

**REQUEST FOR PROPOSALS  
BY FAX OR MAIL  
TDHE  
SOLICITATION FOR SERVICES OR OTHER REQUESTS  
FOR PROPOSALS THAT ARE NOT JUST PRICE BASED  
(Small Purchases of \$250,000 or less)**

**IDENTIFY SERVICES BEING SOUGHT:** \_\_\_\_\_  
**FIRM CONTACTED:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**FAX NO.:** \_\_\_\_\_  
**DATE REQUEST FOR PROPOSAL FAXED:** \_\_\_\_\_

1. The TDHE is soliciting requests for proposals for \_\_\_\_\_ under its small purchase procedures. This is a more informal and simplified process and will help us to expedite our selection. Because we are following this process, we will not be able to accept proposals that are more than \$250,000.

2. We are making this solicitation by fax or mail. All proposals must be submitted to the TDHE in writing and can be faxed or mailed but must be received at the TDHE's office by 5:00 p.m. on \_\_\_\_\_, 20\_\_\_. The TDHE's fax number is \_\_\_\_\_ and the mailing address is:

3. The scope of the work is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The following is the list of rating criteria which will be used to evaluate all proposals:

_____	up to _____	pts.
_____	up to _____	pts.
_____	up to _____	pts.
_____	up to _____	pts.
_____	up to _____	pts.
Evaluation of Indian Preference in Training, Employment and Contracting	_____ up to _____	10 pts.
Indian Preference for Indian Owned Firms	_____	15 pts.
		Total 100 pts.

5. Indian preference will be given in making this award. Any firm seeking such preference must provide evidence that it is not less than 51% Indian owned and controlled. Those that satisfy this requirement will be given 15 extra points (15% of all the points available). Do you seek this preference? \_\_\_\_\_. If so, please contact us immediately so that we can fax you a prequalification statement that you must fill out and return within two days of your receipt. We will then review it and determine if you are eligible for reference. If one has been submitted to us in the last six months, then fax or mail to us today a written statement identifying changes in your organization and will determine if you are eligible for preference.

6. All proposals must contain a commitment to provide preference in 1) subcontracting, 2) training, and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement will be evaluated as part of the submitted proposal, and up to 10 points of all the points available will be set aside for evaluation of this statement.

If you believe it is infeasible to provide Indian preference in subcontracting, training or employment, you must include in your proposal a certification as to the reasons why.

7. [OPTIONAL FOR PROFESSIONAL SERVICES] All proposals must also include the following information:

a) The name and address of the individual or the firm applying. For firms, the key personnel for this work should be identified.

b) For each partner and associate of the firm, the name, certifications, licenses, relevant education and experience and their respective dates.

c) The names, addresses and telephone numbers of at least 3 references, preferably tribes, tribal housing authorities or other tribal entities.

d) A description of experience which is pertinent to the scope of work described above. In particular, experience working with tribes and tribal housing authorities should be emphasized.

e) The hourly rates charged for each member of the firm.

8. All proposals must commit to remaining open for at least 30 days.

9. This request for proposals does not contemplate any subcontracts, except that an applicant may associate local counsel, as needed. All applicants shall provide with the application the name, address and relevant experience of local counsel, and proof that local counsel qualifies for Indian preference, if applicable.

10. In accordance with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 135, the Authority will make best efforts, consistent with federal and tribal laws and regulations (including Section 7(b) of the Indian Self Determination and Education Assistance Act), to give low- and very low-income persons the training and employment opportunities generated by Section 3 covered assistance and to give qualified business concerns the contracting opportunities generated by Section 3 covered assistance.

11. The TDHE reserves the right to reject any and all proposals or to re-solicit when it is deemed by the TDHE to be in its best interests to do so.

12. If there are any questions, please contact \_\_\_\_\_  
at \_\_\_\_\_.

The TDHE will let you know the decision on the awards. If a written contract form is utilized, it shall be prepared by the Housing TDHE and its attorney. Certain terms and conditions may be required in the contract.

DATE: \_\_\_\_\_

PREPARE BY: \_\_\_\_\_

TITLE: \_\_\_\_\_