

## REQUEST FOR PROPOSALS

### Cloud Based Rehabilitation Cost Estimating Solution



Housing Authority of the Cherokee Nation  
P.O. Box 1007  
Tahlequah, OK 74465-1007  
(918) 456-5482

[www.cherokeebids.org](http://www.cherokeebids.org)

RFP # **2023-001-015**

**PROPOSALS DUE: MONDAY, February 17th, 2023**

## Request for Proposals

The Housing Authority of the Cherokee Nation (HACN) is soliciting competitive proposals for **Cloud Based Cost Estimating Solution** to complete estimates and bid documents for housing rehabilitation and renovation projects.

Interested professionals may submit proposals by mail to the HACN IT Office, PO Box 1007, Tahlequah, OK 74465 (Attn: Hannah Foreman) clearly marked "Proposal for Estimating Software Solution". Proposals may also be delivered via email to [Hannah.Foreman@hacn.org](mailto:Hannah.Foreman@hacn.org) with the subject line titled "Proposal for Estimating Software Solution." The deadline for submission is no later than 5:00 p.m. on Monday, February 17th, 2023.

The HACN reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources providing proposals in the competitive range, or to cancel in part or in its entirety this Request for Proposals (RFP) if, for any reason, it is in the best interest of the HACN to do so.

Any questions pertaining to this RFP should be directed to Michelle Bell, (918) 456-5482 or emailed to [Michelle.Bell@hacn.org](mailto:Michelle.Bell@hacn.org).

**Method of Award:** After reviewing all proposals received, the purchase order will be awarded to the responsible bidder whose proposal is determined to be the lowest and most responsive in accordance with the HACN Procurement Policy.

**Method of Payment:** HACN will only make payment through manual transactions and will not make payment through automated processes.

**Non-appropriation termination clause: Must be agreed to with multi-year contracts.** The HACN's obligation for payment under any contract/agreement is contingent upon the availability of appropriated funds from which payment for services can be made. Funds are available for Fiscal year budget but only when appropriated or authorized by the Tribal Council of the Cherokee Nation and/or the Board of Commissioners of the Housing Authority of the Cherokee Nation. The HACN's designated officer shall use their best efforts to obtain the annual appropriations of the Base Payments throughout the Lease/Contract Term.

No legal liability on the part of the HACN for any payment may arise until funds are made available by the designated officer of the HACN for performance and until the CONTRACTOR/VENDOR receives notice of availability from the HACN's designated officer through issuance of a purchase order (PO).

**Housing Authority of the Cherokee Nation**  
Cloud Based Rehabilitation Cost Estimating Solution

**Section 1: Required and Minimum Solutions Requirements**

- 1) Cloud based. Billed yearly. Approximately 750 estimates per year
- 2) Prepare a detailed write-up and cost estimate in the field.
  - a. utilizing proposed software solution's cost-estimating database (costs updated quarterly or better)
  - b. using assemblies (comparable function or better)
  - c. generate measurements (comparable function or better)
  - d. ability to format output with or without unit/subtotal/total prices
  - e. ability to attach pictures
- 3) Added value functionality.
  - a. timeline for implementation
  - b. user training
  - c. project tracking
  - d. reporting
  - e. other functionality per vendor

**Section 2: Evaluation Factors**

- 1) Offeror's years of experience in related work – provide the number of years the company has provided related professional services. (Maximum 15 points)
- 2) References – include references from at least three (3) previous clients. (Maximum 15 points)
- 3) Indian preference – include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe. (20 points Cherokee, 15 points another tribe.)
- 4) Pricing – Vendor should include pricing for one estimate and pricing for estimates contracted for 1 year term. (Maximum 20 points)
- 5) Required and Minimum Solutions Requirements- 10 points per listed in Section 1. (Maximum 30 points)

**Section 3: Award**

- 1) TERO Certification: Indian preference will be given only to responding parties who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 453-5000. Indian preference will be applied in accordance with Cherokee Nation Acquisition Management Policy and Procedures. Proof of TERO certification must accompany and be included in proposal submitted.

- 2) Responsiveness:** Prior to evaluation, each proposal shall be reviewed to determine whether it is responsive. Nonresponsive proposals shall be eliminated and will not be evaluated. Factors that may result in a proposal being declared nonresponsive are:
- a. Not providing evidence of meeting the Minimum Requirements.
  - b. When applicable, Not attending mandatory pre-proposal meeting and site visit.
  - c. Substantive and material conflicts of interest which were not declared and/or were declared and determined to be significant enough that the NATION requested the potential contractor not submit a proposal.
  - d. Substantive and material noncompliance to requirements of the RFP proposal submission guideline.
  - e. Not providing a price or timeline, if applicable.
- 3) Evaluation Process:** An evaluation committee consisting of HACN employees shall evaluate responsive proposals. Each proposal shall be independently evaluated by each member of the evaluation committee. The evaluation will be based on the evaluation factors and values stated in this RFP. Discussions, presentations, and/or site visits, if held, may result in individual evaluation committee members changing their scores. Evaluation factors not specified in this RFP may not be considered.

<b>Section 5: Evaluation Factors</b>		
<b>1) Offeror's years of experience in related work</b>	Provide the number of years the company has provided related professional services.	(Maximum 15 points)
<b>2) References</b>	Include references from at least three (3) previous clients.	(Maximum 15 points)
<b>3) Indian preference</b>	Include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe. (20 points Cherokee, 15 points another tribe.)	(Maximum 20 points)
<b>4) Pricing</b>	Vendor should include pricing for one estimate and pricing for estimates contracted for 1 year term.	(Maximum 20 points)
<b>5) Required and Minimum Solutions Requirements</b>	Awarded 10 points per requirement in listed Required and Minimum Solution Requirements in Section 1.	(Maximum 30 points)