

Appendix B

Part I – Qualifications

Please limit your response to 5 pages (excluding resumes). Please respond only to those questions or sections of questions that pertain to the position you are seeking.

1. Briefly describe your firm's qualifications to serve as a Senior Managing Underwriter, Co-Managing Underwriter or Financial Advisor for an ESD bond issuance. Your response should include:
 - a. a brief description of your firm and its organizational structure including a list of business lines in which your firm engages in addition to public finance;
 - b. the ownership structure of the firm and, if applicable, your firm's long-term ratings for 2017, 20178 and 2019 and a description of any events that may have caused any of the rating agencies to change their rating or outlook;
 - c. the firm's capital structure and leveraging practices, including total capital, equity capital, uncommitted excess net capital, underwriting capacity and your firm's most recent audited financial statements and FOCUS Report; *(Underwriters Only)* and
 - d. an explanation of any short-term financing currently used, including credit lines to support underwritings. *(Underwriters Only)*
2. Discuss your firm's commitment to public finance. Have there been any changes in the firm's municipal finance department staffing or staffing policy in 2017, 2018 and 2019? If so, please discuss how these changes may affect coverage of ESD. Include the number of staff members assigned to investment banking, underwriting, sales, and trading during this period. Also include resumes of all pertinent staff and describe how you would utilize your firm's capital and human resources to serve ESD.
3. Discuss your firm's capital commitment to public finance *(Underwriters Only)*. Your response should include:
 - a. How much uncommitted excess net capital is allocated to public finance in the current year?
 - b. How much uncommitted excess net capital was allocated to support public finance operations in 2017 and 2018?

- c. Please briefly discuss several examples of transactions and circumstances where your firm used its capital to provide critical support for the sale and distribution of bonds during 2017, 2018 and 2019.
 - d. A list of the three largest positions your firm has taken into inventory during the last six months when your firm was senior manager on a transaction? Please include in your response the total par amount of the issue, the total amount of unsold bonds, the type of bonds (e.g. tax supported, appropriation, revenue).
4. ESD is committed to increasing the utilization of MWBE and SDVOB firms, including underwriters and financial advisors. Describe your firm's supplier diversity program and activities. Please share any ideas you may have for MWBE and SDVOB joint venture partnerships or other initiatives which would increase ESD utilization.
5. Discuss your firm's presence in New York State including any offices maintained in the State, the number of staff employed in the state and the number of staff covering ESD who are employed in the state. Include in your discussion how your firm's current New York State footprint has changed in 2017, 2018, and 2019. In addition, describe the firm's commitment to New York State, including local procurement of goods and services, development or participation in internship programs or scholarships and corporate philanthropy.
6. Provide ESD with a list and description of any proceedings known of or pending by any governmental authority against your firm, including but not limited to, any pending or anticipated proceedings, rule or order relating to a violation or alleged violation by your firm of any federal or state statute or regulation pertaining to the underwriting or sale of securities, the provision of investment advisory services or the issuance of securities. Provide a list of all sanctions and/or fines imposed on your firm during the last 24 months in connection with any proceeding of the type described in the proceeding sentence. Also provide ESD with a list and description of any pending or anticipated proceedings by private parties against your firm (individually or in the aggregate) that your firm has determined may have a material adverse impact on the current financial status or operations of the firm.
7. Disclose any existing or contemplated relationship with any other person or entity, including relationships with any parent, subsidiary or affiliated firm, which would constitute an actual or potential conflict of interest in connection with your rendering services detailed in this RFP. If a conflict does or might exist, please describe how your firm would resolve the conflict.