



Minimum Qualifications to be placed on the Underwriter Roster for the Washington Higher Education Facilities Authority (WHEFA)

1. Show a demonstrated, current competence and experience in the structuring and sale of higher education facility bond financings for your firm.
2. Provide a current resume or bio along with a brief statement detailing their recent higher education experience.
3. Provide at least 3 issuer references for the designated principal contact/team lead for WHEFA financings.
4. Provide detail on at least two higher education facility bond issues within the prior three calendar years managed or co-managed by the firm or its key underwriting personnel.
5. Provide evidence that you are a registered member of the Financial Industry Regulatory Authority, Inc. (FINRA)

For clarification, following is an excerpt from WHEFA’s current Facility Financing Policy Guide:

Pursuant to the Act and the Rules, the Authority will create and maintain a roster of underwriters who the Authority believes possess the requisite special expertise and professional standing to provide bond marketing services which would be accepted by bond holders and other members of the financial community, and which would be in furtherance of the public interest in marketing the Authority’s bonds at the lowest possible cost in the state of Washington as well as nationally.

Any underwriter may apply to have its name placed on the roster. In order to be added to the roster, the underwriter must meet all of the following minimum standards:

- A demonstrated, current competence and experience in the structuring and sale of higher education facility bond financings;
- At least two higher education facility bond issues within the prior three calendar years managed or co-managed by the firm or its key underwriting personnel;
- Be a registered member of the Financial Industry Regulatory Authority, Inc. (FINRA); and
- Other criteria that the Authority may adopt from time to time, which establish a firm’s ability to prepare for issuance, underwrite, and market bonds to be issued by the Authority.

The Authority reserves the right to remove an underwriter from the roster based upon new information, changed circumstances or status.

Please submit your application to: Carol Johnson, Assistant Director
Carol.Johnson@wshfc.org

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