

☞ **05hr_SC-JCEDCA_Misc_pt08b**



☞ **WHEDA (May - 2005)**

(FORM UPDATED: 08/11/2010)

**WISCONSIN STATE LEGISLATURE ...
PUBLIC HEARING - COMMITTEE RECORDS**

2005-06

(session year)

Senate

(Assembly, Senate or Joint)

**Committee on ... Job Creation, Economic
Development and Consumer Affairs (SC-JCEDCA)**

COMMITTEE NOTICES ...

- Committee Reports ... **CR**
- Executive Sessions ... **ES**
- Public Hearings ... **PH**

INFORMATION COLLECTED BY COMMITTEE FOR AND AGAINST PROPOSAL

- Appointments ... **Appt** (w/Record of Comm. Proceedings)
- Clearinghouse Rules ... **CRule** (w/Record of Comm. Proceedings)
- Hearing Records ... bills and resolutions (w/Record of Comm. Proceedings)
(**ab** = Assembly Bill) (**ar** = Assembly Resolution) (**ajr** = Assembly Joint Resolution)
(**sb** = Senate Bill) (**sr** = Senate Resolution) (**sjr** = Senate Joint Resolution)
- Miscellaneous ... **Misc**

* Contents organized for archiving by: Mike Barman (LRB) (August/2012)



WISCONSIN
HOUSING AND
ECONOMIC
DEVELOPMENT
AUTHORITY

Jim Doyle
Governor

Perry Armstrong
Chairman

Antonio R. Riley
Executive Director

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**Report of Approved Loans to the
May 20, 2005 Meeting of the Members**

In accordance with the procedures and guidelines set forth by WHEDA's Revised Loan Policy, the Internal Loan Committee and/or the Directors Loan Committee approved the loans, new markets tax credits and/or guarantees listed below in March and April 2005.

- Medford Gilman Housing in Medford and Gilman - SOS
- Fox Cities Children's Museum Inc. in Appleton - NBRG
- Stainless Equipment Design and Manufacturing Inc. in Beaver Dam – NBRG

Copies of the decision papers are not included. If you would like copies of any of the decision papers, please contact Bev Smith or Maureen Brunner.

Type of Loan

MF Loan – Multifamily Loan

SOS – Multifamily Loan – Saving Our Stock – Preservation

WSBG – WHEDA Small Business Guarantee

LiDL – Link Deposit Loan Interest Subsidy

NBRG – Neighborhood Business Revitalization Guarantee

NMTC – New Markets Tax Credits

WHEDA supports equal
housing opportunities for
all persons

**Economic Development
Quarterly Lending Activity**

As of
March 31, 2005

Economic Development Programs	Apps Received	Guarantee/ Loan Amount	Apps Approved	Guarantee/ Loan Amount	Fiscal YTD Apps Approved	Guarantee/ Loan Amount
Agribusiness	0	0	0	0	1	599,846
Small Business	14	1,338,918	7	531,698	21	1,945,662
Neighborhood Business Revitalization	4	2,155,107	3	1,630,107	6	2,459,907
CROP	129	3,971,651	124	3,848,891	200	5,391,369
FARM	5	372,500	5	308,591	19	1,358,591
Beginning Farmer Bond	0	0	0	0	0	0
LIDL	4	243,250	4	238,250	12	732,950
Totals:	156	8,081,426	143	6,557,537	259	12,488,325

Economic Development Guarantees Approved and Denied 3rd Quarter FY05									
Name	Program	City	County	Loan Amount	Guarantee Amount	Type Of Business	Status		
Minatori's Ristorante, LLC	WSBG	Platteville	Grant	50,000	40,000	Restaurant	Approved		
Richard's Supper Club LLC	WSBG	Dunbar	Marinette	450,000	200,000	Restaurant	Approved		
Freedom Found Physical Therapy	WSBG	Plymouth	Sheboygan	39,250	31,400	Service	Approved		
Bill's Sporting Goods	WSBG	Pepin	Pepin	25,000	20,000	Retail Sales	Approved		
Wilson's Café & Bake Shoppe	WSBG	Pound	Marinette	250,000	200,000	Food Service	Approved		
Koehring's Grand Central House	WSBG	Kiel	Manitowoc	50,000	40,000	Restaurant	Approved		
Ryan Properties	NBRG	La Crosse	La Crosse	423,490	317,618	Real Estate Rehab	Approved		
Fox Cities Children's Museum, Inc.	NBRG	Appleton	Outagamie	1,700,000	750,000	Tourism/Recreation	Approved		
Stainless Equipment Design & Manufacturing	NBRG	Beaver Dam	Dodge	750,000	562,500	Manufacturing	Approved		
Sortis, LLC	WSBG	Madison	Dane	75,000	60,000	Internet Service	Denied		

**Wisconsin Development Reserve Fund Balance
As of 2/28/05**

Reserve Amount Available as of 1/31/05	Less: Deposits/ (Returns) to State	Less: G&A Expenses	Less: Interest Rate Subsidies	Less: Guarantee Payments Paid Out	Plus: Guarantee Payments Recovered	Plus: Investment Income	Plus/Minus: Unrealized Gain/(Loss)	Plus: Fee Income	Equals: Remaining Reserve Amount
11,731,336	-0-	52,432	-0-	-0-	361	33,084	(47,082)	25,074	11,690,341

**Remaining Guarantee Authority
As of 3/31/05**

Guarantee Authority as of 2/28/05 *	Less: Guarantee Amount of Approved Apps	Less: Guarantee Balance of Active Loans	Equals: Available Guarantee Authority
49,500,000	1,631,797	33,148,017	14,720,186

* This figure is derived by multiplying the Remaining Reserve Amount in the previous table by 4.5 (as mandated by legislature), up to a maximum of \$49,500,000



**WISCONSIN
HOUSING AND
ECONOMIC
DEVELOPMENT
AUTHORITY**

PERRY ARMSTRONG, CHAIRMAN

Report of the Finance Committee to the May 20, 2005

Meeting of the Members

Jim Doyle
Governor

Perry Armstrong
Chairman

Antonio R. Riley
Executive Director

The Finance Committee met on Monday, February 21, 2005 . The approved minutes for the February 21, 2005 are attached.

Perry Armstrong, Chairman

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VHEDA supports equal
housing opportunities for
all persons

WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

FINANCE COMMITTEE MINUTES

201 West Washington Avenue
Madison, Wisconsin

Monday, February 21, 2005
8:00 a.m.

(These minutes should be read in conjunction with the meeting agenda and documents prepared for the meeting.)

COMMITTEE MEMBERS PRESENT: Perry Armstrong
David Kruger

AUTHORITY STAFF PRESENT: Antonio Riley, Executive Director
Nelson Flynn, General Counsel
Laura Morris, Chief Financial Officer
Sherry Pohlman, Treasury Manager
Chris Gunst, Executive Assistant
Rae Ellen Packard, Director of Asset Management
Kris Urban, Financial Officer

GUESTS: Connie McDonald, Jefferson Wells

CALL TO ORDER:

The meeting was called to order at 8:01 a.m. by Mr. Armstrong.

Approval of the Finance Committee minutes of the December 2, 2004 meeting.

A motion was made by Mr. Kruger and seconded by Mr. Armstrong to approve the minutes of the December 2, 2004 Finance Committee meeting. The motion carried unanimously on a voice vote. Resolution No. 6452

The following decision and discussion items are listed below in order of presentation.

DECISION ITEMS:

Approval of Investment Purchases and Sales for November and December, 2004 and January, 2005

Ms. Pohlman presented the Investment Purchases and Sales for November and December, 2004 and January, 2005. Ms. Pohlman highlighted the activity from each month. In November, there were large purchases due to the closing of a single family bond issue. December included the sale of corporate securities which no longer met the requirements of the investment policies. In January, \$21 million of multifamily mortgages were transferred from the General Fund to the bonded program. This caused an increase in the money market balances of the General Fund.

A motion was made by Mr. Kruger and seconded by Mr. Armstrong, to approve the Investment Purchases and Sales for November and December, 2004 and January, 2005. The motion carried unanimously on a voice vote. Resolution No. 6453

Transfer of Funds from the General Reserve Account of Bonds Issued under the 1992 Home Ownership Revenue Bond General Resolution to the Authority General Fund (Program 95)

- Ms. Pohlman presented the Analysis with the recommendation that \$510,044 in available funds be retained in the program where it would be used to redeem the highest rate bonds within the 1992 General Resolution.

A motion was made by Mr. Kruger and seconded by Mr. Armstrong to approve the Retention of Funds as recommended for the 1992 General Resolution. The motion carried unanimously on a voice vote. Resolution No. 6454

Approval of the Contract Policy

- Mr. Riley introduced a Contract Policy on behalf of the Internal Contract Committee of Nelson Flynn, Laura Morris, Chris Gunst and Jim Siebers. Contracts in the amount of \$25,000 or more will need to be approved by the Finance Committee. Smaller contracts that aggregate to \$25,000 or more will also need the approval of the Finance Committee. It is understood that contracts will include language that specifically prohibits payments for services that exceed the agreed-upon contract amount. The Authority will also implement an RFQ process to allow a review of vendor qualifications in advance of specific needs.

A motion was made by Mr. Kruger and seconded by Mr. Armstrong, to approve the Contract Policy. The motion carried unanimously on a voice vote. Resolution No. 6455

DISCUSSION ITEMS:

Internal Audit Reports

Ms. Connie McDonald from Jefferson Wells presented the findings from the following internal audits:

Grants Process Audit: An analysis of current processes and related internal controls indicated that individual program procedures and guidelines need to be established or enhanced. In addition, clearly defined support documentation requirements need to be developed for all programs. Defined review, approval, and monitoring processes should be implemented to provide grant programs with proper oversight and ensure grant award funds are used for the purpose originally intended.

A motion was made by Mr. Kruger and seconded by Mr. Armstrong to adopt the recommendations in the audit report. The motion also requested a follow-up discussion at a future Finance Committee meeting to review how the recommendations were implemented. Resolution No. 6456

Building Management System and Building Access Controls Audit: The audit identified were four physical and procedural vulnerabilities that were actionable and warranted management's attention. Management agreed with the recommendations and implemented the appropriate changes for all of the issues.

Business Issue Follow-Up Review: It was reported that all audit issues reported as complete between February 6, 2004 and December 2, 2004 have been corrected or are in progress according to agreed-upon time frames.

Audit Follow-up Report – Outstanding Business Issues

Ms. Morris discussed the outstanding business issues from previous audits.

FY2005 Internal Audit Schedule- Status Update

Ms. McDonald presented the Internal Audit Status Update report.

Multifamily Loans Audit Update

Ms. Packard presented an update of the Multifamily Loan Servicing System Audit that was requested by the Finance Committee. An audit was done of 100% of Multifamily loans. Jefferson Wells reviewed the audit work that was performed by WHEDA staff. They will conduct a more in-depth review and tests of internal controls when the multifamily loan process is audited later this year.

Financial Advisor RFP

Ms. Pohlman presented the Investment Review Services RFP. The RFP was approved for distribution. Members of the Finance Committee will not participate on the review team, however the top candidates will be discussed with the Finance Committee prior to contracting.

A motion was made by Mr. Kruger and seconded by Mr. Armstrong to approve the distribution of the RFP for Investment Review Services. Resolution No. 6457

Financial Statement Review for January, 2005

Ms. Morris presented the financial statement highlights for the month of January. She noted that Net Income for the month of January was \$1 million under budget due in large part to the \$2.1 million that was transferred to the State of Wisconsin. Other Income was \$1.1 million greater than budget due to the recognition of \$1.2 million of income for the payoff of 2 multifamily loans.

Other Business

It was reported that between \$140 million and \$150 million of volume cap reverted to WHEDA from the Dept of Commerce at 12/31/04.

ADJOURNMENT:

A motion was made by Mr. Kruger and seconded by Mr. Armstrong to adjourn the Finance Committee meeting. The motion carried unanimously on a voice vote. The meeting adjourned at 9:20 a.m. Resolution No. 6458



2005 Low Income Housing Tax Credit Applications

Sorted by Credit Set-Aside and Project Name

The following projects have been approved to move forward

<u>Appl #</u>	<u>Name and Location</u>	<u>Developer</u>
5035	Avalon Madison Village City: Madison Total Units: 104 Low Income Units: 72 Household Type: Family Set-Aside: General Set-Aside Credit Amount: \$750,000	Christopher Laurent Gorman & Company, Inc. 1244 South Park Street Madison, WI 53715 (608)257-8778
5042	Hometown Harbor-Racine City: Racine Total Units: 72 Low Income Units: 57 Household Type: Majority RCAC Set-Aside: General Set-Aside Credit Amount: \$736,286	James Bergman KAB Racine Properties Limited Partnership 4511 Old Ivy Court Bettendorf, IA 52722 (563)441-6123
5056	Kramer Lofts City: Milwaukee Total Units: 55 Low Income Units: 43 Household Type: Family Set-Aside: General Set-Aside Credit Amount: \$664,634	Richard Arnesen Stone House Development, Inc. 147 S. Butler Street Madison, WI 53703 (608)251-6000
5020	Prairie Villa Senior Apartments City: Pleasant Prairie Total Units: 71 Low Income Units: 56 Household Type: Elderly Set-Aside: General Set-Aside Credit Amount: \$408,813	Anthony Franda Prairie Villa Ltd Partnership 19275 W. Capitol Drive Ste 100 Brookfield, WI 53045 (262)790-6000
5008	Schuster Historic Building, LLC City: Milwaukee Total Units: 90 Low Income Units: 76 Household Type: Family Set-Aside: General Set-Aside Credit Amount: \$670,019	Gerald Kostner Lakeside Group, LLC W278 N2935 Rocky Point Road Pewaukee, WI 53072 (414)975-3697
5033	State at Main City: Racine Total Units: 84 Low Income Units: 66 Household Type: Elderly Set-Aside: General Set-Aside Credit Amount: \$750,000	Tom Capp Gorman & Company, Inc. 1244 South Park Street Madison, WI 53715 (608)257-8778



2005 Low Income Housing Tax Credit Applications

Sorted by Credit Set-Aside and Project Name

<u>Appl #</u>	<u>Name and Location</u>	<u>Developer</u>
5047	Woodfield Lakes Senior Housing City: Howard Total Units: 61 Low Income Units: 54 Household Type: Elderly Set-Aside: General Set-Aside Credit Amount: \$352,181	Philip Schultz Horizon Development Group, Inc. 3900 S. Prairie Hill Lane Greenfield, WI 53228 (414)541-3900
5051	MCRA Home Ownership Program City: Madison Total Units: 4 Low Income Units: 4 Household Type: Family Set-Aside: Nonprofit Set-aside Credit Amount: \$28,971	Ed Lee Urban League of Greater Madison, Inc. 151 E Gorham St Madison, WI 53703 (608)251-2550
5031	Toussaint Square City: Milwaukee Total Units: 23 Low Income Units: 23 Household Type: Family Set-Aside: Nonprofit Set-aside Credit Amount: \$402,230	Teig Whaley-Smith North Avenue Community Development Corporation 3809 W. North Avenue Milwaukee, WI 53208 (414)628-4540
5006	Bayfield County Housing Redevelopment-90, LLC City: Washburn Total Units: 90 Low Income Units: 90 Household Type: Majority Elderly Set-Aside: Preservation Set-aside Credit Amount: \$547,968	Karen Bennett The Housing Authority of the County of Bayfield/The HA of the City of Washburn 420 East Third Street Washburn, WI 54891 (715)373-2653
5057	Convent Hill City: Milwaukee Total Units: 80 Low Income Units: 80 Household Type: Majority Elderly Set-Aside: Preservation Set-aside Credit Amount: \$673,472	Maria Prioletta Housing Authority of the City of Milwaukee 809 North Broadway Milwaukee, WI 53202 (414)286-5903
5009	Lincoln Manor City: Mt. Pleasant Total Units: 120 Low Income Units: 113 Household Type: Elderly Set-Aside: Preservation Set-aside Credit Amount: \$362,871	Daniel Risch Lincoln Lutheran of Racine, WI 2000 Domanik Drive Racine, WI 53404 (262)633-0500



2005 Low Income Housing Tax Credit Applications

Sorted by Credit Set-Aside and Project Name

<u>Appl #</u>	<u>Name and Location</u>	<u>Developer</u>
5007	London Square Apartment Homes - Additional Credit City: Milwaukee Total Units: 115 Low Income Units: 115 Household Type: Family Set-Aside: Preservation Set-aside Credit Amount: \$110,089	Tom Capp Gorman & Company 1244 South Park Street Madison, WI 53715 (608)257-8778
5046	New Village City: Milwaukee Total Units: 24 Low Income Units: 24 Household Type: Family Set-Aside: Preservation Set-aside Credit Amount: \$357,165	Louie Lange Commonwealth Development Corporation P.O. Box 947 Fond du Lac, WI 54935 (920)922-8170
5025	New York Apartments City: Superior Total Units: 24 Low Income Units: 24 Household Type: Elderly Set-Aside: Preservation Set-aside Credit Amount: \$341,736	Rob McCready MetroPlains Development, LLC 1600 University Avenue #212 St Paul, MN 55104 (651)523-1252
5034	Park East Enterprise Live-Work Lofts City: Milwaukee Total Units: 85 Low Income Units: 67 Household Type: Family Set-Aside: Preservation Set-aside Credit Amount: \$750,000	Tom Capp Gorman & Company, Inc. 1244 South Park Street Madison, WI 53715 (608)257-8778
5058	Shoreline Manor Senior Apartments City: Racine Total Units: 24 Low Income Units: 24 Household Type: Elderly Set-Aside: Preservation Set-aside Credit Amount: \$233,484	John Fitzgerald F and A Development, LLC N57W38033 Lakeland Drive Oconomowoc, WI 53066 (262)650-1099
5014	Adams-Friendship Senior Village City: Adams Total Units: 24 Low Income Units: 22 Household Type: Elderly Set-Aside: Rural Set-aside Credit Amount: \$165,497	Mike Olson CAP Services, Inc 5499 Highway 10 East Stevens Point, WI 54481 (715)343-7140



2005 Low Income Housing Tax Credit Applications

Sorted by Credit Set-Aside and Project Name

<u>Appl #</u>	<u>Name and Location</u>	<u>Developer</u>
5015	Brodhead Senior Village City: Brodhead Total Units: 24 Low Income Units: 22 Household Type: Elderly Set-Aside: Rural Set-aside Credit Amount: \$161,202	Mike Olson CAP Services, Inc 5499 Highway 10 East Stevens Point, WI 54481 (715)343-7140
5036	Brookeside Senior Village City: Fond du Lac Total Units: 24 Low Income Units: 23 Household Type: Elderly Set-Aside: Rural Set-aside Credit Amount: \$172,272	Scott Stevlingson SunStarr Real Estate Group 845 S. Main Street, Suite 100 Fond du Lac, WI 54935 (920)929-8600
5041	Highpointe Commons City: Baraboo Total Units: 24 Low Income Units: 22 Household Type: Elderly Set-Aside: Rural Set-aside Credit Amount: \$165,284	Eric West DEW Development, LLC 756 Edenberry Lane Oregon, WI 53575 (608)345-6992
5045	Mission Village of Plover II City: Plover Total Units: 24 Low Income Units: 21 Household Type: Family Set-Aside: Rural Set-aside Credit Amount: \$180,337	Louie Lange Commonwealth Development Corporation P.O. Box 947 Fond du Lac, WI 54936-0947 (920)922-8170
5040	Sunrise Meadow II City: Barron Total Units: 24 Low Income Units: 20 Household Type: Physically Disabled Set-Aside: Rural Set-aside Credit Amount: \$159,477	Peter Kilde West CAP 525 Second Street Glenwood City, WI 54013-0308 (715)265-4271

Number of Applications Approved to Move Forward: 23
Credit Requested: \$9,143,988
Total Number of Units: 1,270
Total Number of Low-Income Units: 1,118



2005 Low Income Housing Tax Credit Applications

Sorted by Credit Set-Aside and Project Name

The following projects are 'On Hold' pending fall-out of approved projects

<u>Appl #</u>	<u>Name</u>	<u>Location</u>	<u>Total Units</u>	<u>LI Units</u>	<u>Household Type</u>	<u>Set-Aside</u>	<u>Credit Amount</u>
5011	Angell Park Senior Apartments	Sun Prairie	61	54	Elderly	General Set-Aside	\$393,390
5012	Greenbrier Village	Menomonee Falls	45	44	Family	General Set-Aside	\$230,717
5004	Lac du Flambeau Town Apartments Rehab	Lac du Flambeau	24	24	Family	General Set-Aside	\$193,838
5038	Lake Commons	Lake Geneva	47	37	Family	General Set-Aside	\$219,796
5062	Menominee Homes III	Neopit	24	24	Family	General Set-Aside	\$322,305
5063	Menominee Homes IV	Keshena	19	19	Family	General Set-Aside	\$237,994
5010	Red Pines	Greenfield	88	78	Elderly	General Set-Aside	\$502,844
5048	Villard Square	Milwaukee	56	53	Elderly	General Set-Aside	\$626,043
5037	Boulevard Commons	Milwaukee	33	33	Family	Nonprofit Set-aside	\$376,966
5032	Dr. Wesley L. Scott Senior Living Community	Milwaukee	80	74	Elderly	Nonprofit Set-aside	\$750,000
5065	Juneau Senior Housing	Juneau	24	24	Elderly	Nonprofit Set-aside	\$160,242
5043	King Drive Commons - Phase II	Milwaukee	24	23	Family	Nonprofit Set-aside	\$419,511
5029	Lexington Park Apartments	Kenosha	60	52	Majority Family	Nonprofit Set-aside	\$434,839
5000	Lincolnshire	Mount Pleasant	24	21	Elderly	Nonprofit Set-aside	\$169,538
5019	Regency Place Senior Apartments	Racine	96	76	Majority Elderly	Nonprofit Set-aside	\$477,637
5016	Villas of Combined Locks	Combined Locks	24	24	Elderly	Nonprofit Set-aside	\$165,792
5049	Apple Hill Homes	Ashwaubenon	43	43	Family	Preservation Set-aside	\$173,474
5003	Arcadia Housing Redevelopment, LLC	Arcadia	40	40	Elderly	Preservation Set-aside	\$227,800
5044	Convent Hill Gardens	Milwaukee	36	36	Elderly	Preservation Set-aside	\$333,420
5017	Flagship Apartments	Scattered	70	70	Majority Elderly	Preservation Set-aside	\$284,609
5005	Hi-Rise Affordable Housing-Phase 2, LLC	Stevens Point	37	37	Physically Disabled	Preservation Set-aside	\$214,473
5013	Westside Meadows	West Allis	41	40	Family	Preservation Set-aside	\$199,576

The following projects are not eligible for credit

<u>Appl #</u>	<u>Name</u>	<u>Location</u>	<u>Total Units</u>	<u>LI Units</u>	<u>Household Type</u>	<u>Set-Aside</u>	<u>Credit Amount</u>
5064	Kilbourn Square Apartment Homes	Milwaukee	99	79	Family	General Set-Aside	\$67,067
5024	The Villas at Riverhills	Somerset	24	24	Majority Elderly	General Set-Aside	\$201,066

To: WHEDA Board of Directors
CC: Antonio Riley
From: Kevin Breese
Date: 5/3/2005
Re: Approval of RFP for consulting services

Executive Summary:

The Application Development and Support team at WHEDA is currently down 2 full time positions. While we are actively recruiting to fill these positions, there is a need for immediate Application Development assistance.

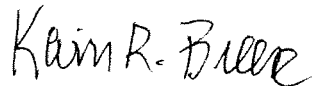
The attached RFP will solicit bids for a software development consultant to fill the gap until permanent employees can be hired. The term of this engagement will be for a maximum of 6 months with an hourly rate not to exceed \$75 per hour. This puts the value of the contract at \$78,000. The consultant would be released soon after both positions are filled.

The RFP will be published per our policies and will be sent to the following organizations, which are either firms that specialize in providing software developers for staff augmentation and/or are minority business enterprises: AE Business Solutions, Omni Resources, Stratagem, Compuware and Greenbrier & Russell, Nubacom, Abaxent, Aquent, Capital Computer, Coleman & Williams, IDL Solutions, MSI Data Systems, Symphony Corporation and Think Global Technologies.

We wish to release the RFP on May 12, 2005.

Please reply with your comments, concerns or suggested modifications to the RFP by Wednesday May 11, 2005.

Regards,



Kevin R. Breese,
Manager, Information Technology
kevin.breese@wheda.com
608/267-1465

REQUEST FOR PROPOSAL ("RFP")
FOR
APPLICATION DEVELOPMENT STAFF AUGMENTATION

ISSUED BY:
WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

May 12, 2005

Proposals must be submitted no later than 3:00 p.m., CST

May 24, 2005

For further information regarding this RFP contact

Kevin Breese at (608) 267-1465

LATE PROPOSALS WILL BE REJECTED

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1.0 Guidelines for Request for Proposals

1.1 Introduction and Project Description

In 1972, the Wisconsin Legislature enacted legislation establishing the Authority as a public body corporate and politic to provide an adequate supply of housing for persons and families of low and moderate income. Chapter 234, Wisconsin Statutes, (the "Statute") authorizes the Authority, among other things, to (i) purchase mortgages and securities, the proceeds of which are utilized for the purpose of providing residential housing for occupancy by persons and families of low and moderate income, (ii) make or participate in the making of loans to eligible sponsors of housing developments for the construction or rehabilitation of housing, and (iii) make or participate in the making of long-term mortgage loans to eligible sponsors of housing developments and directly to persons and families of low and moderate income, in each case upon a determination by the Authority that construction loans or long-term mortgage loans are not otherwise available from private lenders upon reasonably equivalent terms and conditions. The Supreme Court of the State of Wisconsin has held that the legislation which established the Authority is a constitutional enactment evidencing both a public and statewide purpose. *State ex rel. Warren v. Nusbaum*, 59 Wis. 2d 391, 208 N.W. 2d 780 (1973). The Statute was amended in 1976 to permit the Authority to make or participate in making loans to banking institutions for the purpose of making long-term mortgage loans to, or to provide residential housing for, persons of low and moderate income. The Statute was amended in 1983 and in 1986 to permit the Authority to issue its negotiable bonds and notes to finance: (i) economic development projects and (ii) group homes and other housing with services and facilities for the elderly and disabled. The Statute was further amended in 1985 and subsequent years to permit the Authority to administer various State Guaranty Loan Programs.

The purpose of this request for proposals (RFP) by the Wisconsin Housing and Economic Development Authority (the "Authority") is to contract for an applications development professional to augment our current Application Development and Support team.

We are looking for a team player who has the skills to perform activities within any of the various phases in our system development methodology (completing requirements, technical design, database design, programming, testing and documentation etc).

This individual will be involved as part of a team or as an individual in new software development projects, maintenance requests for existing applications and other tasks related to supporting WHEDA's in-house developed software applications.

Under direction of the Information Technology Manager, work will be done on various tasks and assignments requiring skills in web based application development/technologies (ASP and ASP.NET) and client server application development/technologies (VB.NET, VB 6.0, MS SQL Server). A solid understanding of Microsoft DTS will also be beneficial.

Technical Environment:

Our technical environment includes:

- Microsoft Windows operating system,
- Microsoft SQL Server 2000 database platform,
- Microsoft IIS web server,
- Microsoft .NET and VB 6.0 as primary development tools

New application development activities will be done using Visual Basic.NET, but there may be some work done on applications that use V 6.0.

Required consultant knowledge, skills and abilities:

- Minimum of 3 years of related software development experience, in the web and client server environments, utilizing Microsoft tools and technologies.
- Candidate should have at least 1 year of business experience with .NET software development.
- Specific technologies utilized include Visual Studio .NET, Visual Basic.Net and ASP.NET and SQL server 2000. There may be some work using classic ASP as well as VB 6.0 and JavaScript.
- In-depth knowledge and experience with object oriented design and development concepts, web and client server development utilizing Microsoft technologies, as well as the ability to design and develop relational database structures and supporting technologies such as DTS and stored procedures.
- Must have the ability to perform analysis of needs to determine project requirements and scope and the ability to follow established procedures for developing, testing and implementing systems.
- Excellent oral and written communication skills. Must be able to communicate clearly formally and informally, in English.
- Ability to work in a team environment.
- Previous experience modifying/customizing large and complex systems.

1.2 Schedule for the Selection of Contractor

The Authority has established the following schedule for selection of contractor:

Advertisement: May 15 and May 22, 2005

RFP Release: May 12, 2005

Proposals Due (by 3:00p.m., central time): May 24, 2005

Evaluations Completed and Contract Announcements Made: June 22, 2005

Work is expected to begin the week of June 27, 2005

Written Proposals in response to this RFP must be received no later than 3:00 p.m., central time, May 24, 2005, at the following address:

Kim Uselman
201 West Washington Avenue, Suite 700
P.O. Box 1728
Madison, WI 53701-1728
(608) 267-2178

The above schedule is subject to change upon written notice from the Authority. Schedule changes and/or other RFP revisions, including date, time and place changes, if any will be sent by written addendum to all firms to which the Authority has provided these materials. Proposals may not be submitted by facsimile. Proposals delivered after the date and time due will not be considered and will be returned unopened. Proposers may verify times and dates by telephone or facsimile, but no earlier than thirty-six (36) hours before the scheduled dates and times set forth above.

1.3 Contract Term

The contract(s) shall be for up to 6 months from the date of the execution of the contract between the selected contract recipient(s) and the Authority. A no-cost to continue extension of the contract end date may be granted on a case-by-case basis.

1.4 Prime Contractor

The use of subcontractors is only allowed if you have been given prior written approval by the Authority. If subcontractors are planned to be used, this must be clearly explained and priced separately in the proposal. However, the prime contractor will be responsible for contract performance whether or not subcontractors are used.

1.5 Right to Reject Proposals and Negotiate Contract Terms

The Authority reserves the right to reject any and all proposals and to negotiate the terms of the contract(s), including the contract amount(s), with the selected applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with any selected applicant(s), the Authority may negotiate a contract with the next ranked applicant.

The contents of the applicant's proposal and this Request for Proposal, and any amendments thereto, shall become contractual obligations if acquisition action ensues. Failure of a successful applicant to accept these obligations in contractual agreement may result in cancellation of the award.

1.6 News Releases

News releases pertaining to this proposal or any part of this proposal shall not be made without prior approval of the Authority.

1.7 Recordkeeping and Record Retention

The applicant shall establish and maintain adequate records of all expenditures incurred under the contract. The Authority shall have the right to audit, review, examine, copy and transcribe any pertinent records or documents relating to any contract resulting from the RFP held by the applicant. The applicant will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

1.8 Affirmative Action

Successful applicants who are awarded contracts of twenty-five thousand dollars (\$25,000.00) or more shall have included in their contracts the following clause:

"A written affirmative action plan acceptable under Wisconsin Statutes and Administrative Codes is required as a condition for the successful performance of the contract. Excluded from this requirement are contractors whose annual work force amounts to less than ten employees. The affirmative action plan shall be submitted to the Authority within fifteen (15) working days after the award of the contract."

1.9 Non-Discrimination Against Employees or Applicants for Employment

In connection with the performance of work under this contract, the contractor agrees not to

discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

1.10 Termination of Contract

The Authority reserves the right to cancel any subsequent contract in whole or in part if performance and/or delivery is not made in accordance with the terms specified.

No suspension or termination will effect any expenditures or legally binding commitments made prior to receiving notice of suspension or termination. Upon suspension or termination, the disposition of unexpended funds will be subject to the Authority's discretion.

The Authority may suspend or terminate in whole or in part with or without cause which shall include, but are not limited to the following:

- a. Failure or unwillingness of the contractor to comply with their approved proposal, with the applicable State Statutes, or with such directives as may become generally acceptable at the time.
- b. Submission by the contractor to the Authority or reports which are inconsistent with the detailed specification.
- c. Improper use of funds by the contractor.

1.11 Evaluation Criteria/Project Scope

All proposals submitted and accepted will be reviewed by an evaluation committee and scored against the criteria stated below. The committee may review references, may request an in person interview, or may conduct an on-site visit of top scoring applicants and use the results in assigning final scores to top scoring proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

- 50 points 1. Qualifications (Knowledge, Skills, Abilities and Years of Experience)
- 30 points 2. Hourly Rate
- 20 points 3. Availability

1.12 Notification of Award(s)

Each applicant will receive written notice stating to whom the Authority intends to award the contract.

1.13 Waiver of Informalities

The Authority reserves the right to accept or reject any or all responses to this RFP, waive minor informalities and to accept only the most qualified offer in the judgment of the Authority. The determination of whether an RFP condition is substantive or an informality shall reside solely with the Authority.

1.14 Contract Award

The contract will be awarded based on the Authority's evaluation of the proposal determined by the Authority to be the most advantageous to the Authority after consideration of the Evaluation Criteria and other requirements set forth in this RFP.

1.15 Confidentiality

During the course of preparing your response, you may learn trade secrets or otherwise have access to Authority proprietary and/or confidential information. This information is not to be shared with others unless specific written permission is obtained. Direct all inquires of this nature to the Project Manager. In addition, each Proposer needs to complete Attachment 2, if applicable.

2.0 Preparing and Submitting the Proposal

2.1 Proposal Organization and Format

- a. Proposals will be formatted and tabbed in the exact form and numeric sequence as described in the Proposal Requirements set forth in Section 3.0 of this RFP. Additional information, if provided, should be added at the end of the Proposal under its own tab(s).
- b. Proposals will be typewritten on one side only using 8-1/2" x 11" paper.
- c. Responses to all items will be complete.
- d. Electronic submission may be acceptable with prior approval of the Authority.

2.2 Submitting the Proposal

- a. Submit three (3), left-side bound originals, and one (1) unbound copy, in a form suitable for photocopying, of all Proposal material. Applicant's name, address, proposal title and proposal due date should be on the outside of the package.
- b. By submitting a Proposal, Proposers accept in all respects the conditions of this RFP including, but not limited to, the following:
 - (1) All Proposals will become the property of the Authority and will not be returned.
 - (2) Late proposal submittals will not be reviewed and evaluated.
 - (3) Any restriction as to the use of Proposal materials must be clearly indicated as proprietary. A requested limitation or prohibition of use or release must be clearly identified in writing on a cover sheet. Blanket claims of proprietary submittal will not be honored. If a Contract is executed by the Proposer as a result of the submission

of this proprietary information, the Authority shall have the right to use or disclose such proprietary information to the extent provided in the Contract.

- (4) All materials submitted by applicants will be subject to the open records law of the State of Wisconsin after the notice of intent to award or not to award is announced. This information will be available for public inspection at the Authority. No application submitted to the Authority can be marked as confidential, and any material so marked, by being included in the application will be considered public record, except as provided in the above section. Final scores for all applications will be subject to open records.
- (5) The Authority reserves the right to reject any proposal submittals on the basis of being unresponsive to the RFP requirements or for failure to fully disclose requested information.
- (6) The Authority is not liable for any costs incurred by Proposers, including, without limitation, costs related to the preparation of Proposals, the Oral Interview and the Contract execution process.
- (7) Top-scoring applicants may be required to make oral presentations to clarify and verify the written proposals. If oral presentations are held subsequent to the receipt of the proposal, they will be held to clarify the proposal. The Authority will schedule a time and location for each oral presentation. Should an applicant refuse to honor the request for oral presentation, this may result in the rejection of the proposal. Since oral presentations may not be held, applicants are cautioned to provide complete information within their applications.

The Authority, in its sole discretion, retains the right to waive any minor irregularity in any Proposer's response to these or other RFP requirements should it be judged to be in the best interest of the Authority.

3.0 Proposal Requirements

Proposals must be submitted to the Authority on or before May 24 2005, at 3:00 p.m., central time, unless a different, later time is announced by the Authority by addendum.

3.1 Cover Page

A form for completing the Cover Page has been included in this RFP (see Attachment 1).

3.2 Table of Contents

The Proposal Table of Contents will conform with the titles and numeric sequence of this Section 3.0.

3.3 Compliance with Travel and Expense Guide and Code of Ethics for Paid Consultants

In this section of the proposal, state your willingness to adhere at all times to the Authority's Code of Ethics for Paid Consultants (see Attachments 3 and 4). Additionally, you must state your willingness to adhere to any amendments of

these policies and to submit any disclosures requested in the above policies upon acceptance of the proposal. The Authority will not pay any travel, lodging or meal related expenses for the resulting contract.

3.4 Description of Firm

In this section of the proposal, state the type of firm, the location of the office, and the number of employees located in Wisconsin.

In addition, the Authority requires the following:

- a. Provide an employee profile showing the number of male, female, minority, and employees with disabilities by category, i.e. senior management, professional, technical and clerical.
- b. Enclose a statement of the firm's affirmative action policy.
- c. Describe the firm's degree of achievement of the affirmative action goals in the past twelve months.

3.5 Applicant References

Applicants must include in the proposal a list of organizations, including points of contact (name, address and telephone number) which can be used as references. A minimum of three references is required for each proposed candidate(s). All references should be current and, prior to submittal of proposal, the applicant must inform the named references that their names are being so listed. Selected references may be contacted to determine the quality of work performed and personnel assigned to the project. The result of the reference checks may be provided to reviewers to be used in scoring the written proposal.

3.6 Staff Qualifications

Provide resumes describing the educational and work experiences for each proposed candidate(s).

3.7 Approach to the Project

This is a staff augmentation project. The selected candidate will be assigned to a variety of software development projects and tasks and will be expected to utilize the Authority's methodologies and procedures. The selected candidate will work under direction of the Information Technology Manager or his designee.

3.8 Cost Proposal

Provide a proposed hourly rate for each proposed candidate. First consideration will be given to candidates with a rate less than \$75/hour.

3.9 Additional Services

Description and costs of any additional services which could be provided.

3.10 Previous and Pending Claims

Submit a list of 1) pending criminal or civil suits, arbitrations or other legal actions or dispute in

process against any entity or person comprising the proposer , if any, including any failure to complete a contract awarded to any Proposer entity, and 2) previous criminal or civil suits, arbitrations or other legal actions or disputes against any Proposer entity or person for claims commenced or concluded in the past five (5) years, if any. For each item on the list, briefly state the name and address of the party making claim(s) against the Proposer entity; the case or other identification number and the body hearing the action or dispute, if any; the general nature of the action or dispute; the amount in controversy; and the present status of the matter.

3.11 Mandatory Requirements

The proposal requirements stated in this request for proposal are mandatory and are not simply desirable. It should be further understood that failure by an applicant to respond to a specific requirement will be the basis for elimination from consideration during the Authority's comparative evaluation.

Attachment 1

COVER PAGE

1. Name of Applicant Organization: _____

Address: _____

2. Employer Identification Number: _____

3. Name and Telephone No. of Person Who Prepared Application: _____

Telephone No.: _____

4. Name of Fiscal Agent: _____

Telephone No.: _____

5. Total Amount of Funds Being Requested:

6. Name, title, address, and telephone number of official authorized to commit the organization to submittal of the application and to an ensuing contract, if any:

Name: _____

Title: _____

Address: _____

Telephone No.: _____

Date: _____, 20__.

Signature: _____

Attachment 2

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The material submitted in response to the Request for Proposal for _____ includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without written approval.

Prices always become public information after the Requests for Proposal(s) are awarded, and therefore, cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats., as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

<u>Section</u>	<u>Page #</u>	<u>Topic</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the Request for Proposal response may mean that all information provided as part of the Request for Proposal response will be open to examination and copying. The Authority considers other markings of confidentiality in the Request for Proposal document to be insufficient. The undersigned agrees to hold the Authority harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____
Authorized Representative: _____
Title: _____

Date: _____, 20____