

## **Questions and Responses Regarding Request for Proposals: Business Loan Underwriting Services for Burlington Revolving Loan Fund (BRLF)**

### **Question 1: Can CEDO expand on the technical assistance they expect to be provided?**

CEDO will solicit for and review preliminary applications and depending on the quality of these applications, invite businesses to submit a full application, which includes a loan application, full business plan (to include narrative, financial data and supporting documents), and personal financial statement. The selected organization will provide technical assistance to prospective applicants to ensure that submissions are complete and include the required documentation. Technical assistance will primarily include working with the applicant to make sure all documents are filled out properly and that the business plan and financial data are complete.

### **Question 2: Please expand on what due diligence will be required.**

As outlined in the Scope of Work, the selected organization must pull applicant credit reports and thoroughly review applications, financial information, business plans, and any other accompanying information in order to analyze the financial situation and soundness of the business and recommend credit approval or denial. In the course of the analysis, if the selected organization determines that additional information is needed to better understand the financial position and soundness of the business, they should use their discretion in determining how best to obtain this information. For example, it might be necessary to visit the business to review equipment and inventory.

### **Question 3: Credit reports and UCC filings. We can pull Experian reports, however, we are not set up to pull UCC filings. Is this required?**

Inability to pull UCC filings would not disqualify an organization from being selected, but CEDO prefers that the selected organization handle this element of the application review and analysis.

### **Question 4: Will CEDO handle all document recordings?**

The selected organization will prepare loan closing documents on behalf of the City, but the City will handle document recordings.

### **Question 5: Does CEDO have program guidelines available for review?**

Yes, this can be provided specifically upon request. Loan policies and procedures will not be posted publicly with these responses.

### **Question 6: Is the work currently being outsourced? If yes, to whom and at what cost?**

No. CEDO's BRLF is not currently active.

### **Question 7: Would the City consider waiving the requirements for the vendor to visit the City? Could it be done remotely?**

Unfortunately, no. CEDO feels that it is important for the selected organization to be accessible and able to meet in person with businesses and CEDO staff. We anticipate that there may be applicants who are not digitally fluent and will need in-person support in completing the application process. Also, given the response to Question 2 above, it may be necessary for the selected organization to visit the business in the course of analyzing their loan application.

### **Question 8: What is the number and dollar volume of loans managed over the last couple of years?**

CEDO's BRLF has not been active for several years. We are re-launching this program using updated policies, procedures, and funding sources and amounts, so we view this as a new program.