



TAGIUGMIULLU NUNAMIULLU HOUSING AUTHORITY

P.O. Box 409 · Utqiagvik, Alaska 99723
(907) 852-7150 · www.tnha.info

April 17, 2020

SUBJECT: REQUEST FOR PROPOSAL ON LEGAL SERVICES

Tagiugmiullu Nunamiullu Housing Authority (TNHA) will receive sealed proposals for legal services contract with a qualified law firm to provide legal services for TNHA for a period not to exceed three (3) years. The sealed proposals will be received at the office of Tagiugmiullu Nunamiullu Housing Authority until 3:00 p.m. local time, May 15th, 2020. Proposals will be held in confidence and not released in any manner until after contract award. The contract award will be based on the evaluation system within the Request for Proposals (RFP).

A. PROPOSAL FORM:

Proposers should respond with sufficient detail to evaluate all factors listed. Refer to paragraph D of this RFP, which lists the TNHA evaluation criteria and required submissions. Failure to provide mandatory items may result in the proposal being considered non-responsive. Failure to provide sufficient information for a particular item will result in receiving zero evaluation points for that particular item.

Arrange the proposal in the same order as these selection criteria. All proposals are to be submitted to:

Ms. Aireen T. Amad-Antes, CFO/Contracting Officer
Tagiugmiullu Nunamiullu Housing Authority
P. O. Box 409
Barrow, Alaska 99723

The document shall be sealed in an envelope, labeled “Legal Services Proposal”, and identified date and time the proposal is due.

B. TIME FOR RECEIVING PROPOSAL:

Time is as stated in the Request for Proposals unless subsequently modified by an addendum.

C. INDIAN PREFERENCE:

The work to be performed under this contract is subject to Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e (b)), and 24 CFR 1000.48, 52.

D. SELECTION CRITERIA:

TNHA will select a firm on a point system of significant specified evaluation factors. A failure to respond to any significant factor will render the proposal as non-responsive. A maximum of one hundred points is possible. The points are distributed as follows:

1. Indian Ownership. The firm’s statement of employment and training opportunities and plans to provide preference to Indians, as well as the number or percentage of Indians anticipated to be employed and trained, pursuant to TNHA Statement of Indian Preference. (15 points)
2. Qualifications and Experience of Legal Firm Member(s) relevant to TNHA operation. Biographical Information Requested. (20 points)
3. References from parties familiar with the firm’s practices. A minimum of three (3) references should be provided from Indian Housing Authorities or similar organizations that are currently in operation and are available for comment. (15 points)
4. Firm’s explanation of “**How**” the services will be provided and the “**Capability**” to provide timely service and handle the required work load in reasonable and timely manners. This should include research capabilities and other pertinent information. (15 points)
5. Experience in the Public and Indian Housing programs, and should include Alaska experience related to subsidized housing programs. (15 points)
6. Construction Experience in the Alaskan Environment as it pertains to legal services required. (10 points)
7. Proposed Compensation. (10 points)

E. PERIOD OF THE CONTRACT

A Legal Firm will be retained for an initial term of thirty-six (36) months upon execution of a contract to provide legal services to TNHA.

F. SUBMISSION REQUIREMENT

Be advised that TNHA requests the following items to be submitted to be considered:

1. Signed Proposal (by the principle of the firm or the authorized person)
2. Statement of Attorney's License to practice in State of Alaska and Federal Courts
3. Proof of Insurance Coverage:
Commercial General Liability including Error and Omission
Workers Compensation
4. Statement detailing its employment and training opportunity and its plan to provide preference to Indians in implementing the Contract and the number or percentage of Indians anticipated to be employed or trained.
5. Three (3) current references
6. Indian Ownership Certification, if applicable

G. MISTAKES IN PROPOSALS

Correction or withdrawal of the proposal by facsimile request dispatched by the proposer in time for delivery in the normal course of business prior to 15th day of May, 2020 3:00 p.m. local time will be accepted, provided that the written confirmation of any facsimile correction or withdrawal over the signature of the proposer is placed in the mail and postmarked or received by TNHA prior to the 15th day of May, 2020, 3:00 p.m. local time.

Negligence on the part of the proposer in preparing his/her proposal confers no right of correction or withdrawal of the proposal.

H. CANCELLATION OF SOLICITATION

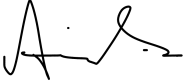
TNHA reserves the right to cancel this solicitation, if TNHA determines:

1. TNHA no longer requires the Services; or
2. TNHA can no longer reasonably expect to fund the procurement; or
3. When all proposals received are at unreasonable prices, as determined at sole discretion of TNHA; or

4. For good cause of a similar nature when it is in the best interest of TNHA.

TNHA reserves the right to reject any or all proposals or to waive any errors or informalities in the proposals.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Amad-Antes', with a stylized flourish at the end.

Aireen T. Amad-Antes
CFO/Contracting Officer