

**REQUEST FOR PROPOSAL
FINANCIAL REVIEW OVERSIGHT OF
TAX INCREMENT FINANCING DISTRICT
GRANTS & REVOLVING LOANS**

The Penobscot County Commissioners are seeking proposals for review and financial oversight of grant and revolving loan applications that are submitted for funding through the Passadumkeag Windpark Omnibus Municipal Development & Tax Increment Financing District (TIF). The following is a list of services required:

APPLICATION SERVICES

- Review and edit (if necessary) existing loan and grant application forms.
- Answer applicant questions in regards to the completion of the application or other required documentation.
- Review applications for funding. This would include but not be limited to, a review of the proposed project, the company business plan and applicant credit reports.
- Establish a rating scale by which to rank submitted applications. The TIF Committee will assist with developing the rating scale.
- Outline recommendations for funding and present these recommendations to the County Commissioners on a quarterly basis.

Please provide a quote on the above services based on no more than ten applications per year.

Year One \$ _____

Year Two \$ _____

Year Three \$ _____

Please provide a quote on the above services for each application above ten per year.

Year One \$ _____ Per application

Year Two \$ _____ Per application

Year Three \$ _____ Per application

Company Name

Date

By: Phone

CLOSING AND SERVICING OF LOANS & GRANTS

- Prepare and execute closing documentation for loans and grants.
- Service loans; Prepare billings, track balances and provide collection services for past due accounts.
- Prepare quarterly report on loan activity to County Commissioners.

Please provide a quote on the above services based on no more than six closings per year.

Year One \$ _____

Year Two \$ _____

Year Three \$ _____

Please provide a quote on the above services for each closing above six per year.

Year One \$ _____ Per application

Year Two \$ _____ Per application

Year Three \$ _____ Per application

Company Name

Date

There will be an informational meeting at 10:00 AM on Monday, August 21, 2017 in the commissioner's chambers on the second floor at 97 Hammond Street, Bangor to answer any questions that may arise as a result of this request for proposal. All interested parties are urged to attend.

Quotes must be submitted to:

Penobscot County
Barbara A. Veilleux, Director
Unorganized Territory Administration
97 Hammond Street
Bangor, ME 04401

Quotes are due to be submitted by 9:00 AM on Tuesday, August 29, 2017. The Penobscot County Commissioners reserve the right to accept or reject any and all quotes.

EXPERIENCE QUESTIONNAIRE

Each bidder shall answer the following questions. All questions must be answered or the bid will not be accepted.

1. Number of years this company has been in business: _____

2. General information about your firm: _____

3. Names of Officers: _____

4. Description of the company's experience: _____

5. Description of staff expertise as it relates to this RFP: _____

6. Please list three references:

Company Name	Contact Person	Phone
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Company Name	Contact Person	Phone
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Company Name	Contact Person	Phone
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