

General Services Administration

Schedule Information

Cutler Consulting

5111 Trenholm Road
Suite 220
Columbia, South Carolina, 29206
Phone: 803-461-0168

Email: pat.cutler@cutlerconsultinggroup.com

www.cutlerconsultinggroup.com

Business Size: Small

Customer Information

Special Item Numbers (SINs)

SIN 874-1 Consulting Services
SIN 520-1 Program Financial Advisor
SIN 520-2 Transaction Specialist
SIN 520-3 Due Diligence and Support Services

Maximum Order: \$ 1 million

Minimum Order: \$ 300

Geographic Coverage: Domestic Only

Points of Production: Same as company address

Discount from List Price: Net prices (discount already deducted)

Quantity Discount: None Offered

Prompt Payment Terms: Net 30 days

Government Commercial Credit Card: Yes

Foreign Items: None

Time of Delivery: TBD by Contract

Expedited Delivery: Contact contractor

Overnight and 2 Day Delivery: As negotiated in task orders between ordering agency and contractor

Urgent Requirements: As specified in negotiated task orders between ordering agency and contractor

F.O.B. point(s): Destination

Ordering Address

Cutler Consulting, Inc.
5111 Trenholm Road
Suite 220
Columbia, South Carolina 29206
Phone: 803-461-0168

Cutler Consulting, Inc.

Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found on the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

Payment Address:

Cutler Consulting, Inc.
5111 Trenholm Road
Suite 220
Columbia, South Carolina 29206
Phone: 803-461-0168

Warranty Provision: N/A

Export Packing Charges if Applicable: N/A

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

Terms and conditions of rental, maintenance, and repair (if applicable): N/A

Terms and Conditions of installation (if applicable): N/A

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

Terms and conditions for any other services (if applicable): As specified in negotiated task orders between ordering agency and contractor

List of service and distribution points (if applicable): N/A

List of participating dealers (if applicable): N/A

Preventive maintenance (if applicable): N/A

Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

Section 508 Compliance information: N/A

DUNS Number: 82-814-2336

Central Contractor Registration (CCR) Database: Cutler Consulting, Inc. is registered in the CCR database.

About Cutler Consulting

Company Overview

Founded in 2007 by E. Patrick Cutler, Cutler Consulting is a financial services consulting company specializing in mortgage banking and the housing market. Our mission is to deliver top quality products and services that enable our customers to achieve their business goals, increase profitability and improve competitiveness.

Collectively, this team has over 60 years of experience in secondary marketing, production, operations, product development, strategic planning and market research. Team members have been leaders at top 10 mortgage lenders, community banks, mortgage banks, jumbo conduits and start up operations. We have served on numerous industry committees and advisory boards.

We specialize in the following areas:

- Credit and Regulatory Risk
- Portfolio Analysis and Disposition
- Due diligence for mergers and acquisitions
- Market Research
- Quality Control/Regulatory Compliance/Underwriting

The company has extensive industry contacts and consulting resources to draw upon as needed for assignments, including the nationally ranked University of South Carolina Moore School of Business.

Background

Cutler Consulting associates have “real world” experience in mortgage banking. Our knowledge and expertise come from working for top-tier financial services companies. Our managers have collectively managed over \$650 billion in mortgage volume, achieving a 20 year average gain on sale of 25 basis points, excluding servicing value and interest margin income. They are experts in both agency and private investor mortgage securitizations, and have negotiated and administered sales and servicing agreements with Fannie Mae, Freddie Mac, Ginnie Mae, RFC, GE Capital and First Union.

Managers have conducted extensive due diligence assignments for mortgage banking acquisitions. They have negotiated over \$20 billion dollars in whole loan transactions to banks, savings banks, conduits, insurance companies and Wall Street firms, as both a buyer and seller of mortgage assets. These transactions included agency conventional, government, and “Scratch and Dent” loans, along with seasoned portfolios of fixed rate and ARM products. Negotiations involved portfolio pricing by loan type, interest rate, weighted average maturity, servicing valuation and risk characteristics.

Our team has extensive regulatory knowledge. Managers have been directly involved in more than 100 internal, external, and regulatory audits during their careers, achieving an Outstanding or Satisfactory rating in every audit. Team members participated in the successful restructuring of Fleet Mortgage Group, developing and implementing an action plan to meet OCC Safety and Soundness guidelines. Mr. Cutler subsequently served as the featured speaker at the OCC Large Bank Supervision Conference, presenting his findings on “The Anatomy of an Ailing Mortgage Company – What Can Go Wrong?”

Core Competencies

- Mortgage market experts – extensive knowledge of pricing, processing, underwriting, closing, and servicing mortgage loans. Managed mortgage banking operation with yearly production of \$40 billion.
- Risk management – expertise in detecting and managing credit, interest rate, pricing, transaction, technology, regulatory and liquidity risk.
- Capital markets – experienced in all aspects of secondary marketing trading and hedging, including guidelines and operational requirements of Fannie Mae, Freddie Mac, HUD, FHA and Ginnie Mae. Managed over \$650 billion in MBS and private label securitizations. Successfully negotiated the purchase and sale of over \$100 billion in whole loans, including both servicing released and retained transactions. Experienced in establishing pricing for MSRs.
- Market research and development – proficient in identifying short and long term housing market trends. Conducted lender surveys to determine Impact of agency, government, private investor and mortgage insurance company product and program changes. Developed best execution strategies, re-engineered processes, defined evolving risk characteristics and devised solutions.

Private Sector Experience

- *FHA/GNMA Securitization Project* – Fannie Mae (July 2008)
Developed comprehensive analysis of HUD/FHA/Ginnie Mae guidelines and regulations, and provided detailed comparison to Fannie Mae and Freddie Mac requirements. Areas researched and presented included origination, servicing, underwriting, regulatory requirements, pricing, risk based pricing and securitization. Also included was in-depth analysis of market perceptions, lender profitability, and borrower benefits of FHA versus Agency Conventional.
- *Correspondent Selling Guide and Internal Policies and Procedures Manual* - NestWorth, Inc. (May 2008)
Developed and presented a correspondent selling guide to be used by companies originating for NestWorth, Inc. and an internal policies and procedures manual detailing the origination, delivery, processing and disposition of NestWorth's reverse mortgage product.
- *Pricing and Eligibility Initiatives: Customer Needs Analysis* – Newbold Advisors / Fannie Mae (December 2007)
Studied proposed risk based pricing changes and their effect on Fannie Mae's customers and business. Proposed initiatives and systems changes were examined. Customers were divided into segments (mega lenders, relationship lenders, alliance lenders, investors, and medium to small lenders). Customer needs (people, processes, technology) were identified for each segment. Solutions were formulated to make the proposed changes more customer friendly.
- *Portfolio Pricing and Risk analysis Procedures and Model* – Newbold Advisors/Fannie Mae (October 2007)
Completed in-depth analysis of current vendor pricing methodologies on investment portfolio by asset type. Developed an automated process to identify anomalies and challenge vendor prices. Designed and implemented automated reporting system to identify areas for further review, including trend analysis.

Cutler Consulting GSA Services

SIN 874-1 Consulting Services

Cutler Consulting shall provide expert advice, assistance, guidance or counseling in support of Agency business functions. These may include but are not limited to the following:

- Mortgage Finance Management – Mortgage market assessment, product development, originations, operations, selling (pricing and structure optimization), delivery and reporting requirements.
- Strategic development – defining a strategy that optimizes mortgage production and maximizes profitability while controlling expenses and risks.
- Operations – processes and productivity improvements to maximize efficiencies associated with loan origination, processing, selling and delivery.
- Mortgage analysis studies and research – evaluation of economic conditions and their effect on the real estate and mortgage markets. Define and implement products and programs to increase loan production within defined risk parameters. Measure the long and short term impact of regulatory requirements on productivity and profitability.
- Customized training – mortgage originations, secondary marketing.
- Risk management - achieving desired results while properly managing interest rate, credit, operational and transaction risks.
- Policy and procedures development - best practices policies and procedures for all mortgage related activities.

SIN 520-1 Program Financial Advisor

Cutler Consulting shall provide services to assist the government with issues and considerations associated with the overall development and management of an asset resolution program. These may include but are not limited to the following:

- Develop and manage a mortgage asset resolution program.
- Review mortgage assets to determine best strategy for their disposition to ensure maximum recovery amounts.
- Determine marketability, manage and/or implement new mortgage products and programs.
- Determine the value of an asset portfolio.
- Analyze credit; price and categorize in light of recent agency and mortgage insurance company reforms.
- Provide marketing and mortgage asset resolution support.
- Provide market color and analysis of similar asset transactions.
- Provide insight into mortgage related capital markets and the likely effect of enacted or proposed policies on mortgage borrowers, lenders and investors.

SIN 520-2 Transaction Specialist

Cutler Consulting professionals are prepared to assist agencies in defining and implementing asset management and disposition strategies that meet Agency goals. These services may include but are not limited to the following:

- Provide a valuation for a mortgage asset or group of mortgage assets.
- Work with government staff to develop mortgage asset sales, privatization and other strategies to enhance net proceeds to the government. Stratify mortgage portfolios into sub-pools by geographic location, investment size preference, property and credit characteristics to attract local, regional and national investors.
- Conduct a mortgage asset sale which may include: management of the bid process, reviewing bids, addressing non-conforming bids, establishing the costs of problem resolutions, indentifying appropriate timelines for reaching a resolution, and providing reports to track and summarize investor activities.
- Work with agencies to design a marketing plan to sell certain mortgage assets, review asset information, and build and maintain a database of assets for sale or other distribution. Oversee and track sales. Supervise post-sales due diligence and participate in agency review meetings.

SIN 520-3 Due Diligence & Support Services

Cutler Consulting shall provide due diligence and support services to agencies confirming and validating mortgage related assets. These shall include but not be limited to the following:

- Obtain loan/asset information from lender files, title insurance policies, BPOs, appraisals. Perform needs assessment and business analysis. Organize documents and maintain an inventory with asset deficiencies noted. Reconcile data discrepancies.
- Reproduce and deliver documents to agency offices, owners, prospective bidders, and/or third parties as requested.
- Review documents for completeness, secure missing documents from public records, prepare affidavits and notify agency of any deficiencies. Accumulate and record specific data such as original loan amount and terms, modification terms, and other pertinent information to support proper handling and disposition of the loan file.
- Obtain credit ratings, inspections, market studies as needed for the mortgage assets.

A detailed listing of available services may be found at our website: www.cutlerconsultinggroup.com.

Prices and Labor Categories

Cutler Consulting, Inc. prefers to work on a project fee basis with its clients. Project fees are determined based on agreed upon deliverables and the deadlines for meeting them.

Hourly rates are preferred customer rates. They include general and administrative costs and reasonable out-of-pocket expenses. These prices are subject to change each July. Costs such as copier services, presentation binders, courier services and shipping fees will be billed at cost. Actual and reasonable travel expenses will be reimbursed in accordance with the client's travel expense reimbursement guidelines.

Core Staff
Labor Category
Senior Executive Consultant
Senior Management Consultant
Senior Consultant
Consultant
Manager
Analyst
Technician
Staff Support

Transaction Rates	
Fee based on percentage of asset sale proceeds	
Gross Sale proceeds	Maximum
Up to \$50 million	.80%
\$51 million to \$100 million	.65%
\$101 million to \$150 million	.60%
\$151 million to \$200 million	.55%
Over \$200 million	.50%

Generally, hourly rates apply to valuation of assets, pre sale support, and budget and credit analysis. Basis points apply to development of recommended sales strategy, review of pending sale, and marketing and post sale support.

Labor Category Descriptions

Senior Executive Consultant

Experience

- Total work experience is generally 20 years plus, both in consulting and senior leadership positions in large organizations
- Possess strengths in business development, client relationship management, project management, staff recruiting and development, and intellectual capital development
- Superior knowledge of all facets of mortgage and housing industries
- Industry reputation that defines the individual as an expert in their field
- Demonstrates superior oral and writing skills, outstanding analytical skills as well as problem solving skills

Functional Responsibilities

- Manages Cutler Consulting relationship with its clients and the work of all contractors on the project
- Provides strategic consulting services to clients and acts as the senior consultant on a project team, directing the work of others and adding specialized expertise to particularly complex problems
- Presents alternatives and provides consultative services and recommendations to clients to help determine best solution
- Distributes work assignments to more junior associates to maximize efficiency and reduce project costs
- Provides direct interface at the highest level to the client
- Serves as subject matter expert with leading contributions on specific processes, strategies and industry best practices
- Conducts business development activities to procure new work
- Other duties as assigned

Senior Management Consultant

Experience

- Total work experience is generally 20 years plus, both in consulting and senior leadership positions in large organizations
- Demonstrated ability to lead and manage consulting engagements
- Superior knowledge of all facets of the mortgage and housing industries
- Proven ability to deliver measurable value via leading edge solutions to industry and business problems
- Significant standing and excellent reputation within the mortgage and housing industry
- Demonstrates superior oral and writing skills, outstanding analytical skills as well as problem solving skills

Functional Responsibilities

- Provides strategic consulting services to clients and acts as project leader on complex assignments
- Establishes solid working relationships with the client's leadership and management, as well as with fellow contractors
- Distributes work assignments to more junior associates to maximize efficiency and reduce project costs
- Provides guidance to and reviews work of more junior consultants
- Initiates measures to eliminate unnecessary activities via process improvements
- Presents alternatives and provides consultative services and recommendations to clients to help determine best solution
- Serves as subject matter expert with leading contributions on specific processes, strategies and industry best practices
- Conducts business development activities to procure new work
- Other duties as assigned

Senior Consultant

Experience

- Total work experience is generally 15 years plus of combined consulting and general industry experience
- Deep knowledge of all facets of the mortgage and housing industries
- Demonstrated ability to manage projects with specific results and deadlines, as well as team with other consultants
- Demonstrates superior oral and writing skills, outstanding analytical skills as well as problem solving skills

Functional Responsibilities

- Manages analysis of data to identify strategy, operations, and risk management improvements
- Conducts benchmarking and best practices analysis
- Sets priorities to meet the needs of client and formulate scope and objectives of the project
- Documents customer specifications and interacts with other support groups to apply understanding of client's business
- Anticipates, researches, identifies and develops solutions to customer problems
- Identifies potential issues and roadblocks to the project and brings them to the attention of team management to resolve quickly and efficiently
- Prepares written and visual reports of data and findings
- Provides guidance to more junior associates
- Actively participates in client meetings
- Conducts business development activities to procure new work
- Other duties as assigned

Consultant

Experience

- Total work experience is generally 5 years plus of combined consulting and general industry experience
- On the job knowledge of the mortgage and housing industries
- Demonstrates superior oral and writing skills, outstanding analytical skills as well as problem solving skills

Functional Responsibilities

- Gathers and analyzes data to identify strategy, operations, and risk management improvements
- Conducts benchmarking and best practices analysis
- Documents customer specifications and interacts with other support groups to apply understanding of client's business
- Anticipates, researches, identifies and develops solutions to customer problems
- Plans and leads components of client projects
- Prepares written and visual reports of data and findings for review and approval of senior associates
- Attends meetings as requested
- Initiates measures to eliminate unnecessary activities through process improvements
- Other duties as assigned

Manager

Experience

- Total work experience is generally 7 years plus in an operations management position
- A professional designation such as DE Underwriter, Commercial Underwriter, Appraiser, CPA or equivalent may be required
- Supervised processors, underwriters, closers, and quality control personnel or other mortgage industry support personnel
- Proven track record for fostering participative team environment
- High degree of interpersonal skills to effectively work to together with associates and clients to ensure success of the contract
- Experience with contractual documents, loan and loan related documents such as servicing files, notes, deeds, titles, inspection reports, appraisals, management reviews, underwriting techniques, and reporting requirements
- Strong working knowledge of RESPA, Fannie Mae, Freddie Mac, FHA and other agency/regulatory requirements relevant to the mortgage industry
- Excellent oral communication skills to provide quality client interface

Functional Responsibilities

- Directs day to day operations of each client engagement
- Supervises, directs, trains and coaches all Analysts, Technicians and Staff Support assigned to a project

Cutler Consulting, Inc.

- Sets priorities, ensures daily coordination among all functional team members (analysts, technicians, clerical) and monitors contract progress against schedules, budgets and timelines.
- Provide status reports on daily, monthly, and quarterly basis to the senior associates of the company
- Anticipates, researches, identifies and develops solutions to customer problems
- Prepares written and visual reports of data and findings for review and approval of senior associates
- Attends meetings as requested

Analyst

Experience

- Total work experience is generally 5 years plus in an operations supervisory position
- Supervised processors, underwriters, closers, and quality control personnel or other mortgage industry support personnel
- Very specific experience with and technical knowledge of loans and loan documents
- Previous technical experience and professional designations such as DE Underwriter, Commercial Underwriter, Appraiser, CPA or equivalent in the mortgage or related field
- Strong working knowledge of RESPA, Fannie Mae, Freddie Mac, FHA and other agency/regulatory requirements relevant to the mortgage industry
- Excellent oral communication skills to provide quality client interface

Functional Responsibilities

- Performs in-depth and specialized quality control, due diligence, underwriting, compliance review of asset files
- Conducts in-depth review of technical issues related to the processing, underwriting, and closing of mortgage loans
- Ensures issues and needs for modifications or changes to asset files and/or processes are identified, prioritized, successfully addressed, and tracked through the process
- Provides status reports on daily, monthly, and quarterly basis to the senior associates of the company
- Anticipates, researches, identifies and develops solutions to customer problems
- Prepares written and visual reports of data and findings for review and approval of senior associates
- Attends meetings as requested

Technician

Experience

- College education or equivalent training in business or in a job related field, or 2 years commensurate job experience
- Business skills and relevant experience to demonstrate the ability to be trained for in-depth level of analysis and review of mortgage assets
- Experience with loans and loan related documents such as processing files, notes, appraisals, title, inspections and servicing files is preferred
- Data base management skills are required
- Excellent oral communication skills to provide quality client interface

Functional Responsibilities

- Performs checklist-based quality control, due diligence, processing and closing review of asset files
- Ensures issues and needs for modifications or changes to asset files and/or processes are identified, prioritized, successfully addressed, and tracked through the process
- Provides status reports on daily, monthly, and quarterly basis to the senior associates of the company
- Prepares written and visual reports of data and findings for review and approval of senior associates
- Attends meetings as requested

Staff Support

Experience

- College education or equivalent business experience of 3 plus years
- Demonstrated proficiency in MS Word, Excel, and PowerPoint
- Comfortable and flexible in fast paced environment
- Excellent organizational and communication skills

Functional Responsibilities

- Works under supervision to perform various administrative tasks of a complex nature
- Performs administrative functions related to management policies and contracted projects
- Assists senior consultants
- Attends meetings as requested