



Kiowa Tribe Housing Authority

1701 E Central Blvd, Anadarko, Oklahoma 73005
Phone: 405-339-8100 | Website: KiowaHousing.com

Request for Proposals for Legal Services For Kiowa Tribe Housing Authority

The Kiowa Tribe Housing Authority (KTHA) located in Anadarko, Ok. is seeking proposals from interested attorneys or law firms to provide legal services for the housing authority. The range of legal issues for which the housing authority requires advice and services are rental and homebuyer agreement enforcement, eviction proceedings, contract review and enforcement, real estate business transactions, tax credits, interpretation of HUD rules and regulations, personnel action review, and general management issues that may arise from time to time requiring legal review.

Interested attorneys or law firms should have experience in Indian Housing and be knowledgeable of the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996. The proposal shall contain a brief description of the offeror’s strengths in relation to how they can best serve the KTHA in the range of legal issues as described above.

All proposals shall include a description of the services to be provided, a personal or law firm resume, three clients to serve as references, the hourly fee charge, types of expenses that are charged, and identification of the individual(s) in the firm who will have primary responsibility for providing service to the KTHA. Each proposal will be related using a point system that is applied to the information provided by the offeror that addresses the needs of the housing authority. The rating system is as follows:

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| • Past working experience with Indian Housing Authorities legal issues and construction activities | 15 points |
| • Knowledge & working experience with NAHASDA | 25 points |
| • Fee structure & legal personnel experience | 20 points |
| • Indian Preference | 30 points |
| • References | <u>10 points</u> |
| Total Points | 100 points |

This Request for Proposals (RFP) is being advertised as an open procurement with Indian Preference.

All questions may be directed to the Executive Director of the Kiowa Tribe Housing Authority at (405) 339-8100.

All sealed proposals are due no later than 3:00 PM, September 16, 2022, at the business office for the Kiowa Tribe Housing Authority. The proposals must be marked **“Proposal Enclosed”**. Faxed proposals will not be accepted.