

Northern Ponca Housing Authority

1501 Michigan Avenue
Norfolk, NE 68701
Tel (402) 379-8224
www.poncahousing.org



NOVEMBER 03, 2025

To Whom It May Concern,

Your Law Firm is being invited to submit a proposal for Legal Services, in accordance with the requirements set forth in the attached request for proposal (RFP).

The Northern Ponca Housing Authority (NPHA) located in Norfolk, Nebraska is seeking proposals from interested attorneys or law firms to provide legal services for the housing authority.

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 Northern Ponca Housing Authority at (402) 379-8224.

All sealed proposals are due no later than 3:00 PM, November 17, 2025 at the business office for the Northern Ponca Housing Authority. The proposals must be marked "Proposal Enclosed." Faxed proposals will not be accepted. The address is as follows:

Northern Ponca Housing Authority
Attention: Executive Director
1501 Michigan Avenue
Norfolk, NE 68701

Thank you for your interest.

**Request for Proposals for Legal
Services For
Northern Ponca Housing Authority**

The Northern Ponca Housing Authority (NPHA) located at Norfolk, Nebraska 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 from time to time require 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 of 1996. The proposal shall contain a brief description of the offeror's strengths in relation to how they can best serve the NPHA 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 services to the NPHA. Each proposal will be rated 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:

• Past working experience with TDHE/IHA legal/accounting matters	15 points
• Knowledge & working experience with NAHASDA and LIHTC	20 points
• Approach & Work Plan	15 points
• Key personnel qualifications & capacity	15 points
• Fee structure (reasonableness & clarity)	10 points
• References & past performance	10 points
• Indian Preference	<u>15 points</u>
Total Points	100 points

INDIAN PREFERENCE AND OTHER FEDERAL REQUIREMENTS

A. NPHA provides preference to Indian-owned economic enterprises and Indian owned organizations. To qualify as Indian or Indian-owned, the business must demonstrate to the satisfaction of NPHA that the majority of owners of the company are members of Federally Recognized Indian tribes. In order to be eligible to receive the preference, the business will be required to provide additional documentation of Indian ownership of the business.

B. Federal Funding Requirements: This work is subject to applicable federal funding source requirements, including but not limited to, requirements found in Appendix II of 2 CFR Part 200.

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