

REQUEST FOR INFORMATION

Banking Services

April 6, 2018



Housing Authority of the Cherokee Nation

1500 Hensley Drive
P.O. Box 1007
Tahlequah, OK 74465
(918) 456-5482

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I. INTRODUCTION

The Housing Authority of the Cherokee Nation (HACN) provides housing services primarily with federal grant funding provided under the Native American Housing Assistance and Self-Determination Act (NAHASDA). The HACN owns and manages rental and homeownership properties located throughout our 14-county tribal jurisdiction.

II. SUMMARY

The HACN is soliciting information from highly qualified financial institutions to determine what products and technology are available to best meet the financial needs of the HACN by surveying the marketplace of qualified commercial financial institutions.

This document is issued as a Request for Information (RFI) only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP or any other solicitation in the future. This RFI does not commit the HACN to contract for any supply or service whatsoever. Further, the HACN is not at this time seeking proposals and will not accept unsolicited proposals. If the HACN chooses to issue an RFP or other solicitation in the future, the solicitation will be posted to the Cherokee Nation bid website, www.cherokeebids.org. It is the responsibility of the potential financial institutions to monitor this site for future procurement opportunities, if issued. The HACN may or may not choose to meet with financial institutions as a part of this RFI process.

The information provided in this RFI is subject to change and is not binding on the HACN. The HACN has not made a commitment to procure any goods or contract for any services, and release of this RFI should not be construed as a commitment or as authorization to incur cost for which reimbursement would be required or sought.

All information submitted to the HACN as a result of this RFI become the property of the HACN and will not be returned. All costs incurred as a result of responding to this RFI will be solely at the interested party's expense.

III. SCOPE OF SERVICES

The HACN is requesting each responding financial institution to submit information on the following:

General Information:

Provide a brief history of your financial institution and its operations. Include the year established, ownership structure, and any ownership changes that occurred during the past five years. Disclose any ownership changes planned or anticipated at this time.

Services:

Provide information on the services offered by your financial institution for customers of comparable size to the HACN. Include any applicable fees for those services. Respondents should include details on fee changes depending on the size of the investment or deposit account.

Terms and Conditions:

Provide special provisions, as well as terms and conditions for services for your financial institution. **Sample initial agreements should be provided.**

New Account Agreements should include:

- * Money Market Funds
- * Collateralized Certificates of Deposit (CDs)
- * Certificate of Deposit Account Registry Service (CDARS)
- * Demand Deposits
- * Investment Accounts
- * Insured Cash Sweeps
- * Savings Accounts

IV. RESPONDENT'S ACKNOWLEDGEMENTS

By submitting a proposal in response to this RFI, the financial institution understands, represents, and acknowledges that:

- * No employee of the HACN or Cherokee Nation has an ownership interest in the business or is an employee of the business;
- * The information submitted in response to this RFI has not been disclosed to any other financial institution.
- * To the best of the knowledge of the person responding to this RFI for the financial institution, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by federal, state, local or tribal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract;

- * To the best of the knowledge of the person submitting the information for the financial institution and except as otherwise disclosed in its information submitted, the financial institution has no outstanding delinquent obligations to any federal, state, local or tribal entity, including but not limited to, any tax liability.

V. SUBMITTAL INFORMATION FOR FINANCIAL INSTITUTIONS

All correspondence and questions regarding this RFI and requests for additional information must be directed to Jo Rumbley, Finance Executive Assistant, by email to jo.rumbley@hacn.org. No interpretation of the meaning of the RFI will be made orally. No telephone inquiries please. All questions regarding this RFI must be submitted no later than 4:00 p.m. on Friday, April 27, 2018. The HACN anticipates responding to any questions submitted on or before 5:00 p.m. on Friday, May 4, 2018. Clarifications received by the deadline will be posted to the Cherokee Nation bid website, www.cherokeebids.org, under the solicitation.

Responses to the RFI will be accepted until 5:00 p.m. on May 11, 2018. Responses must be sealed and the envelope labeled with "RFI – BANKING SERVICES – DO NOT OPEN". Responses may be mailed to the attention of Jo Rumbley, HACN, P.O. Box 1007, Tahlequah, OK 74465, or may be hand delivered to Jo Rumbley at the HACN Administrative Office located at 1500 Hensley Drive in Tahlequah, OK. Any information received after the time stated above may not be reviewed. The name of the individual or firm submitting the proposal should be included on the outside envelope.

Banking institutions may or may not be contacted for further information, or to obtain clarification on the information submitted. The HACN may contact respondents regarding language in the agreements submitted as a response to this RFI in order to discuss terms and conditions of those agreements, and to request alternate language. Please provide contact information for those discussions on the form provided on the last page of this RFI.

Indian Preference: Responses will be accepted from Indian and non-Indian financial institutions.

Cost of Submitting Responses: All costs associated with the preparation and submission of responses to this RFI will be the responsibility of the financial institution. All responses submitted in response to this RFI become the property of the HACN.

Confidentiality: It is understood any information submitted to the financial institution by the HACN in respect to this RFI embodies certain proprietary information and is loaned to the financial institution on a confidential basis. Any information acquired at the HACN or otherwise relating to processes belonging to the HACN incorporated into this RFI shall be kept confidential. The financial

institution agrees not to use in any unauthorized manner or communicate to others any such confidential items without the prior written consent of the HACN and will undertake such measures as are necessary to require its employees to maintain complete confidentiality.

Debarment: By submitting a response to this RFI, the financial institution certifies to the best of their knowledge and belief that the financial institution or any of its principals are not presently debarred, suspended, or proposed for debarment by any federal, state, local or tribal entity.

Print Name

Title

Company

Physical Address

City/State/Zip

Date

E-Mail Address

Telephone Number

Fax Number

Signature of Authorized Individual