

# Memorandum

## Housing Finance Authority

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**TO:** Rodney S. Fischer, Chairman  
And Members of the Housing Finance Authority

**THROUGH:** Anthony M. Jones, Executive Director

**FROM:** Richard J. Perkins, Senior Accountant

**SUBJECT:** Professional Service Providers

**DATE:** January 9, 2007

**Recommendation:** Staff recommends the Authority seek Request for Letters of Interest and Qualifications (RLIQ) for the Professional Service Providers at the time delineated in the schedule incorporated herein.

**Background:** In July 2004, in accordance with the Authority's Rules, the Board adopted a schedule for reviewing professional services. According to the schedule the Board was to consider relationships with certain professionals in February 2006. In February 2006 we recommended that the Board postpone their consideration until February 2007. We have adjusted the schedule slightly that we presented in February 2006 to allow for the adequate preparation of the Requests for Letters of Interest and Qualifications and the evaluation of the same. Attachment A depicts our current service providers and the date they were last hired

The professional service providers serve at the pleasure of the Board. The Board has the option of ending the current relationships and soliciting for new professionals or extending their relationships for a period to be determined by the Board and revisit the relationships in the future.

Staff proposes that the relationships be examined again in the following order.

- Bond Counsel February 2007
- Issuer Counsel May 2007
- Financial Advisor September 2007
- Master Service February 2008
- Program Administrator May 2008