

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:
 - File review
 - Title Search
 - Deed preparation
 - Probate
 - Quite Title
 - 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

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.
- 6. 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.**

Authorized Signature/Title

Company Name

Contact Phone Number(s)

Date

NOTE: This form is a required submission from each bidder/officer and is the HACN's documentation to determine responsible bidder/officers. In the spaces below complete all information requested, providing all telephone number(s) and any available facsimile numbers for all employees, companies and vendor listed. In the disclosure space enter any defaults, assignments or for enclosures.

[illegible]

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 <i>(See instructions)</i>		For HUD HQ/FmHA use only	
Reason for submission:			
1. Agency name and City where the application is filed		2. Project Name, Project Number, City and Zip Code	
3. Loan or Contract amount \$	4. Number of Units or Beds	5. Section of Act	6. Type of Project (check one) ☐ Existing ☐ Rehabilitation ☐ Proposed (New)
7. List all proposed Controlling Participants and attach complete organization chart for all organizations showing ownership %			
Name and address (Last, First, Middle Initial) of controlling participant(s) proposing to participate		8. Role of Each Principal in Project	9. SSN or IRS Employer Number (TIN)

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 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:
- 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 Agency;
 - g. 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 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.
 - 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.
 - 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 C.F.R. 5.105(a). (If any controlling participants have been found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any).
 - 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.
 - 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. §3729, 3802).

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

Previous editions are obsolete

previous participation, First Experience"

1. Controlling Participants' Name (Last, First)	2. List of previous projects (Project name, project ID and, Govt. agency involved)	3. List Participants' Role(s) (Indicate dates participated, and if fee or identity of interest participant)	4. Status of loan (current, defaulted, assigned, foreclosed)	5. Was the Project ever in default during your participation Yes No If yes, explain	6. Last MOR rating and Physical Insp. Score and date

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.

Date (mm/dd/yyyy)	Tel No. and area code		☐ A. No adverse information, form HUD-2530 approval recommended ☐ C. Disclosure or Certification problem	
Staff	Processing and Control	☐ B. Name match in system ☐ D. Other (attach memorandum)		
Signature of authorized reviewer	Signature of authorized reviewer		Approved ☐ Yes ☐ No	Date (mm/dd/yyyy)

Previous editions are obsolete

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 _____, 20_____.

Notary Public Signature: _____

Commission Number: _____