



Request for Proposals
Arbitrage Rebate Consulting Services

Issuance Date: November 13, 2017

Proposals must be submitted no later than
4:00p.m., Eastern Standard Time on Friday,
December 1, 2017

Submit to:
Ohio Housing Finance Agency
Attn: David Jende, Single Family Accounting Manager
E-mail: FinRFP@ohiohome.org Subject: Arbitrage Services RFP

57 E. Main Street | Columbus, OH 43215

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Section 1 – Guidelines for Request for Proposals

1. Introduction

The Ohio Housing Finance Agency (OHFA) is seeking proposals from entities qualified to perform rebate calculations and provide legal opinions (Rebate Analyst) relating to OHFA's Mortgage Revenue Bonds (MRB) under multiple indentures as specified in this Request for Proposal (RFP). OHFA intends to select a Rebate Analyst who will consult with OHFA staff and its advisors for the purpose of providing specific rebate calculations and opinion services relating to arbitrage rebate payments, as stated in Section 148(f) of the Internal Revenue Code of 1986 (the Code), of the MRBs of OHFA for the period of January 1, 2018, through December 31, 2020. See Exhibit A for a listing of OHFA's current bond issues outstanding.

2. Schedule of Events

OHFA has established the following schedule for selection of the Rebate Analyst:

<u>Event</u>	<u>Date</u>
RFP issuance date	November 13, 2017
Written questions from respondents	November 20, 2017, 4:00pm(EST)
Responses to respondents questions	November 27, 2017, 5:00pm(EST)
Proposals due from respondents	December 1, 2017, 4:00pm (EST)
Internal evaluation of proposals completed	December 11, 2017
Respondent interviews, if necessary	December 11-13, 2017
Confirmed selection by OHFA Board	December 20, 2017
Engagement Letter executed	December 29, 2017
Start date of services	January 1, 2018

The above schedule is subject to change upon notification on OHFA's website, www.ohiohome.org.

3. Submission of Written Questions

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

Ohio Housing Finance
Agency E-mail:
FinRFP@ohiohome.org
Subject: Arbitrage Services RFP

All written questions or inquiries are due by 4:00 pm (EST) on Monday, November 20, 2017. OHFA expects to respond to all questions and inquiries by 5:00 pm (EST) on Monday, November 27, 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 all questions or inquiries with answers on its website at <http://www.ohiohome.org>.

4. Verbal Communication regarding RFP is prohibited

Verbal communication from any potential respondent 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.

5. Submission of Proposals

One original unbound and 6 bound copies of the written proposal must be received by 4:00 pm (EST) on December 1, 2017. Proposals will not be accepted by fax or e-mail. Respondents may mail or hand-deliver proposals to:

Ohio Housing Finance Agency
Attn: David Jende, Single Family Accounting Manager
Arbitrage Rebate Consulting Services RFP
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 FinRFP@ohiohome.org by 4:00pm (EST), Friday, December 1, 2017.

Written and/or electronic proposals received after the specified date and time will not be eligible for consideration. Any respondent who wishes to confirm receipt of their proposal may contact OHFA by e-mail at FinRFP@ohiohome.org (Subject: Arbitrage Rebate Consulting Services RFP). OHFA will respond by e-mail to confirm the receipt of the proposal.

6. Right to Request Additional Information

OHFA reserves the right to request any additional information to assist in the review process, including requiring oral presentations to OHFA staff members, OHFA Evaluation Team, and/or Board.

7. 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, OHFA reserves the right to waive any technicalities and make any award(s) that is determined to be in the Agency's best interests.

8. Award of RFP

The RFP will be awarded to the firm that OHFA determines will provide the most beneficial combination of qualifications and experience, understanding of the Arbitrage Rebate Consulting services needed, assurances and availability of key personnel, and reasonableness of fee proposal relative to proposed work. OHFA will post on its website the firm selected to be awarded the contract after formal Board approval on or about December 20, 2017.

9. Engagement Letter

The firm selected to provide the Rebate Analyst consulting services described in this RFP would be expected to submit and execute an agreement for services and/or an agreed upon engagement letter covering the Scope of Services of this RFP.

10. Rights of OHFA after Selection

Following the execution of an agreement with the Rebate Analyst, OHFA reserves the right to terminate the engagement for reasons including, but not limited to, the following:

- a) Personnel changes;
- b) Mergers or acquisitions of firms;
- c) Unsatisfactory performance as determined by OHFA staff; and/or
- d) Actual or apparent conflicts of interest.

11. 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

For each issue, at the 5 year calculation date or final payment date, the Rebate Analyst shall provide the following services:

- a) Verify that the issue is subject to the rebate requirement.
- b) Calculate the bond yield.
- c) Identify, and separately account for, all gross proceeds of the bond issue, including those requiring allocation analyses due to transferred proceeds and/or commingled funds circumstances.
- d) Calculate the issue's excess investment earnings (cumulative rebate liability), taking into account any proceeds that are or have become subject to the yield restriction requirements.
- e) Deliver appropriate documentation required to support the calculations.
- f) Provide an executive summary identifying the methodology employed, major assumptions, and conclusions.
- g) Provide a legal opinion that arbitrage calculation results are consistent and in accordance with Section 148(f) of the Code and the arbitrage regulations promulgated thereunder with respect to the "nonpurpose investments" (as defined in Section 148(f)(6)(A) of the Code).
- h) Prepare all necessary IRS forms related to the services

provided. The Rebate Analyst shall also provide the following additional services:

- i) Provide an annual estimate letter with accompanying calculations relating to the estimate of each issue's and the overall arbitrage rebate liability owed by OHFA, under Section 148 (f) of the Code, on OHFA's outstanding debt as of June 30, 2018, June 30, 2019, and June 30, 2020. Rebate Analyst will prepare and deliver such letters no later than the fifth business day of August of each year, provided that OHFA has electronically or otherwise delivered or made available all relevant information no later than July 15, of each of the three years listed above.
- j) Provide recommendations for changes in Agency record keeping practices and investment policy for those funds and accounts subject to arbitrage.
- k) Establish, maintain, and make available to OHFA, at least semi-annually, a rebate reporting schedule.
- l) Consult with OHFA staff and advisors as directed regarding arbitrage-related matters.
- m) Provide assistance and consultation as necessary and retain records and documentation for at least six years after the issue's final maturity or until any on-going litigation, audit, etc., is resolved, if longer.
- n) Provide all assistance necessary to ensure a speedy and accurate transfer of rebate analyst responsibilities in the event a successor agent is selected.

- o) Perform such other arbitrage rebate consulting services and advice as requested by OHFA and assist as necessary in the event of an IRS inquiry, which could include preparing for any telephone calls, written correspondence and/or meetings with the IRS.
- p) Assist the Agency in developing a plan to monitor multi-family conduit debt issuances for Arbitrage compliance

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

1. Description of Firm and Experience

Describe your firm and its experience in providing arbitrage rebate consulting services in general, and specifically with regards to transactions issued by state level housing entities. Highlight experience with complex structures such as variable rate issues, advance refundings, revenue fund allocation, and loan yield restriction, as they relate to residential housing bonds in particular. This should reflect current applicable laws, rules, and regulations.

2. Service Methodology

Provide a brief explanation of circumstances requiring methodological discretion and your recommended approach to addressing such circumstances. Specific examples on how such discretionary measures can impact analyses performed on housing debt issuances are preferred.

3. Staff Qualifications

Designate the individual(s) who will be assigned to OHFA for this work. Provide a brief description of their relevant experience, expertise, and office location.

4. References

Provide the names and contact person(s) for at least three state level housing finance agencies for which your firm has provided arbitrage rebate consulting services.

5. Plan to Fulfill Scope of Services

Describe in detail the efforts your firm will undertake to satisfy each of the requirements of Section 2, Scope of Services. Indicate if any additional tasks are necessary and/or advisable.

6. Information Required from OHFA

Describe in detail the information and assistance you will require from OHFA staff. Include

any special requirement with regard to information about bond issuance and investment information, and any special reporting formats that may be required.

7. Legal Expertise

Describe the legal expertise available within or to your firm, particularly with regard to the provisions of Section 148(f) of the Code. Describe the assurance you can provide to OHFA that work performed will be consistent with federal tax and other applicable laws. Explain whether the necessary legal advice will be provided within your firm or by a subcontractor. Describe any legal opinions that may be required to satisfy each arbitrage calculation.

8. Availability of Firm

Describe your firm's availability with respect to future and/or additional rebate consulting services, i.e., new bond issues subject to the rebate requirement, and changes in the applicable tax law.

9. Fee Schedule

- a) Provide your firm's fee schedule using the format provided in Exhibit B. Provide your quotation on a per issue basis. If there are expected expenses exclusive of the per issue fee, or if fees are computed on a basis other than per issue, please provide a listing of such expenses. Include on a separate line, your fee per issue to provide an annual estimate letter as outlined in Section 2, Scope of Services.
- b) Provide your firm's fee schedule for future bond issues using the format provided in Exhibit B, if different than the methodology set forth in question (a) above.
- c) How would you propose to handle and bill for amending any calculations if new regulations required amending previous calculations?

10. Litigation, Administrative Proceedings, Investigations

Please describe any pending or resolved material litigation, administrative proceedings or investigations in which your firm has been involved since January 1, 2014.

11. Other Qualifications

Provide any other qualifications that you believe should be considered.

Section 4 – Evaluation Process

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

Factors to be considered by the team may include, but are not be limited to, the following:

- Section 3.1 Description of Firm and Experience
- Section 3.2 Service Methodology
- Section 3.3 Staff Qualifications
- Section 3.5 Plan to Fulfill Scope of Services
- Section 3.6 Information Required from OHFA
- Section 3.7 Legal Expertise
- Section 3.8 Availability of Firm
- Section 3.11 Other Qualifications

Once the firms are ranked on the criteria set forth above, OHFA will review the cost proposals and information that it maintains to determine a reasonable cost for Arbitrage Rebate Consulting Services. If the respondent chosen by the evaluation team, based on all other criteria other than cost, has a higher cost proposal than what OHFA determines as a reasonable cost, that respondent will be asked if it can provide the services for an amount OHFA determines to be reasonable. 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 the Agency. However, OHFA is not obligated to select the respondent with the lowest cost proposal.

OHFA will post on its website the firm selected to be awarded the contract after formal approval on or about December 20, 2017.

Section 5 – Preparing and Submitting the Proposal

1. Proposal Organization and Format

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

- a) Proposals must be limited to 20 pages, not including exhibits or appendices; please do not submit brochures, annual reports, and other like material not specifically requested.
- b) Proposals will be typed on standard 8.5x11 inch paper, single-spaced with one-inch margins and a 12-point font.
- c) Responses to each question should be presented in order and include the section

- heading and numbers as assigned in the RFP;
- d) Each response to this RFP should include as the cover page a Letter of Transmittal. See Exhibit C for the format of the Letter of Transmittal;
 - e) Each response to this RFP should include as the second page a Table of Contents.
 - f) Each response to this RFP will include as the third page a completed copy of the Standard Affirmation and Disclosure Form for Contracts (Exhibit D).

2. Submitting the Proposal

See Section 1.5 for instructions regarding proposal submission. By submitting a proposal, the respondent 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) Respondents are expected to 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 respondent. Proposal preparation costs are not recoverable under the agreement for services and/or engagement letter. OHFA shall not contribute in any way to recovering the cost of proposal preparation.
- d) If during the evaluation process it becomes necessary to make further distinctions between certain respondents, OHFA may request certain respondents make oral presentations of proposals to OHFA staff members, an OHFA Evaluation Team and/or Board.
- e) Proposals received after the deadline will not be reviewed. Respondents 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 respondent 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.
- f) Proposals received prior to the due date shall remain sealed until the posted date.

EXHIBIT A
OHIO HOUSING FINANCE AGENCY
OUTSTANDING SINGLE FAMILY INDEBTEDNESS

Residential Mortgage Revenue Bonds	Date of Issue	Final Maturity	Amount of Issue	Amount Outstanding Sept 30, 2017	Variable Rate Bonds
1999 Series A-1	25-Feb-99	1-Sep-30	170,000,000	6,180,000	
2006 Series F	17-May-06	1-Mar-37	62,500,000	15,065,000	X
2006 Series I	19-Jul-06	1-Sep-36	70,000,000	15,340,000	X
2006 Series J	19-Jul-06	1-Sep-36	70,000,000	15,340,000	X
2008 Series J	14-Nov-08	1-Sep-39	72,000,000	9,490,000	
2009 Series A	12-Feb-09	1-Sep-39	50,000,000	9,795,000	
2009 Series B	22-Jul-09	1-Mar-40	4,530,000	730,000	
2009 Series C	22-Jul-09	1-Sep-39	45,470,000	12,935,000	
2009 Series D	22-Jul-09	1-Mar-19	18,615,000	1,605,000	
2009 Series E	28-Oct-09	1-Sep-39	28,435,000	900,000	
2009 Series F	28-Oct-09	1-Mar-40	46,655,000	17,655,000	
2013 Series A	13-Jun-13	1-Sep-43	22,000,000	14,544,070	
2010 Series 1	14-Oct-10	1-Nov-28	130,000,000	32,725,000	
2011 Series 1	12-May-11	1-Nov-28	50,000,000	16,405,000	
2013 Series 2	13-Mar-13	1-Nov-41	66,110,000	36,475,000	
2011 Series 2	17-Aug-11	1-Nov-28	70,000,000	24,345,000	
2009 Series 1C	30-Dec-09	1-Nov-41	105,000,000	48,110,000	
2011 Series 3	20-Oct-11	1-Nov-29	40,000,000	16,205,000	
2009 Series 1D	30-Dec-09	1-Nov-41	60,000,000	29,060,000	
2012 Series T1	19-Sep-12	1-Sep-42	71,289,042	36,870,145	
2012 Series T2	19-Oct-12	1-Jul-38	69,830,985	16,988,789	
2012 Series T3	19-Oct-12	1-Jul-38	17,947,928	3,439,186	
2015 Series 1	25-Aug-15	1-Jul-35	6,000,000	2,406,425	
2015 Series A	12-Feb-15	1-Feb-44	30,450,738	20,574,829	
2015 Series B	29-Apr-15	1-Mar-36	62,996,173	39,322,439	
2016 Series 1	20-Jul-16	1-Nov-41	89,260,000	74,580,000	
2016 Series A	26-Feb-16	1-Mar-46	15,551,395	13,953,165	
2016 Series B	26-Feb-16	1-Mar-46	14,762,483	13,434,339	
2016 Series C	26-Feb-16	1-Sep-37	59,223,504	39,914,880	
2016 Series D	25-May-16	1-Mar-47	114,150,000	87,635,000	
2016 Series E	25-May-16	1-Mar-36	12,460,000	11,445,000	X
2016 Series F	25-May-16	1-Mar-36	9,150,000	8,405,000	X
2016 Series G	25-May-16	1-Mar-36	25,590,000	23,510,000	X
2016 Series H	25-May-16	1-Mar-36	23,010,000	21,135,000	X
2016 Series I	25-May-16	1-Mar-36	8,035,000	7,380,000	X
2016 Series J	25-May-16	1-Mar-36	32,795,000	30,125,000	X
2016 Series K	27-Oct-16	1-Sep-46	147,230,000	139,250,000	
2017 Series A	29-Mar-17	1-Mar-47	100,000,000	96,075,000	
2017 Series B	29-Mar-17	1-Mar-47	13,665,000	13,375,000	
2017 Series C	29-Mar-17	1-Sep-36	13,480,000	12,940,000	X
2017 Series D	27-Sep-17	1-Sep-48	120,000,000	120,000,000	
		Total		\$ 1,155,663,267	

EXHIBIT B

FEES

Arbitrage Rebate Calculation

Dollars (\$)

Five-year Calculation/Final Calculation per issue fee,
including legal opinion

Annual estimate letter fee, per issue

Other (Describe)

EXHIBIT C

Note: Submit the following on your firm's letterhead

Letter of Transmittal

Ohio Housing Finance Agency
Attn: David Jende, Single Family Accounting Manager
Arbitrage Rebate Consulting Services –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 rebate analyst services to OHFA for the period of January 1, 2018 to December 31, 2020 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 address, email address, and telephone number: _____.

Respectfully,

_____ (signature)
Authorized Officer of Firm
Printed Name and Title

Exhibit D

STANDARD AFFIRMATION AND DISCLOSURE FORM
EXECUTIVE ORDER 2011-12K

July 2011

Governing the Expenditure of Public Funds on Offshore Services

AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror/Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K issued by Ohio Governor John Kasich. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:
<http://www.governor.ohio.gov/Portals/0/pdf/executiveOrders/EO%202011-12K.pdf>

The Bidder/Offeror/Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

Bidder/Offeror/Contractor:

Entity Name

By: _____
Authorized Representative

Printed Name

Date: _____