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Purchasing Department

AWARD MEMORANDUM

Date: April 4, 2018
To: Armando Fana
Director of Housing & Community Development
From: Josephine Grosch
Sr. Purchasing Agent
Subject: RFQ No. 17-18- 408 Award Recommendation
Loan Underwriting Services for Housing Project

The following three (3) respondents responded to the above mentioned Request for Qualification (RFQ):

- Armada Analytics
- AmeriNat
- Neighborhood Lending Partners of Florida, Inc.

Please review the proposals submitted base on the **Evaluation Criteria** listed on the RFQ (see attached) and advise us of your award recommendation.

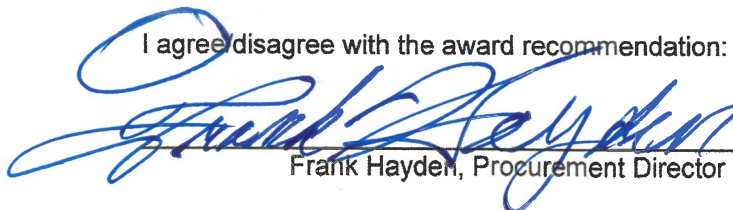
I recommend award to: AmeriNat and Neighborhood Lending Partners of FL Inc.

Reason: Both companies meet the minimum requirements and are FL based. AmeriNat has more experience and capacity for large and complex project underwriting that the City may on occasion be involved with and their fee cost are reflective of that. Neighborhood Lending Partners of FL is better suited for the typical HCD project where the loan amount will be under \$500,000 and not as complex. We recommend having both entities under contract to serve our needs depending on the complexity and size of the project being underwritten. These services may also be useful for other Departments such as the CRA and Development Services.

 4/9/18

Reviewer Signature/Date

I agree/disagree with the award recommendation:



Frank Hayden, Procurement Director