within Atlanta limits. If personnel split their time between multiple offices, use the employee's place of primary residence to determine whether they are based in Atlanta. Of the total personnel in the office(s), please list those individuals dedicated to municipal finance. Atlanta Housing reserves the right to validate the information submitted.
- Please complete the table below regarding your firm's capital position and underwriting capacity as reported in the end of year FINRA FOCUS Report. To be considered for any Senior Underwriter role, your excess net capital must be at least \$250,000,000. For any co-manager role, there is no minimum excess net capital requirement.

Total (Equity) Capital	2023	2024
Net Capital		
Excess Net Capital		
Net Capital allocated to Public Finance		
Excess Net Capital allocated to Public Finance		
Maximum Municipal Bond Underwriting Capacity		

- Please describe how your firm commits capital to public finance activities and specify the amount of capital committed to the municipal housing sector since 2023.
- Please provide your audited financial statements for the years 2023, and 2024 (Please include the audited financial statements in the appendix. This info does not count towards the 35-page maximum.)
- Please provide your firm's credit rating and outlooks by Fitch, Moody's, and/or S&P. Please also indicate if your firm is not rated.

Provide names, addresses, phone numbers, and email addresses of three (3) state and/or local housing authorities references.

B. Assigned Professionals:

1. Provide the name, title, contact information, office location, and a brief background for each key professional. For each individual, include the number of years of relevant experience, the number of years with the firm, and specific experience related to housing finance (e.g., work with public housing authorities and/or state housing finance agencies). Please include resumes of the key professionals in an appendix – please note all these key professionals are expected to participate in interviews if interviews are required as part of the selection process for Senior Underwriters. Your firm will be expected to promptly notify Atlanta Housing of any key personnel changes.
 - a. Investment Banking – primary investment banking team.
 - b. Underwriting (must indicate the lead underwriter to be assigned to Atlanta Housing), Sales and Trading
 - c. Please complete the table below:

	2023	2024	Currently
Number of professionals in Public Finance Department			
Number of professionals assigned full-time to tax-exempt housing			
Number of Institutional sales personnel assigned exclusively to marketing tax-exempt bonds and notes			

2. Please describe your firm’s commitment to the municipal finance industry including a statement of whether staff size has grown, reduced or remained stable since January 1, 2023.

C. Legal and Firm Issues (Response to this section does not count against the 35-page limit):

1. Please disclose and explain any open or pending lawsuits, significant negative events in your firm’s municipal finance department’s recent history including criminal charges, civil litigation, or administrative actions involving allegations of securities law violations by your firm or its employees since January 1, 2023. Please comment on the resolution and/or status of the actions.
2. Are there any other lines of business conducted by your firm that could complement or conflict with your role on AH transactions? Please disclose any arrangements that might present an actual or apparent conflict of interest with this role.

D. Additional Information

1. Describe other services or products your firm can provide such as derivatives, liquidity facilities, remarketing agent, lines of credit, direct placement bonds, etc.
2. Provide any additional information that you deem relevant that Atlanta Housing should know about the team or firm.

Evaluation Question B: Experience/Past Experience (30 Points)

1. Number of years of experience with providing the types of services in housing finance sought by the RFP and resources devoted to the state and local housing finance sector.
2. List the local public housing authorities and state housing finance agencies for which the Respondent currently serves as senior manager, co-manager, and/or selling group member (specify in what capacity and

whether it is for single family or multifamily) since January 1, 2020. Provide the following details for each housing financing in tabular form (appendix format, not included in the 35-page limit):

- Sale Date
 - Issuer Name
 - Par Amount
 - Issue Description
 - Rating
 - Role of Firm (senior manager or sole senior manager, co-senior manager, co-manager, selling group member)
 - Coupon Type
 - Bid Type
 - State
3. Discuss the experience of the lead banker(s) and the desk working with a municipal advisor with a client similar to Atlanta Housing.
 4. Discuss an engagement that you feel is most similar to the relationship that you envision with Atlanta Housing. What was the term of the engagement and who at your firm was the primary contact for the engagement? How was the issuer similar to and different from Atlanta Housing? What specific challenge(s) were presented in the engagement, and what do you consider your most important success with the client?
 5. How many housing clients has the firm lost since January 1, 2020? Provide reasons for the loss of any clients. Has your firm ever been removed from an account prior to the expiration of its contract (i.e., been fired)? If so, please explain. If you wish, list the contact of a third party with whom Atlanta Housing could discuss this termination.
 6. List at least three (3) current or previous clients knowledgeable of your firm's performance in providing services similar to the services described in this RFP and a contact person along with the telephone number and email address for each reference. Please note that Atlanta Housing reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the bid proposal and to discuss the firm's qualifications. Atlanta Housing reserves the right to obtain and consider information from other sources concerning a firm, such as the firm's capability and performance under other contracts.

Evaluation Question C: Marketing and Distribution Capabilities (30 Points)

1. Please describe your firm's capacity to effectively market housing bonds to be issued by Atlanta Housing. Include details regarding your firm's performance within the Georgia market.
2. Identify any distribution agreements, including those focused on retail distribution, that your firm currently utilizes or anticipates utilizing for bond marketing. Describe the nature of the relationships between your firm and the counterparties to these agreements and explain how bonds and related fees are allocated among the parties involved.
3. Provide a comprehensive overview of your firm's marketing and sales capabilities in the following areas:
 - a. Retail and Institutional Sales Capabilities:
Discuss your firm's ability to market both tax-exempt and taxable municipal bonds, including outreach to Georgia-based and national retail investors (both individual and professional), as well as institutional investors.
 - b. Georgia and National Distribution Strength:
Describe your firm's housing-related marketing and distribution capabilities within Georgia and on a national scale.
 - c. Primary and Secondary Market Activity – Public Housing Authority Securities:
Describe your firm's trading activity in both the primary and secondary markets for Public Housing Authority securities over the past two years.
 - d. Primary Market Sales – Municipal Instruments:

Summarize your firm's experience in the primary market sale of tax-exempt and taxable housing bonds.

Evaluation Question D: Issuance Strategies and Recommendations (Senior Manager Respondents Only) (20 Points)

1. Please describe the competitive advantages of your firm's underwriting, sales, and trading teams. Specifically, explain how your team's expertise, execution capabilities, market reach, and client service distinguish your firm from other underwriting firms.
2. Given current market conditions, please address the following:
 - a. Discuss the use of tax-exempt bonds to finance single-family and multifamily mortgage programs.
 - b. Discuss the role of securitization in funding single-family and multifamily mortgages.
 - c. Describe your firm's recommendation of strategies to mitigate the limited availability of private activity bond volume cap.
 - d. Provide your firm's perspective on potential changes to Fannie Mae and Freddie Mac policies and programs, and the anticipated impact of those changes on AH's funding options.
3. Describe how your firm can assist Atlanta Housing in developing new financing programs for affordable single-family and multifamily housing. Include any innovative products, tools, or policy recommendations your firm proposes for AH's consideration.
4. Identify what you believe will be the most significant challenges facing AH in managing its financial and affordable housing programs over the next two years. Provide recommended strategies to address these challenges and explain the role your firm can play in supporting AH's execution of those strategies.
5. Discuss your firm's approach and historical success in selling bonds to individual (non-professional) retail investors. Describe how your approach differs when serving as senior book-running manager, co-senior manager, or co-manager.
6. What additional procedures or practices would your firm recommend to maximize distribution and pricing performance of AH's bonds? Specifically, how can the senior manager utilize co-managers more effectively?

Evaluation Question E: Cost and Fees (20 Points)

Please complete Tables 1 and 2 below, assuming a \$100 million level debt service transaction for Tax-exempt Essential Function Bonds for Multi-Family bond structure.

For takedowns, management fees, and expenses, provide the amounts your firm would propose to serve as underwriter for Atlanta Housing under current market conditions.

For spreads, please indicate the spreads at which you would expect Atlanta Housing's bonds to price as of **[Insert Date], 2025**. Please indicate the date.

Provide assumptions if that helps AH understands your proposed fee structure.

Table 1.		Spread	
Maturity	Coupon	to MMD	Takedown
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			
2034			
2035			
2036			
2037			
2038			
2039			
2040			
2041			
2042			
2043			
2044			
2045			
2046			
2047			
2048			
2049			
2050			
2051			
2052			
2053			
2054			
2055			

Please provide a complete fee schedule for each financing type, including general obligation, single-family, and multifamily transactions, assuming a transaction size of \$100 million.

Table 2 Underwriting Fees and Expenses		
	Cost	
	\$	\$/1,000
Management Fee ¹		
Underwriter's Counsel		
Day Loan		
Ipreo		
DTC Charges		
CUSIP Fees		
Electronic Investor Presentation		
Other – please specify		

¹ Management fees proposed must include all charges relating to the services required under the contract and all out-of-pocket expenses, such as telephone, postage and shipping, printing and/or copy costs, and travel, if any. No costs will be reimbursed under the contract or engagement. Indicate if there is a maximum fee.

MAXIMUM POINT VALUE.....300

A) Responsibility Determination

The responsibility determination includes consideration of a Respondent's record of integrity and business ethics, compliance with public policy, past performance with Atlanta Housing (if any) and other entities, financial capacity, and eligibility to perform government work (e.g., debarment/suspension from any Federal, State, or local government). AH reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal and utilize the information gathered in the final evaluation of those firms in competitive range.

B) Financial Capacity Determination

Atlanta Housing shall make an assessment of the Respondent's financial capacity, that is, whether in the sole opinion of AH, the Respondent is capable of undertaking and completing the RFP scope of work delineated within this RFP in a satisfactory manner. AH will award a contract only to the responsible Respondent who, in AH's sole opinion, has the financial ability to successfully perform under the terms of this RFP. AH's determination will include an assessment of the Respondent's financial resources/ability to perform the scope of work in accordance with the RFP requirements.

Respondents who make the competitive range may be asked to submit financial information. Failure by the Respondent to provide such information within the allotted time will render the Respondent ineligible for award.

C) Technical Capacity Determination

AH will conduct a survey relating to the Respondent's record of performance on past and present projects that are similar to the scope of work identified in this RFP, which may include services/projects not identified by the Respondent. AH reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal. Such research may include, but not necessarily be limited to, discussions with outside Respondents, interviews and site visits with the Respondent's existing clients and analysis of industry reports. AH will make a finding of the Respondent's Technical Resources/Ability to perform the RFP scope of work based upon the results of the survey.

A Respondent will be determined responsible if AH determines that the results of the Technical Resources/Ability Survey reflect that the Respondent is capable of undertaking and completing the RFP scope of work in a satisfactory manner.

AH reserves the right to award the contract to one Respondent, to make multiple awards, and to award without discussions. AH may reject any or all offers, if such action is in AH's interest; award a contract other than to the lowest Respondent; waive informalities and minor irregularities in offers received; and award all or part of the requirements stated in this solicitation.

Proposals that are considered non-responsive (e.g., untimely, incomplete) will not receive consideration. AH reserves the right at any time during the evaluation process to reconsider any proposal submitted. It also reserves the right to meet with any Respondent at any time to gather additional information. Furthermore, AH reserves the right to delete, add, or modify any aspect of this procurement through competitive negotiations up until the final contract signing.

4.0 Form of Contract

The contract that AH expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the proposal submitted by the successful Respondent and any subsequent revisions to the Respondent's proposal and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by AH, except that no objection or amendment by a Respondent to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless AH has explicitly accepted the Service Provider's objection or amendment in writing.

EXCEPTIONS OR OBJECTIONS TO THE PROPOSED CONTRACT TERMS MUST BE IDENTIFIED AND SUBMITTED WITH THE RESPONDENT'S PROPOSAL. AH WILL NOT ACCEPT PROPOSED EXCEPTIONS OR OBJECTIONS THAT CONFLICT WITH OR ATTEMPT TO PREEMPT MANDATORY REQUIREMENTS.

PRIOR TO AWARD, AND IF NECESSARY, THE APPARENT WINNING RESPONDENT MAY BE REQUIRED TO ENTER INTO DISCUSSIONS WITH AH TO RESOLVE ANY CONTRACTUAL DIFFERENCES BEFORE AN AWARD IS MADE. THESE DISCUSSIONS WILL BE FINALIZED AND ALL EXCEPTIONS RESOLVED WITHIN 30 DAYS (OR THE TIMEFRAME SPECIFIED BY AH) AFTER NOTIFICATION OF POTENTIAL AWARD. FAILURE TO RESOLVE CONTRACTUAL DIFFERENCES WILL LEAD TO REJECTION OF THE RESPONDENT'S PROPOSAL.

AH RESERVES THE RIGHT TO REJECT OFFERS OR END DISCUSSIONS WITH RESPONDENTS THAT ARE NOT FORTHCOMING WITH EXCEPTIONS IN THE PROPOSAL SUBMISSION. GENERALIZED EXCEPTIONS ARE NOT ACCEPTABLE (E.G., RESPONDENT IS AMENABLE TO REACHING NEGOTIATED TERMS WITH AH).

4.1 Licenses, Permits and Certifications

Before a contract pursuant to this RFP is executed, the apparent successful Respondent(s) must comply with insurance requirements and hold all necessary, applicable professional licenses required by the State of Georgia and all other regulatory agencies necessary to complete the Services. The Respondent shall obtain, at the Service Provider's expense, any permits, certificates and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. AH may require any or all Respondents to submit evidence of proper licensure. Respondent is responsible for contacting their local city and county authorities (usually the Clerk of the Superior Court's Office) and the State of Georgia (Secretary of State's office – www.sos.georgia.gov) to ensure that Respondent has complied with all laws and is authorized and/or licensed to do business in Georgia. All applicable fees associated therewith are the responsibility of Respondent now or hereafter in effect during the contract. Respondent and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to carry out the services performed under the contract.

4.2 Atlanta Housing Section 3 Policy

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701 u) requires that AH ensure that employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very-low income persons.

AH is committed to utilizing residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded by HUD. It is the responsibility of contractors, vendors and suppliers to implement progressive efforts to attain Section 3 compliance. Respondent will be required to submit with their proposal either a Contract Compliance Affidavit (Schedule A) or a measurable Section 3 Action Plan via MWBE & Section 3 Business Utilization Plan (Schedule B) to include training, employment, contracting and other economic opportunities throughout all phases of the development work. The Action Plan should include a brief description of the job opportunities, business opportunities and/or training for Section 3 eligible participants. Some examples of opportunities include word processing, payroll, research, accounting, landscaping, painting, carpentry, and catering, to name a few. As contractors, Respondents will be expected to report on the progress of its Section 3 Action Plan on a quarterly basis,

or as otherwise requested by AH. All Respondents to this RFP are required to comply with the requirements of Section 3, (Schedule A) - Contract Compliance Affidavit, as applicable.

4.3 Certification Regarding Debarment

Respondent must certify, by submission of its offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. All Respondents are required to submit a Disclosure Statement.

4.4 Respondents' Status

Respondent and its agents will be held to be an independent contractor and will not be an employee of AH.

4.5 Funding Limitations

Any and all obligations of AH are contingent upon the availability, advisability, and sufficiency of funding as determined at the discretion of AH or availability and sufficiency of appropriations from the U.S. Department of Housing and Urban Development and also provided that no legislative or regulatory changes are enacted that reduce funding amounts or otherwise materially modify requirements or restrictions from those previously applicable to AH.

4.6 Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful Respondent to immediately notify AH in writing specifying the regulation which requires an alteration. AH reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to AH.

4.7 Indemnification

Respondent agrees to indemnify AH, its Commissioners, officers, employees, agents, volunteers and assigns, and to hold them harmless from and against any and all causes of action, claims, liabilities, damages, losses, costs, judgments, or expenses, including, without limitation, reasonable attorney fees arising out of or related to (a) a breach of the resultant contract by the awarded contractor or (b) the performance of the Services, whether by the awarded contractor, its subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, except to the extent such causes of action, claim, liability, damage, loss, cost, judgment or expense is caused solely by the wanton or willful misconduct of a party indemnified hereunder. The awarded contractor's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the awarded contractor or its subcontractor under any insurance required by the resulting contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. The awarded contractor must not settle or compromise any indemnifiable claims without the prior written consent of AH.

AH cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of the awarded contractor or any other person or entity, for any purpose whatsoever.

4.8 Compliance with Laws

a) AH is legally obligated, as applicable, to require these provisions in its contract.

The awarded contractor and its employees, agents, and subcontractors must comply with all applicable Federal, State, and local laws, rules, ordinances, regulations and orders applicable to the scope of work requested by AH. The awarded contractor must comply with those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprises and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, the Clean Air Act (42 USC 7401-7671), the Federal Water Pollution Act, as amended (33 USC 1251-1387), domestic preferences under

2 CFR 200.322, recovered materials under Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the abatement and remediation of asbestos and lead-based paint. To the extent the work required under the resulting contract is related to development, the awarded contractor must comply with the applicable Annual Contributions Contract ("ACC") between AH and the U.S. Department of Housing and Urban Development, related to such development. To the extent such work is related to a mixed-finance development, the awarded contractor must agree to comply with the provisions of 24 CFR § 941.208.

e) Anti-Lobbying

The awarded contractor must agree not to use federally- appropriated funds that have been paid or will be paid, by or on behalf of the awarded contractor, for the purpose of influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

The awarded contractor must also agree (1) to include the anti-lobbying language in documents for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and (2) that all sub-recipients and subcontractors shall acknowledge and disclose accordingly.

4.9 Termination for Convenience and Default

a) AH may terminate the awarded contract, in whole or in part, for AH's convenience by delivering to the resulting contractor a written notice of termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the resulting contractor must: (i) immediately discontinue all Services affected (unless the notice directs otherwise); and (ii) deliver to AH all information, reports, papers, and other materials accumulated or generated in performing the Services, whether completed or in process.

b) Either party may terminate the awarded contract upon the material breach of the contract by the other party, which breach is not cured within 30 calendar days following written notice thereof; provided, however, that if such breach is not susceptible to cure the non-breaching party may terminate the contract immediately upon written notice thereof to the breaching party. For avoidance of doubt, any materially false, deceptive, incorrect or incomplete statement, representation or certification by the resulting contractor in connection with the contract or in the RFP process shall constitute a material breach that is not susceptible to cure by the resulting contractor. Upon the termination of the resulting contract by AH the resulting contractor must: (i) immediately discontinue all Services affected (unless the notice directs otherwise); and (ii) deliver to AH all information, reports, papers, and other materials accumulated or generated in performing the Services, whether completed or in process.

c) If the termination is for the convenience of AH, then AH shall be liable only for payment for Services rendered before the effective date of the termination. In arriving at the amount due Contractor for a termination for convenience, in no event shall the payment to the resulting contractor exceed the aggregate price set forth in the contract and there shall be deducted all progress payments to the resulting contractor under the terminated portion of the awarded contract, and any claim which AH has against the resulting contractor under the awarded contract.

d) If the termination is due to breach by resulting contractor, AH may (i) require the resulting contractor to deliver to it, in the manner and to the extent directed by AH, any work as described in subparagraph (b) above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the resulting contractor will be liable for any additional cost incurred by AH; and (iii) withhold any payments to the resulting contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to AH by the resulting contractor.

f) the resulting contractor agrees that upon termination of the awarded contract for any reason, it will provide sufficient efforts and cooperation to ensure an orderly and efficient transition of the Services to AH or another contractor. The resulting contractor agrees to provide full disclosure to AH and the third-party contractor about the equipment, software, or services required to perform the Services for AH.

4.10 Disputes

a) The parties agree to attempt to resolve all disputes and misunderstandings that may arise under or relating to the contract by agreement of the parties or through amicable negotiations.

b) All claims by the resulting contractor shall be made in writing and submitted to AH. AH shall, with reasonable promptness, but in no more than 30 calendar days, render a decision concerning any claim under the awarded contract. Unless the resulting contractor, within 20 calendar days after receipt of AH's decision, shall notify AH in writing that it takes exception to such decision, the decision shall be final and conclusive. The resulting contractor shall proceed diligently with performance of the contract, pending decision from AH concerning any claim under the awarded contract.

c) If the awarded contractor does not agree with the decision of AH, such contractor may pursue other legal means to resolve such claim. The venue of any action brought under the resulting contract shall be in the Superior Court of Fulton County, Georgia or the United States District for the Northern District of Georgia

4.11 Examination and Retention of Contractor's Records

a) The awarded contractor shall maintain, during the performance of the resulting contract, and for a period of at least three years following the date of final payment under the resulting contract, all of the awarded contractor's books, documents, papers and other records, including electronic records, involving transactions related to the contract for the purpose of making audit, examination, excerpts, and transcriptions. AH, the United States Department of Housing and Urban Development ("HUD"), or Comptroller General of the United States, or any of their duly authorized representatives, shall, until three years after final payment under the awarded contract, have access to and the right to examine all such books, documents, papers and other records, including electronic records.

b) The awarded contractor agrees to include in first-tier subcontracts under the resulting contract a clause substantially the same as subsection (a) above. "Subcontract," includes only contracts exceeding \$10,000.

c) Notwithstanding anything to the contrary set forth in this section, the periods of access and examination in subsection (a) above shall continue until final disposition of any appeals, litigation, claims or exceptions related thereto that were commenced prior to the expiration of such three-year period.

4.12 Ownership Rights in Works

All data, materials, documentation, computer programs, inventions (whether or not patentable) and works of authorship created or developed in whole or in part by the awarded contractor during the contract period in connection with the performance of the Services. (collectively, "Works"). The awarded contractor shall execute all documents and take all actions necessary to vest ownership of the Works in AH.

4.13 Intellectual Property

The awarded contractor agrees it will not use the name or any intellectual property of AH, including but not limited to, AH copyrights, trademarks or logo in any manner, including commercial advertising or use as a business reference, without the prior written consent of AH.

4.14 Confidential Information

AH may provide the awarded contractor with information owned by or relating to AH and its business, including, without limitation, its operations, business plans, personnel, or financial matters, all of which is hereby designated as confidential and proprietary by AH ("Confidential Information"). The awarded contractor agrees to only use AH's Confidential Information to the extent necessary to perform the Services. During the Contract Period and for two years following the expiration or earlier termination thereof, the awarded contractor shall keep confidential and shall not publish or otherwise disclose, or permit its employees, subcontractors and assigns to publish or otherwise disclose, any of AH's Confidential Information without AH's prior written approval; provided that to the extent such Confidential Information constitutes a trade secret under applicable law, such covenants shall continue for so long as such Confidential Information so constitutes a trade secret. At a minimum, the awarded contractor shall carry out its obligations hereunder using the degree of care that it uses in protecting its own confidential and proprietary information of similar importance. All Confidential Information is and shall remain AH's property and the awarded contractor shall return such Confidential Information, and all embodiments thereof, to AH upon expiration or termination of the contract or upon the earlier request of AH. The awarded contractor agrees that all of its employees and subcontractors will, upon AH's request, sign a confidentiality statement, in a form approved by AH in its reasonable discretion, in which such employees and subcontractors agree to be bound by the restrictions set forth

in this section. The following types of information shall not be subject to the requirements of this section: (a) information which is or becomes known to the public through no act or omission of the awarded contractor; (b) information which the awarded contractor can demonstrate was in its possession prior to the execution of the resulting contract (and was provided by a source other than AH); (c) information which the awarded contractor developed independently from any relationship with AH; and (d) information which the awarded contractor acquired from a third party which did not violate any obligation of confidentiality or trust by disclosing such information.

4.15 Conflicts of Interest

AH is contractually obligated to ensure compliance with this provision. The awarded contractor agrees to notify AH if any of the following persons enter into an agreement with the awarded contractor while such persons are in the roles listed below or within one year after termination of such roles and further certifies the awarded contractor is not:

a) A member or officer of AH's Board of Commissioners or an *immediate family member of an officer of AH's Board of Commissioners. This prohibition does not include any present or former resident commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, AH, or a business entity.

b) Any AH employee who formulates policy or who influences decisions with respect to AH's projects, or any member of the employee's *immediate family, or the employee's partner.

c) Any public official, member of the local governing body, or State or local legislator (including members of the City of Atlanta City Council, Fulton County Board of Commissioners, DeKalb County Board of Commissioners, or Georgia legislator), or any member of such individuals' *immediate family, who exercises functions or responsibilities with respect to AH's projects.

d) A member of or delegate to the Congress of the United States of America or a resident commissioner (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam).

* "*Immediate family member*" means the spouse, mother, father, brother, sister, or child of a covered class member whether related as a full blood relative, or as a "half" or "step" relative (e.g., half-brother or stepchild).

The awarded contractor agrees to notify AH in writing if it has, during the course of the resulting contract, any organizational conflict of interest, which is defined as a situation in which the nature of work under the resulting contract and a contractor's organizational, financial, contractual or other interests are such that award of the contract may result in an unfair competitive advantage or contractor's objectivity in performing the Services may be impaired.

The terms of this section shall be included in all subcontracts entered into by the awarded contractor in connection with the resulting contract.

At all times while the awarded contractor is conducting business with AH, it is required to disclose in writing, any direct or indirect conflicts of interest and any organizational conflicts of interest as soon as such conflict becomes known or should have become known. If the awarded contractor has a conflict of interest, it must provide a full and complete disclosure, in writing, to AH's Vice President, Acquisition & Management Services. The Disclosure Statement must be presented on the awarded contractor's letterhead, notarized and signed by the individual making the disclosure.

4.16 Prohibition against Gifts/Favors/Anything of Monetary Value

No AH employee can accept or solicit for themselves or for others, anything of value from the awarded contractor or any person, corporation, or other entity doing business with or attempting to do business with AH. The term "anything of value" includes, but is not limited to, gifts, money, property, meals, favors, personal benefit, entertainment, loans, or promises. The awarded contractor shall report any violation of this prohibition immediately to the Senior Vice President, Contracts and Procurement, 230 John Wesley Dobbs Avenue, 5th Floor, Atlanta, Georgia 30303-2421.

4.17 Assignment

The awarded contractor may not assign the resulting contract or any part thereof, or assign any of the monies to be paid thereunder, or assign or delegate any of its rights, duties or obligations under the resulting contract to any other party, whether by operation of law or otherwise, without the prior written consent of AH. In the event the awarded contractor subcontracts the performance of any of the Services to a third party approved by AH in accordance with this section, the awarded contractor and each subcontractor shall enter into a subcontracting agreement in such form as approved by AH in its sole discretion, which form shall include, without limitation, all required provisions set forth in the contract. Any purported assignment in violation of this section shall be null and void. In its sole discretion, AH reserves the right to refuse approval of any assignment. During the resulting contract term, the awarded contractor is obligated to notify AH if the name or corporate structure changes, including any merger, acquisition, sale, restructuring or other transaction that renders the legal entity name or federal employer identification number different. the awarded contractor agrees to provide sufficient documentation to AH to document such change in the legal entity name or federal employer identification number.

4.18 Non-Exclusive Rights

The resulting contract is not exclusive. AH reserves the right to select other contractors to provide services similar to the Services described during the contract period.

4.19 Contract Modification

AH reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary, and to make other changes and modifications consistent with AH's policies and applicable local, State and Federal laws.

4.20 Governing Law

The resulting contract will be governed by and construed in accordance with the laws of the State of Georgia, without giving effect to principles of conflict of laws.

4.21 Exceptions to Contract

Respondent's proposed exceptions to the Form of Contract must be identified and submitted with the Respondents' proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements and required HUD terms and conditions.

Prior to award, and if necessary, the apparent winning Respondent will be required to enter into discussions with AH to resolve any contractual differences before an award is made. These discussions will be finalized and all exceptions resolved within the

timeframe specified by AH after notification of potential award. Failure to resolve contractual differences, including failure to return signed documents within time frames specified by AH, will lead to rejection of the Service Provider's proposal.