

# Request for Proposals

## Request for Proposals for a Low-Income Housing Tax Credit (LIHTC) Project

The Eastern Shoshone Housing Authority is requesting proposals from qualified individuals and firms for professional services for a proposed low-income housing tax credit development to be located in or around the Wind River Indian Reservation.

The intent of this proposal is to assist with the following:

All necessary work to submit an LIHTC application, additional optional grant applications, close with an investor, provide asset management services, and associated requirements.

Note: The Consultant will also coordinate with third parties on various documents/reports, including, but not limited to, Architects, Engineers, Environmental Professionals, and market analysts. The cost of those items will be covered under separate contracts with each provider.

***Proposals to assist with these services must be submitted by 4:00 PM on April 2, 2026.***

All proposals should be mailed, emailed, or delivered to:

Eastern Shoshone Housing Authority, PO Box 1250, Ft. Washakie, WY 82514

No faxed proposals will be accepted. Proposals received after the deadline will not be accepted. Please contact William Picotte at 307.332.5832 or email [bill.picotte@es-ha.com](mailto:bill.picotte@es-ha.com) with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

Indian preference applies to the work under this contract pursuant to 24 CFR 1000.48 through 52.

### **Qualifications**

1. Experience related to LIHTC services:
  - a. Please describe the relevant experience of the individual(s) or firm submitting the proposal, including length of time in business and core competencies.
  - b. Please describe the relevant experience of the individual(s) or firm submitting the proposal in providing consulting services for LIHTC developments.
  - c. Please describe the relevant experience of the assigned staff in providing consulting services for LIHTC developments, whether with this firm or in previous employment.
  - d. Please describe the firm's experience in working with Tribes or Tribally Designated Housing Entities, including any relevant experience of the firm, involved principals, and/or any assigned staff for projects located on tribal trust land.
2. Give a brief background and qualification summary for each key member of your staff who

will be assigned work.

3. **References:** Please include a minimum of five references. If you have previously worked with any Tribes or Tribally Designated Housing Entities on applying for LIHTCs in the last 12 months, include those as references.

4. **Disclosure of Claims:** Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.

### **Project Award**

The rating factors and values to be used in the award of this contract are as follows, and out of a possible 100 points:

	Points
References	20
Relevant Experience	30
Availability / Proposed Schedule	20
Cost	20
Indian Preference	15

### **Format for Proposals**

- **Title Page:** Eastern Shoshone Tribe of Wyoming, Low Income Housing Tax Credit (LIHTC) Project Proposal, your company name, address, telephone number, email address, and primary contact person.
- **Cover Letter:** signed by the person or persons authorized to sign on behalf of your company.
- **References:** Provide the information requested and any other relevant information.
- **Availability / Proposed Schedule:** List a logical breakdown of project tasks and phased milestones.
- **Fees:** Build a detailed list of expected fees and give a brief summary of the total cost for your proposed contract. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Describe prices charged for similar contracts over the last 24-month period. If the price for this contract deviates from the average contract price, provide an explanation.
- **Indian Preference:** Any firm seeking Indian preference must provide evidence that it is not less than 51% Indian owned and controlled.
- **Sub-contractors:** In the execution of the contract, your company requires the hiring of sub-contractors; you must clearly state this in your proposal. Sub-contractors must be identified, and the work they will perform must be defined. In your proposal, please include the subcontractor's EIN. Sub-contractors must meet the Indian preference requirements and provide an Indian preference statement. The Eastern Shoshone Housing Authority will not refuse a proposal based on the use of a subcontractor; however, we retain the right to refuse the subcontractors you have selected.

## General Background

The Eastern Shoshone Housing Authority will be submitting an application for an award of Low-Income Housing Tax Credits to the Wyoming Community Development Authority by no later than a date on or about August 31, 2026.

**Note: September 30, 25 was the deadline for last year's applications. The 2026 deadline has not yet been published; therefore, this date is yet to be determined. (TBD).**

## Time is of the Essence

Time is of the essence on this project. The successful firm must be available to begin work immediately following the award to be able to meet the required deadline for submission of the application.

## Contract Terms

The Eastern Shoshone Housing Authority will negotiate contract terms upon selection. All contracts are subject to review by the Eastern Shoshone Housing Authority, and a contract will be awarded, which outlines terms, scope, budget, and other necessary items.

The Eastern Shoshone Housing Authority will award the contract or contracts to the responsible individual (s) or firm(s) whose proposal is the most advantageous to the Eastern Shoshone Housing Authority, subject to the negotiation of an acceptable contract and approval of the contract. The Eastern Shoshone Housing Authority reserves the right to amend or withdraw this request for proposals in whole or in part; to accept or reject any or all proposals received or portions thereof; to waive any formalities or technicalities; to interview one or more proposers; and to obtain additional information to determine a proposer's responsibility and/or capacity, and to negotiate terms and conditions with any proposer. All or part of a proposal may be incorporated into the final contract. Withdrawal of this request for proposal or the rejection of a proposal for any reason, or no reason, shall be without liability on the part of the Eastern Shoshone Housing Authority for any costs, fees, damages, or penalties or any other remedy on behalf of any proposer. All documents, analyses, reports, designs, drawings, specifications, and other work developed in the performance of this agreement by Contractor shall become the sole property of the Eastern Shoshone Housing Authority and shall not be used for any other purpose or released to any third party without the express written consent of the Eastern Shoshone Housing Authority.

By submitting a proposal, the proposer agrees to these conditions.

**The Eastern Shoshone Housing Authority reserves the right to reject any or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of the Eastern Shoshone Housing Authority.**