

Housing Authority of the Cherokee Nation 1500 Hensley Drive P.O. Box 1007 Tahlequah, OK 74465-1007 Phone 918-456-5482



REQUEST FOR PROPOSALS LEGAL SERVICES, REAL ESTATES 2025-001-070

The Housing Authority of the Cherokee Nation of Oklahoma (HACN) is accepting proposals from qualified Law Firms to provide Legal Services related to matters of Real Estates transactions at the Housing Authority of the Cherokee Naton of Oklahoma.

Information necessary for submission of proposals may be picked up at the Housing Authority of the Cherokee Nation, Procurement Department at 1200 W. 4th Street, Tahlequah, OK 74464 between the hours of 7:00 A.M. to 4:00 P.M., Monday through Friday or, you may call Baylee Scott, at 1-539-635-0469, if you would like to request that a packet be mailed to you. You may also request an e-mail copy from Baylee Scott at baylee.scott@hacn.org or online at www.cherokeebids.com.

Proposals may be mailed to the Housing Authority of the Cherokee Nation of Oklahoma, P.O. Box 1007, Tahlequah, Oklahoma, 74465-1007, Attn: Baylee Scott, Procurement Department or hand delivered to 1200 W. 4th Street., Tahlequah, Oklahoma 74464. Proposals must be received on or before **November 18**, **2025 at 5 PM**. No proposal will be accepted after the specified deadline. Proposals must be clearly marked, "PROPOSAL FOR QUALIFICATIONS, LEGAL SERVICES, REAL ESTATES, DO NOT OPEN." It is the offeror's responsibility to ensure delivery by November 18, 2025.

Proposals will be accepted from Tribal, Indian, and Non-Indian Offerors. Tribal and Indian preferences will be given ONLY to offerors who provide current certification from the Tribal Employment Rights Office (TERO) located at the Cherokee Nation of Oklahoma, P. O. Box 948, Tahlequah, Oklahoma, 74465 - telephone number (918) 453-5000. Failure to submit the TERO certification with the proposal, or within three (3) days of the deadline, may result in denial of Indian Preference. This contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

The Housing Authority of the Cherokee Nation reserves the right to determine a proposal acceptable in terms of meeting RFP requirements. The HACN reserves the right to accept or reject any and all proposals received and may negotiate with offeror(s) regarding the terms of their proposals or parts thereof. The Housing Authority of the Cherokee Nation reserves the right to award a contract(s) for proposals that are in the best interest of the HACN, including but not limited to the total cost and capability of the offeror. The HACN may award contracts to more than one offeror.

STATEMENT OF WORK

OBJECTIVE

The Housing Authority of the Cherokee Nation of Oklahoma is soliciting proposals from Law Firms interested in providing Legal Services relates to Real Estate transaction for the Housing Authority. The successful offeror(s) will be required to enter into a contract with the Housing Authority of the Cherokee Nation to provide said services and beginning within approximately 1 day of contract signing. This will be for a one-year engagement with the option to renew annually for two additional years.

SCOPE OF WORK

The Contractor will be required to provide the following:

- Legal services related to real estate transactions, including but not limited to:
 - o File review
 - o Title Search
 - Deed preparation
 - Probate
 - o Quite Title
 - o Title Opinion

PROPOSAL EVALUATION

Each responsive proposal will be individually evaluated on the information and documentation provided in the proposal in accordance with the evaluation factors contained in this RFP. Proposals will be evaluated on the firm's administrative technical merits, qualifications, experience, ability to meet required schedules, prices and Tribal/Indian Preference. After scores have been completed, negotiations will be conducted as deemed necessary by the HACN.

Additional Instructions to Offerors

1. Offerors must submit an original and two copies of their qualifications to:

The Housing Authority of the Cherokee Nation ATTN: Baylee Scott P.O. Box 1007 Tahlequah, OK 74465

Or they may be hand delivered to: 1200 W. 4th Street

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Tahlequah, OK 74464

- 2. All costs in connection with the preparation and submission of proposals shall be paid by the offeror.
- 3. It is the intention of the HACN to make this RFP, the successful offeror's proposal, and any written correspondence a part of the contract.
- 4. The Housing Authority of the Cherokee Nation reserves the right to determine a proposal acceptable in terms of meeting RFP requirements. The Housing Authority reserves the right to accept or reject any and all proposals received and may negotiate with offerors regarding the terms of their proposals, final contract, or parts thereof. The Housing Authority of the Cherokee Nation reserves the right to award a contract for proposals that are in the best interest of the Housing Authority of the Cherokee Nation.
- 5. The proposal shall contain all required attachments, forms and documentation as outlined in the solicitation documents.

EVALUATION FACTORS

All proposals will be evaluated individually on their administrative technical merits.

Offeror must provide a general summary of the items requested below and the names and contact information of 3 references that may be contacted for references.

Rating factors and their values are as follows:

1.	Ability to perform the work MAX: 20 points
	Provide evidence of the firm's ability to perform the work as indicated by profiles of the principals, the staff's professional and technical competence and experience in real estate transaction matters. To obtain the maximum points the offeror should provide evidence they specialize in real estate law.
2.	Previous participation in cases that the offeror has provided in the area of real estate transactions and real estate law. MAX: 20 points
	Provide evidence showing offeror has provided legal counsel on real estate transaction matters, including review and deed preparation. Include the number of years in related areas of expertise.
3.	Credentials and insurance MAX: 10 points
	Provide evidence that the offeror has the necessary credentials to perform legal work in the state of Oklahoma. Provide proof of Errors and Omission/Liability insurance.
4.	Previous participation with Indian Housing Authorities or Indian Tribes. MAX: 15 points
	Documentation provided to show previous participation with Indian Tribes or Indian Housing Authorities.
5.	Cost per hour MAX: 25 points
	Provide documentation on the cost per hour or any other proposed pricing.
5.	Indian Preference MAX: 10 points
	Proposal includes current TERO certification or letter (5 points) Proposal includes current TERO certification or letter as Cherokee owned (10 points)
	Total Points 100 points

PREPARATION OUTLINE

I.	Attachments (these must be submitted with proposals to be considered
	responsive) all other documents required for the purpose of obtaining points
	during the evaluation process are the responsibility of the offeror.

- a. Preparation Outline
- b. Offeror's Proposal
- c. HACN Work History form and HUD 2530 Previous Participation
- d. Non-Collusive Affidavit
- III. To receive Indian preference, offerors must submit with the proposal, or within 3 days of deadline:
 - a. Indian Preference a current TERO Certificate or letter as Cherokee Owned
- III. Documents the successful offeror will be required to complete and submit:
 - a. W-9 form (provided by HACN)
 - b. New contractors must complete a Vendor Registration form (provided by HACN)

SPECIAL INSTRUCTIONS

**Be advised that all responsive proposals will be evaluated as outlined in this solicitation packet.

Auth	orized Signatu	re/Title	
Com	pany Name		
Cont	act Phone Nun	nber(s)	
 Date			

Housing Authority of the Cherokee Nation PREVIOUS WORK HISTORY FORM

NOTE: This form is a required submission from each bidder/offeror and is the HACN's documentation to determine responsible bidders/offerors. In the spaces below complete all information requested, providing all in the spaces below complete all information requested, providing all in the elephone number's and any available feasimile numbers for all employers, companies and vendor listed. In the disclosure space enter any defaults, assignments or foreclosures.

Please att				Employer/Company Name, Address, Phone/Fax
ach additional sh				Contract Amount
eets as required				Amt. & Size of Units
Please attach additional sheets as required to suffficiently provide a minnimum of 3 years work history				Describe type of work Amt. & Size of performed/completed - provide begin & completion dates
ears work hist				Disclosures
γ				Contractor's current & previous vendors - Bisclosures give address & phone/fax

OMB Approval No. 2502-0118 (Exp. 01/31/2026)

US Department of Housing and Urban Development

Office of Housing/Federal Housing Commissioner

US Department of Agriculture

Farmers Home Administration

Part I to be completed by Controlling Participant(s) of Covered Projects	rticipant(s) of Covered Projects	For HUD I	For HUD HQ/FmHA use only		
(See instructions) Reason for submission:					
1. Agency name and City where the application is filed	1	2. Project Nam	 Project Name, Project Number, City and Zip Code 	l Zip Code	
3. Loan or Contract amount \$	4. Number of Units or Beds	5. Section of Act	ct	 Type of Project (check one) Existing 	t (check one) Rehabilitation Proposed (New)
7. List all proposed Controlling Participants and attach complete organization chart for all organizations showing ownership %	s and attach complete organizatio	n chart for all organi	zations showing own	ership %	
Name and address (Last, First, Middle Initial) of controlling participant(s) proposing to participate	rolling participant(s) proposing to participate		8 Role of Each Principal in Pr	oject	9. SSN or IRS Employer Number (TIN)

- participated or are now participating.

 2. For the period beginning 10 years prior to the date of this certification, and except as shown on the certification: 1. Schedule A contains a listing, for the last ten years, of every project assisted or insured by HUD, USDA FmHA and/or State and local government housing finance agencies in which the controlling participant(s) have

- a. No mortgage on a project listed has ever been in default, assigned to the Government or foreclosed, nor has it received mortgage relief from the mortgagee;
 b. The controlling participants have no defaults or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
 c. There are no known unresolved findings as a result of HUD audits, management reviews or other Governmental investigations concerning the controlling participants or their projects;
- d. There has not been a suspension or termination of payments under any HUD assistance contract due to the controlling participant's fault or negligence;
- e. The controlling participants have not been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
- f. The controlling participants have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or
- The controlling participants have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.
- 3. All the names of the controlling participants who propose to participate in this project are listed above.

 4. None of the controlling participants is a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR. 35006) and HUD's Standard of Conduct in 24 C.F.R. Part 0 and USDA's Standard of Conduct in 7 C.F.R. Part 0 Subpart B.
- 6. None of the controlling participants have been found by HUD or FmHA to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (If any controlling participants have been 5. None of the controlling participants is a participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification, have not been filed with HUD or FmHA
- 7. None of the controlling participants is a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any)
- 8. Statements above (If any) to which the controlling participant(s) cannot certify have been deleted by striking through the words with a pen, and the controlling participant(s) have initialed each deletion (If any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances
- 1/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §§ 7729, 3802).

	de and Tel. No.	Area Code a	This form prepared by (print name)
	(mm/dd/yyyy)	Participant	
Area Code and Tel. No.	Certification Date	Signature of Controlling	Name of Controlling Participant

Previous editions are obsolete

ref 24 CFR 200 Subpart H Form HUD-2530 (10/2016)

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Previous editions are obsolete

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Schedule A: List of Previous Projects and Section 8 Contracts. Below is a complete list of the controlling participants' previous participation projects and participation history in covered projects as per 24 CFR, part 200 §200.214 and multifamily Housing programs of FmHA, State and local Housing Finance Agencies, if applicable. Note: Read and follow the instruction sheet carefully. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If no previous projects, write by your name, "No previous participation, First Experience"

1. Controlling Participants' Name (Last, First) List of previous projects (Project name. 3.List Participants' Role(s) Status of loan 5. Was the Project ever 6. Last MOR rating and

Signature of authorized reviewer		Date (mm/dd/yyyy)	Part II- For HUD Internal Processing Only Received and checked by me for accuracy and completene	
Signature of authorized reviewer		Tel No. and area code Processing and Control	Part II- For HUD Internal Processing Only Received and checked by me for accuracy and completeness; recommend approval or refer to Headquarters after checking appropriate box.	project ID and, Govt. agency involved)
reviewer	B. Name match in system	A. No adverse information; form HUD-2530 approval	ters after checking appropriate box.	(indicate dates participated, and if fee or identity of interest participant)
Approved D.	D. Other (attach memorandum)	n HUD-2530 approval C. Disclosure or Certification problem		(current, defaulted, in default during your assigned, foreclosed) participation Yes No If yes, explain
Date (mm/dd/yyyyy)	emorandum)	rtification problem		Physical Insp. Score and date

NON-COLLUSIVE AFFIDAVIT

STATE OF
COUNTY OF
, being duly sworn, deposed and says: that he/she is
a partner or officer of the firm of
the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived, or agreed, directly or indirectly with any offeror or person, to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any person to fix the bid price of affiant or any other offeror, or to fix overhead, profit, or cost element of said bid price, or that of any other offeror, or to secure any advantage against the Housing Authority of the Cherokee Nation, or any person interested in the proposed contract; and that all statements in said proposal are true.
Signed (Name of offeror, if an individual) (Name of partner, if a partnership) (Name of officer, if a corporation)
Subscribed and sworn to before me this day of, 20
My commission expires
Notary Public Signature:
Commission Number: