

REQUEST FOR QUALIFICATIONS (RFQ)
For
MDEAT HAP MORTGAGE LOAN ORIGINATORS
(MLOs)
AND
MDEAT HAP CLOSING AGENTS
(Title Companies and Title Attorneys)



TABLE OF CONTENTS

I.	INTRODUCTION.....	1
II.	MLO AND LENDER GUIDELINES.....	2
III.	CLOSING AGENT GUIDELINES.....	4
IV.	RFQ SUBMITTAL REQUIREMENTS.....	5
V.	CONDITIONS.....	7
VI.	EVALUATION AND SELECTION PROCESS.....	7
VII.	APPLICATION PROCEDURES AND SCHEDULE.....	8
VIII.	RESPONSIBILITY OF RESPONDENTS.....	10

ATTACHMENTS

RFQ Proposal Docs

Form A-1	Cover Page for Proposal
Form A-2	Affidavit of Miami-Dade County Lobbyist Registration for Oral Presentation
Form A-3	Acknowledgement of Addenda
Form A-5	Local Business Preference

I. INTRODUCTION

A. RFQ Description

The Miami-Dade Economic Advocacy Trust (MDEAT) Homeownership Assistance Program (HAP)", hereinafter MDEAT HAP or HAP) is seeking licensed mortgage loan originators (MLOs) and closing agents (Title companies and attorneys) to participate in its First-Time Homebuyer Down-payment Assistance Program in conjunction with MDEAT's receipt of funds received through the State of Florida's Documentary Surtax statute.

B. Program Description

The Miami-Dade Economic Advocacy Trust (MDEAT) administers a Down-payment Assistance Program (DAP/ DPA) for low * to moderate income first-time homebuyers that are residents of Miami-Dade County Florida. This is completed through the MDEAT Homeownership Assistance Program (HAP).

C. Purpose for Request for Qualifications

MDEAT HAP is soliciting Requests for Qualification (RFQ) from properly licensed Mortgage Loan Originators (MLOs) and Closing Agents (properly licensed title companies and attorneys) in conjunction with newly established guidelines for HAP certification and participation.

The RFQ will be used to pre-screen a limited number of qualified HAP participants as HAP certified and approved MLOs and closing agents.

"Certified" means participant is in good standing and has met all requirements to participate in MDEAT Homeowner Assistance Program (HAP).

"Approved" means that a certified participant has completed the applicable production requirements necessary to be included on a HAP Approved participant list as outlined in the HAP Participation and Certification Notice. In that regard it is possible to be certified but not approved. Contrary, it is NOT possible to be approved without first being certified.

D. Duration of HAP Certification and Approvals

- i The initial approval will last for (3) years. Successful completion of HAP semi-annual reviews noted in item "iv" will give MDEAT HAP the discretion to waive "re-applying" for added 3 years. Otherwise, either during item "iv" reviews or at end of 3 years, all participants would have to reapply via RFQ in 3 years.

- ii MDEAT HAP will conduct HAP RFQs no sooner than once every 12 months and no longer than once every 3 years from completion of latest HAP RFQ. No more than fifty (<=50) MLOs and fifty (<=50) closing agents will be selected for HAP participation.
- iii All HAP files are subject to review for compliance and completeness for both the MLO/ lender HAP file submissions, encompassing file intake review through closing, and for HAP closing agents encompassing completion of HAP funding, closing and post-closing processes.
- iv There will be quality control and compliance reviews of all selected HAP Participants every six (6) months. Any participant that is deemed deficient in overall performance may be sanctioned, suspended and/ or terminated.
- v HAP participant “sanctions” for non-compliance are in accordance with stated/ written MDEAT HAP Sanctions Policy. Any participant that is deemed deficient in accordance with this stated and written policy may be sanctioned, fined, suspended or terminated as policy and procedures dictate.
- vi Any vacancies or available HAP participation “slots” (see item “ii”) will be assessed and may be made available to be filled on an annual basis. In this regard, an alternate or “waiting” list may be established by MDEAT HAP to maintain “available slots” at the maximum permitted level (see item “ii”). Determinations are to be made solely by MDEAT or MDEAT HAP staff per items “ii”, “iii” and “iv” in this section.
- vii All determinations are completely and solely at the discretion and determination of MDEAT HAP.

II. MLO AND LENDER GUIDELINES

A. General Parameters

The following guidance provides general parameters for lenders. This guidance is meant to ensure that minimum requirements are met for loan standards as set forth by local, state and federal laws and requirements but is not inclusive of all guidelines and requirements.

- MLOs MUST obtain permission or acknowledgement from their employer, as applicable to participate in MDEAT HAP and lenders are required to complete their own due diligence for investor and/or secondary marketing purposes upon request and receipt of provided or requested HAP forms and documents.
- MLO has received and disseminated instructions and documents regarding MDEAT HAP and shall become intimately familiar with the specific underwriting requirements and parameters of said programs as administered by MDEAT HAP.
- Funding for the MDEAT HAP can only be used in conjunction with a fully amortized, fixed-rate, 30-year term first mortgage, for acquisition of homes to be occupied by first-time home buyers as their primary residence.
- All applicants are to be treated fairly, receive a full and accurate explanation about the MDEAT HAP terms including the potential for recapture.

- MLOs and their respective Lender, its officers and agents, shall not discriminate against or segregate any person or group of persons, based on marital status, gender, race, color, religion, creed, national origin or ancestry, or any and all County, State, and Federal fair lending laws currently on record or approved at a future date.
- The MLO and Lender agrees to comply with all local, state and federal laws, rules, and regulations relating to fair housing and equal opportunity.
- Inclusion of prospective borrowers at ALL income levels with no minimum (first) mortgage amount.
- MLOs and their respective Lender cannot deny, discriminate nor make disparate treatment of any borrower requests based on the loan amount or purchase price of the property they have selected.
- Only charge fees that are both reasonable and customary in real estate mortgage transactions or as designated by MDEAT HAP in its HAP Funding and Closing Agent Instructions

B. Loan Officers of Approved Lenders

- Lender must have MDEAT HAP as an already approved DPA, OR they will be provided basic MDEAT HAP information and parameters for review by their compliance and credit/ underwriting division if they do not have a SPA-DAP (Specials Programs Administration / DAP = Down-payment Assistance Program) department.

MDEAT HAP certifies individual MLOs for HAP participation and does NOT do companywide certifications.

- It is the MLO's responsibility to ensure that documents needed for HAP underwriting as well as sale of loans to an investor and/or on the secondary market have been completed and approved prior to originating loans involving HAP funds and submitting files to MDEAT for HAP funding.
- It shall be the sole responsibility of the lender and approved loan officers to ensure that they are in full compliance with all applicable MDEAT HAP guidelines while producing the highest degree of quality in loans for MDEAT HAP homebuyers.
- It shall be the sole responsibility of the lender and approved MLOs to ensure that they are in full compliance with all applicable Federal, State and local, as well as federal TRID and CFPB rules and regulations currently in affect or adopted in the future. "TRID" – "T" = TILA (Truth In Lending Act) – "R" = RESPA (Real Estate Settlement Procedures Act) – "I" = Integrated – "D" = Disclosure / CFPB – Consumer Finance Protection Bureau

III. CLOSING AGENT GUIDELINES

A. General Requirements

Responses to this RFQ are desired from properly licensed and insured title companies and attorneys who meet the following minimum criteria. Criteria listed below do not comprise the entirety of closing agent requirements and selection is at the complete and sole discretion of the MDEAT HAP.

- Closing Agent is properly and currently licensed to do business in the state of Florida and is registered with DFS and/or State of Florida Bar Association
- Is a currently approved HAP Closing Agent OR
- Closing Agent's principal owner is submitting for participation in MDEAT HAP for his/her/ their company (MUST be a registered business with current, valid sunbiz record to be eligible to receive HAP funds).
- Closing agent is a duly organized and existing corporation currently in good standing under the laws of the State under which it was formed and is fully registered with the Secretary of State for the State of Florida and allowed to do business within the State of Florida.

B. General Parameters

The following guidance provides general parameters for closing agents. This guidance is meant to ensure that minimum requirements are met for loan standards as set forth by local state and federal laws and requirements but is not inclusive of all guidelines and requirements.

- Closing Agent would act as non-exclusive agent for the receipt of HAP funds and processing of mortgage loan closing and post-closing documents as related to the MDEAT HAP.
- Closing Agent has received instructions and documents regarding the MDEAT HAP and shall become intimately familiar with the funding, closing, and post-closing guidelines and procedures as administered by MDEAT HAP.
- MDEAT HAP funds can only be used in conjunction with a fully amortized, fixed-rate, 30-year term first mortgage, for acquisition of homes to be occupied by first-time home buyers as their primary residence.
- All applicants are to be treated fairly, receive a full and accurate explanation about the MDEAT HAP terms including the potential for recapture.
- Closing Agent, its officers and agents, shall not discriminate against or segregate any person or group of persons, based on marital status, gender, race, color, religion, creed, national origin or ancestry for participation in the MDEAT HAP.
- Closing Agent agrees to comply with all local, state and federal laws, rules, and regulations relating to fair housing and equal opportunity.
- Only charge fees that are both reasonable and customary in real estate mortgage transactions or as designated by MDEAT HAP in its HAP Funding and Closing Agent Instructions.

C. Approved Closing Agent Requirements

- i. Closing agent agrees to maintain AT LEAST one (1) person on staff AT ALL TIMES that is currently HAP certified and approved. Closing agent further understands that any breach in this provision WILL result in the immediate suspension of ability to close HAP-funded loans until such time as breach is resolved or approval term has expired which then requires re-certification per HAP guidelines at that time.
- ii. Closing agent, including all present or future employees are responsible for compliance with all HAP provisions as well as those stipulated by local, state and federal laws and guidelines.
- iii. Closing agent agrees to properly maintain records and ALL related mortgage loan closing documents for AT LEAST the duration of the HAP loan term.
- iv. Closing agent understands that moving to another company or closing down an existing HAP-approved company does NOT absolve them from the responsibility of remediating any and all known or discovered HAP compliance deficiencies on any HAP funded loan they may have closed.
- v. It shall be the complete responsibility of the title company or attorney to ensure that they are in full compliance with all applicable Federal, State, and local laws, as well as federal TRID and CFPB rules and regulations currently in affect or adopted in the future. "TRID" – "T" = TILA (Truth In Lending Act) – "R" = RESPA (Real Estate Settlement Procedures Act) – "I" = Integrated – "D" = Disclosure / CFPB – Consumer Finance Protection Bureau

IV. RFQ SUBMITTAL REQUIREMENTS

The RFQ includes two (2) distinct sections: an application for the Lender/ MLO and an application for Closing Agents. For purposes of this RFQ in its initial format and set up, respondents may apply for one or the other BUT NOT BOTH (even if you are licensed or have ownership in both lines of business).

All lenders and closing agents interested in participating in the MDEAT HAP must complete the MLO or Closing Agent Application submission section of this RFQ. Incomplete or non-responsive submissions will be rejected and not scored for participation in MDEAT HAP. Current HAP approved MLOs and closing agents must still complete and submit an RFQ application.

The following are required for the MLO RFQ Application submission:

- A. **Candidates shall submit one (1) original, plus five (5) identical copies of their MLO RFQ submission for consideration.**
- B. The submittal shall contain all of the required elements, organized as listed below:
 1. NMLS licenses – Company affiliation and individual
 2. Submission of a comprehensive marketing and outreach strategy that encompasses methods and means to reach all: (a) income categories; (b) geographical areas covered; and (c) races and ethnicities

3. List all partnerships & collaborations you are currently active with, including names, reference letters and contact information for listed organizations/ entities
4. List of company and/or personal policies restricting or containing a minimum purchase price or loan amount AND if there are any interest rate or fee “add-ons” for loan amount at or below a certain level
5. Notices or approvals for any DPA programs MLO is currently approved by
6. Submit a plan for HAP file production management
7. If doing business as a DBA (“Doing Business As”), submit copy of the DBA statement or assumed name certificate filed with the State of Florida for each fictitious business name.
8. Copy of resume or statement of experience regarding mortgage loan originations or title and mortgage closings as applicable

NOTE: All listed items are required regardless of current or past approval status with MDEAT HAP in conjunction with the RFQ application.

The following are required for the Closing Agents RFQ Application submission:

- A. Candidates shall submit one (1) original, plus five (5) identical copies of their Closing Agent RFQ submission for consideration.**
- B. The submittal shall contain all of the required elements, organized as listed below:
 1. Florida DFS (Department of Financial Services) OR Florida bar license
 2. Copy of current sunbiz record
 3. Submission of a comprehensive marketing and outreach strategy that encompasses methods and means to reach all: (a) income categories; (b) geographical areas covered; and (c) races and ethnicities
 4. List all partnerships & collaborations you are currently active with, including names, reference letters and contact information for listed organizations/ entities
 5. List of company and/or personal policies restricting or containing a minimum purchase price or loan amount AND if there are any fees or “add-ons” for loan amount at or below a certain level
 6. Notices or approvals or other supporting documents detailing closing agent experience with any DPA programs your company currently participates (closes loans) with utilizing their DPA funds
 7. Submit a plan for HAP file production management
 8. If doing business as a DBA (“Doing Business As”), submit copy of the DBA statement or assumed name certificate filed with the State of Florida for each fictitious business name.

NOTE: All listed items are required regardless of current or past approval status with MDEAT HAP in conjunction with the RFQ application.

V. CONDITIONS

A. No Commitment to Select a Participant

Issuance of this RFQ does not commit the MDEAT to select any particular MLO, affiliated lender, or closing agent (title company or attorney) for MDEAT HAP approval to participate.

B. RFQ Parameters

The MDEAT HAP reserves the right to postpone the RFQ for its own convenience, to accept or reject any or all RFQ submittals received in response to this RFQ, or to cancel all or part of this RFQ. Any RFQ response submitted during this RFQ process becomes the property of the MDEAT HAP.

C. RFQ Submittals

MDEAT reserves the right to waive any irregularities or informalities in the RFQ submittals received. In the event of any such rejection, or in the event a MLO or closing agent RFQ application is not rejected but does not result in approval to participate with the HAP, MDEAT shall not be responsible for any costs incurred by the lender in connection with the preparation and submittal of the RFQ application or subsequent response.

See “HAP Participation and Certification Notice” for additional details.

See “HAP Funding and Closing Instructions” for additional details.

See “MDEAT HAP 2019 RFQ Scoring Model” for additional details.

VI. EVALUATION AND SELECTION PROCESS

A. Evaluation Panel

Evaluation of the RFQ submittals will be made by the MDEAT HAP. MDEAT HAP staff will convene an evaluation panel with responsibility for reviewing, analyzing and evaluating the RFQ submittals received. The evaluation panel may also assign tasks to MDEAT to assist in the evaluation process. The evaluation panel will establish a list of successful MLOs and closing agents to be approved to participate in the MDEAT HAP.

NOTE:

While MDEAT HAP certifies and approves individual MLOs (i.e., does NOT do companywide approvals), it is also necessary that the company/ lender that the MLO works for or with also review and approve MDEAT HAP as one of their (company/ lender) approved DPA programs.

For closing agents, to the extent that they are a part of a corporate set-up (i.e., a branch office within a multi-branch parent company) versus an independent standalone entity, their “corporate office” or parent company must have and be aware of HAP funding, closing and post-closing procedures and requirements.

B. Evaluation Criteria

By use of numerical and narrative scoring techniques, RFQ submittals will be evaluated by the evaluation panel against the factors specified below.

- 1. Marketing and Outreach strategy**
- 2. Level of experience with DPA programs**
- 3. History of community reinvestment and/or affirmative marketing activities**
- 4. History of community involvement and education activities**
- 5. General fee schedule and any special incentives for LMI (Low-to-Moderate Income) and first-time homebuyers (closing agents)**
- 6. Special rates, programs, incentives and/or terms for first-time homebuyers or qualified affordable housing applicants (MLOs)**
- 7. Types of mortgage programs and products MLO is qualified to originate and have funded**
- 8. Documented claims or complaints against applicant OR compliments or endorsements of applicant**

In selecting the most qualified MLOs and closing agents, the MDEAT HAP may require the finalist to make an oral presentation to the Evaluation Panel to further explain their submittal. If such interviews are conducted, MDEAT HAP ratings of the presentations will also be factored into the final scores assigned to the respective MLO or closing agent. However, MLOs and closing agents are advised that selection may be made without interviews or further discussion. Ultimately, MLOs and closing agents who are deemed to provide the best combination of strengths, service and experience to MDEAT, MDEAT HAP and its prospective, qualified MDEAT HAP first-time homebuyers will be selected for participation in the MDEAT HAP.

VII. APPLICATION PROCEDURES AND SCHEDULE

RFQ submittals and any questions concerning this RFQ should be directed to:

**Miami-Dade Economic Advocacy Trust
Attn: William A. Simmons
Stephen P. Clark Government Center
111 NW 1st Street, 20th Floor, Suite 2032
Miami, Florida 33128
Ph.: 305-375-5619 or 305-375-5661 / email: nitsail@miamidade.gov**

RFQ submissions must be received at the above address. RFQ packages are subject to rejection. Respondents must mail or hand-deliver one (1) original of the RFQ submittal package and 5 copies. Submittals will be date and time stamped by MDEAT staff upon receipt. RFQ submittals become the property of MDEAT and MDEAT HAP and will not be returned.

Incomplete RFQ submittals are considered to be non-responsive. Faxes and email RFQ submittals will not be accepted.

- Successful applicants from the selection process will be invited to attend a HAP Certification Workshop to be scheduled upon completion of the HAP RFQ process. The selected HAP participant will be required to attend the HAP Certification Workshop and may register to bring who they deem as necessary support staff.
- There WILL be a test administered in conjunction with the completion of HAP Certification. A passing score of 75% or better is required.
- Successful completion of the HAP Certification Workshop will result in submission of an executed agreement between MLO/lender or closing agent (title company or attorney) and the MDEAT HAP. The respective HAP Participation Agreements will stipulate all responsibilities, terms and requirements of MDEAT HAP participants (MLOs and closing agents). Upon MDEAT review and approval of the applicable HAP participation agreement, the now HAP Approved Participant will receive written notification (email or mail) to submit or close HAP funded transactions.

HAP RFQ Schedule

RFQ available for distribution:	Monday, December 23, 2019
RFQ information session 1:	Thursday, January 23, 2020 – 11am to 2pm
Location:	South Dade Regional Library Auditorium 10750 SW 211 th St., Miami, FL 33189
RFQ information session 2:	Tuesday, January 30, 2020 – 10am to 1pm
Location:	Joseph Caleb Center 5400 NW 22 nd Ave., Miami, FL 33142
Deadline for receipt of questions:	Tuesday, February 4, 2020 at 5:00pm
Deadline for receipt of applications:	Tuesday, February 18, 2020 at 5:00pm
Application Delivery Location:	MDEAT Office – SPCC 20 th Flr.,
Selection Committee – Review begins:	Week of March 2, 2020
Oral Presentations (if necessary, begins):	Week of March 16, 2020
RFQ selection process completed:	March 27, 2020 (subject to change)
HAP certification workshops:	April and May of 2020 (subject to change)

Cone of Silence

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a “Cone of Silence” is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County’s professional staff including, but not limited to, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs **and** the County’s professional staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County’s professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. MDEAT shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

VIII. RESPONSIBILITY OF RESPONDENTS

If it is found that the submitting MLO or closing agent is irresponsible (e.g. is not a legal entity) OR, does not have a valid license to operate their business in the State of Florida, OR has submitted a RFQ application package without an authorized signature, OR has falsified any information in the submission package, such party shall be deemed ineligible for MDEAT HAP participation.

Form A-1

PROPOSER'S NAME (Name of firm, entity or organization):		
FEDERAL EMPLOYER IDENTIFICATION NUMBER:		
NAME AND TITLE OF PROPOSER'S CONTACT PERSON: Name: _____ Title: _____		
MAILING ADDRESS: Street Address: _____ City, State, Zip: _____		
TELEPHONE: ____ (____) _____	FAX: ____ (____) _____	E-MAIL ADDRESS: ____ (____) _____
PROPOSER'S ORGANIZATIONAL STRUCTURE: ____ Corporation _____ Partnership _____ Proprietorship _____ Joint Venture ____ Other (Explain): _____		
IF CORPORATION, Date Incorporated/Organized: _____ State Incorporated/Organized: _____ States registered in as foreign corporation: _____		
PROPOSER'S SERVICE OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATED REQUEST FOR:		
LIST NAMES OF PROPOSER'S SUBCONTRACTORS OR SUBCONSULTANTS FOR THIS PROJECT:		
PROPOSER'S AUTHORIZED SIGNATURE The undersigned hereby certified that this proposal is submitted in response to this solicitation. Signed By: _____ Date: _____ Print Name: _____ Title: _____		

Form A-2
**AFFIDAVIT OF MIAMI-DADE COUNTY
LOBBYIST REGISTRATION FOR ORAL PRESENTATION**

(1) Project Title: _____ Project No.: _____
(2) Department: _____
(3) Firm/Proposer's Name: _____
Address: _____ Zip: _____
Business Telephone: (____) _____

(4) List All Members of the Presentation Team Who Will Be Participating in the Oral Presentation:

NAME	TITLE	EMPLOYED BY	TEL. NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(ATTACH ADDITIONAL SHEET IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presentation ONLY. Proposers are advised that any individual substituted for or added to the presentation team after submittal of the proposal and filling by staff, MUST register with the Clerk of the Board and pay all applicable fees.

Other than for the oral presentation, Proposers who wish to address the county commission, a county board or county committee concerning any action, decision or recommendation of county personnel regarding this solicitation MUST register with the Clerk of the Board (Form BCCFORM2DOC) and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Metropolitan Dade County as amended.

Signature of Authorized Representative: _____

Title: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____,
by _____, a _____, who is personally known
(Individual, Officer, Partner or Agent) (Sole Proprietor, Corporation or Partnership)
to me or who has produced _____ as identification and who did/did not take an oath.

Signature of person taking acknowledgement)

(Name of Acknowledger typed, printed or stamped)

(Title or Rank)

(Serial Number, if any)

Form A-3
ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, whichever is applicable.

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #1, Dated _____,	200__
Addendum #2, Dated _____,	200__
Addendum #3, Dated _____,	200__
Addendum #4, Dated _____,	200__
Addendum #5, Dated _____,	200__
Addendum #6, Dated _____,	200__
Addendum #7, Dated _____,	200__
Addendum #8, Dated _____,	200__
Addendum #9, Dated _____,	200__

PART II:

____ No Addendum was received in connection with this solicitation.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Federal Employer Identification Number: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

A-3 - Rev. 1/27/00

FORM A-5

LOCAL BUSINESS PREFERENCE

Proposals submitted for this solicitation will be reviewed by the Evaluation and Selection Committee for award of up to 10 points in accordance with Miami-Dade County Ordinances 94-166, defining local business preference. A local business is defined as a firm having either its **Headquarters** in Miami-Dade, Florida, or a **Place of Business** (local office) in Miami-Dade County at which it will produce a substantial amount of the goods or perform the services to be purchased.

In order for Proposers to be considered for local preference points, the proposal submission must present all information requested by the County in this Form A-5.

Headquarters

Proposers claiming headquarters in Miami-Dade County must complete pages 2 and 4 of this form, attach applicable documents, appropriately sign and notarize this Form, and include this completed form with applicable documents in their proposal submission.

Place of Business (Local Office)

Proposers claiming a local office in Miami-Dade County must complete pages 2, 3 and 4 of this form, attach applicable documents, appropriately sign and notarize this Form, and include this completed Form with applicable documents in their proposal submission.

Notes:

- (1) Each resume submitted with the proposal is ***required*** to specify the ***city and state*** of the office to which the person is permanently assigned in the firm.
- (2) Proposers are advised that for the purposes of local preference points it is in their best interest to include resumes for each person in the Miami-Dade County headquarters/office who will have substantial involvement in the goods and services proposed.

LOCAL PREFERENCE

NAME OF FIRM: _____

Response to Miami-Dade County Request for Local Business Preference

The following information is required from the **Proposer** (prime contractor or prime consultant) in order to be considered for local preference points:

1. Is the proposer headquartered in Miami-Dade County, Florida? (Check one)
_____ Yes _____ No

If "Yes" skip 2, answer item 3a below, skip items 3b and 3c, comply with items 4 and 5, and complete item 6. If "No," please go to item 2 below.

2. If the answer to Question 1 is "No", does your firm have an office in Miami-Dade County, Florida, at which it will produce the goods or perform the services to be provided hereunder? (Check one)
_____ Yes _____ No

If "Yes" skip item 3a, answer items 3b and 3c below, comply with items 4 and 5, and complete item 6.

If "No", please complete item 6.

3. Supply the information requested below. The employee numbers submitted are to be accurate as of the submittal date of your response to this solicitation.

- 3a. Total number of permanent employees working at your **headquarters** cited for Question

No. 1: _____; and,

total number of these employees who are Miami-Dade County residents:

3b. Total number of permanent employees working at the local office cited for Question

No. 2: _____; and,

total number of these employees who are Miami-Dade County residents:

Those Proposers not headquartered in Miami-Dade County but claiming a local office shall complete 3c below; (Proposers having headquarters in Miami-Dade County should not fill out this portion and should proceed directly to item 4 below):

3c. Proposers must list all individuals proposed to perform work as stated in Proposal submitted for this solicitation; please state each individual's function or discipline, permanent office and the percentage of the proposed effort that individual will perform. The entire proposed effort for the purposes of this form is considered to be 100% - and each individual listed shall perform a percentage of that work. As closely as possible, please estimate the percentage of time that each individual will perform work for the proposed effort. (As an example, if the total proposed effort is 100 hours of work, and one individual will perform 10 hours of that work, that individual's % is 10%.)

Name of individual <u>performing Work</u>	Function/ <u>Discipline</u>	Permanent Office <u>(City and State)</u>	Percentage <u>of Work</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____
9) _____	_____	_____	_____
TOTAL			100%

(PLEASE ATTACH ADDITIONAL LIST IF MORE SPACE IS NEEDED)

4. **Submit proof of occupancy** of the Miami-Dade County location proposed to produce the goods or provide the services to be purchased hereunder. If a proposer is leasing space from another company, a copy of the lease or an affidavit from the lessor must be submitted.

5. **Submit a copy of the Miami-Dade County Occupational License** for the location where the goods are to be produced or services are to be performed.

6. Proposer:

Federal Employer Identification Number: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: (____) _____ Fax: (____) _____

I hereby certify that to the best of my knowledge and belief all the foregoing facts are true and correct.

Signature of Authorized Representative: _____

Title: _____

Date: _____

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO (or affirmed) before me on _____,
(Date)

by _____. He/She is personally known to me or has
(Affiant)

presented _____ as identification.
(Type of Identification)

(Signature of Notary) (Serial Number)

(Print or Stamp Name of Notary) (Expiration Date)

Notary Public _____
(State)

Notary Seal