



OKLAHOMA HOUSING FINANCE AGENCY (OHFA)

REQUEST FOR PROPOSAL (RFP)

Bond Counsel Services for the 2026 Single Family Mortgage Program

Issued: March 2026



REQUEST FOR PROPOSALS (RFP)

Bond Counsel Services

For the OHFA 2026 Single Family Mortgage Program

Issued By:

Oklahoma Housing Finance Agency (OHFA)

100 NW 63rd Street

Oklahoma City, OK 73116

Contact for Questions: OHFA

Procurement and Facilities Director

Email: ohfaprocurement@ohfa.org

Proposal Submission Deadline:

4:30 PM CST — April 20, 2026

Executive Summary

The Oklahoma Housing Finance Agency (OHFA) is soliciting proposals from qualified law firms to serve as **Bond Counsel** for the **2026 Single Family Mortgage Program**. OHFA anticipates issuing multiple series of mortgage revenue bonds in 2026 to finance single-family mortgage loans for low- and moderate-income homebuyers.

Under this RFP, OHFA seeks firms with:

- Demonstrated experience providing bond counsel, tax counsel, and disclosure counsel services
- Substantial expertise in single-family mortgage revenue bonds
- Adequate staffing and capacity to support multiple transactions
- A strong compliance and ethical background
- Reasonable and competitive fee proposals
- No conflicts of interest

The selected firm will provide legal services that include:

drafting bond documents, preparing resolutions, advising on tax law issues, assisting with disclosure documents, supporting OHFA at the Council of Bond Oversight, and preparing closing transcripts.

The contract term will run from **June 29, 2026 through June 28, 2027**, with automatic extension to cover the closing of any bond issue authorized before June 28, 2027.

OHFA may invite the top three proposers to participate in virtual oral presentations before final selection.

This RFP is issued pursuant to the Oklahoma Bond Oversight and Reform Act (62 O.S. §695).

Table of Contents

- 1. **General Information**
 - 1.1 Introduction and Background
 - 1.2 Services Requested
 - 1.3 Procuring and Contracting Agency
 - 1.4 Clarification Procedures
 - 1.5 Timetable
 - 1.6 Contract Term

- 2. **Preparing and Submitting a Proposal**
 - 2.1 Instructions
 - 2.2 Costs
 - 2.3 Submission Requirements
 - 2.4 Proposal Format
 - 2.5 Oral Interviews

- 3. **Proposal Selection and Award Process**
 - 3.1 Mandatory Requirements
 - 3.2 Scoring
 - 3.3 Award
 - 3.4 Negotiations
 - 3.5 Evaluation Criteria
 - 3.6 Notification

- 4. **General Proposal Requirements**
 - 4.1 Introduction
 - 4.2 Scope of Services
 - 4.3 Mandatory Requirements Checklist

- 5. **Fee Proposal Requirements**
 - 5.1 Instructions
 - 5.2 Submission
 - 5.3 Obligation Period
 - 5.4 Contingent Billing

- 6. **Standard Contract Conditions**
 - 6.1 Acceptance of Proposal Content
 - 6.2 Recordkeeping
 - 6.3 Travel Reimbursement
 - 6.4 Non-Discrimination

- 6.5 Confidentiality
- 6.6 Acts and Omissions
- 6.7 Hold Harmless
- 6.8 Termination
- 6.9 Survival
- 6.10 News Releases
- 6.11 Document Access

7. **Appendices**

Appendix I — Certificate of Independent Price Determination

Appendix II — Certificate of No Conflicting Relationships

Appendix III — Non-Collusion Affidavit

Appendix IV — Certification of Non-Debarment

1. General Information

1.1 Introduction and Background

The Oklahoma Housing Finance Agency (“OHFA”) is requesting proposals from qualified law firms to provide Bond Counsel Services for the 2026 Single Family Mortgage Program.

This RFP is issued in accordance with the Oklahoma Bond Oversight and Reform Act, 62 O.S. § 695.

The Act establishes required procedures for the selection of service providers involved in state-related bond transactions. These procedures apply to bond counsel, tax counsel, disclosure counsel, underwriter counsel, trustee banks, financial advisors, financial printers, and other related providers.

This procurement applies specifically to firms wishing to serve as Bond Counsel to OHFA for mortgage revenue bond transactions planned for the 2026 program year.

OHFA expects multiple bond issues under the 2018 General Indenture, potentially including both tax-exempt and taxable single-family mortgage revenue bonds.

1.2 Services Requested

OHFA seeks a qualified law firm to provide legal services relating to:

- Drafting and reviewing bond documents**
- Advising on federal tax law as it applies to mortgage revenue bonds**
- Preparing authorizing resolutions**
- Providing legal opinions at closing**
- Preparing closing transcripts**
- Advising OHFA on state law matters related to bond financing**
- Supporting OHFA’s presentations to the Council of Bond Oversight**

The firm selected will serve for one year beginning:

June 29, 2026 – June 28, 2027,

with automatic extension through the closing of any bond issue authorized prior to June 28, 2027.

OHFA's goal is to keep its Tax Counsel Services costs low by limiting how many law firms it pays for work related to the bond transactions covered by this RFP. OHFA also requires that any firm issuing the Tax Counsel opinion for a publicly sold bond transaction cannot also serve as counsel to the underwriter(s) for that same transaction.

Proposers may respond to this RFP as a single firm offering all required services for each Single Project, except you cannot serve as counsel to the underwriter(s) in negotiated public bond sales. In those cases, the underwriter(s) must hire their own counsel, and OHFA and the State Deputy Treasurer for Debt Management must approve that firm and its fees.

If OHFA sells bonds through competitive bidding, the winning underwriter(s) must choose and pay their own counsel. OHFA and the Council of Bond Oversight will not be involved in that decision.

1.3 Procuring and Contracting Agency

This RFP is issued by the Oklahoma Housing Finance Agency, a public trust created under Title 60, Oklahoma Statutes. The Governor of Oklahoma has approved OHFA's creation and accepted the beneficial interest on behalf of the State.

OHFA reserves the right to:

- Select firms under this RFP or under separate procurement**
- Modify or terminate service provider assignments**
- Reject any or all proposals**
- Request interviews or additional information**
- Negotiate fees**
- Award contracts to the firms best meeting OHFA's needs**

Selection is subject to approval by the Deputy Treasurer for Debt Management.

1.4 Clarification Procedures

Proposers may submit written questions regarding the RFP to:

OHFA

Procurement & Facilities Director

Email: ohfaprocurement@ohfa.org

Deadline to submit written questions:

4:30 PM CST — March 31, 2026

Answers will be shared with the firms that register their intent to propose.

1.5 Timetable

Activity	Date
RFP Issued	March 20, 2026
Deadline for Written Questions	March 31, 2026
OHFA Issues Written Answers	April 14, 2026
Proposal Deadline	4:30 PM CST — April 20, 2026
Virtual Interviews (Top 3)	May 4-8, 2026
OHFA Board Meeting	May 13, 2026

The Board may award a contract or may elect to request additional oral presentations.

1.6 Contract Term

The contract period for the selected Bond Counsel will:

- **Begin: June 29, 2026**
- **End: June 28, 2027**

The term will automatically extend to include the closing of any bond issue for which the Board approved a Specific Authorizing Resolution prior to June 28, 2027.

The engagement begins with the first bond issue following the award.

A “Specific Authorizing Resolution” refers to a Board resolution granting final approval to issue a bond series, including limits on size, maturities, and compensation, but not necessarily including final pricing.

2. Preparing and Submitting a Proposal

2.1 Instructions

Proposers must respond clearly and completely to all requirements. Proposals should be concise, professional, and complete. Excessively elaborate materials are discouraged.

Proposals must address all sections referenced in Section 2.4, and all questions in Section 4.3.

2.2 Costs

OHFA will not reimburse proposers for any expenses incurred in preparing or submitting a proposal.

2.3 Submission Requirements

All proposals must be submitted via email to:

ohfaprocurement@ohfa.org

Subject line: OHFA Bond Counsel RFP – [Firm Name]

The email must include:

- **Respondent name and address**
- **RFP title**
- **Proposal due date**

Proposal deadline:

4:30 PM CST — April 20, 2026

Late submissions will not be accepted.

2.4 Proposal Format

Proposals must include:

- 1. Cover Letter**
- 2. Table of Contents**
- 3. Sections A–I described in this RFP**
- 4. Responses to all questions in Section 4.3**
- 5. Fee Proposal (Section 5)**

Proposals must be self-contained. OHFA will not reference prior submissions.

2.4.1 Cover Letter

The cover letter must:

- **Identify the services applied for**
 - **Include the submission date**
 - **Be signed by an authorized representative of the firm**
-

2.4.2 Table of Contents

A clear, organized Table of Contents must identify the starting page of each required section.

2.4.3 Required Sections

- A. Capital Strength**
- B. Single-Family Mortgage Revenue Bond Experience**
- C. Staffing**
- D. Floating Rate Bonds and Swaps Knowledge**
- E. Fees and Expenses**
- F. Litigation/Regulatory Matters**
- G. Underwriter Counsel Disclosures**
- H. Professional Liability Insurance**
- I. Compliance with Expense Policies**

2.4.4 Response Requirements

Each question in Section 4.3 must be addressed in order, with:

- The question restated or summarized at the top of the first page of the response
- A maximum of 2 pages per question

Pre-printed materials unrelated to a specific response are discouraged.

2.5 Oral Interviews

OHFA will invite the top three proposers to participate in virtual interviews via Zoom. Key individuals proposed to work with OHFA must attend.

Failure to participate may result in rejection of the proposal.

3. Proposal Selection and Award Process —

OHFA reviews, scores, and selects proposals for Bond Counsel services. This section describes the review steps, criteria, and final approval process used by agency staff and the OHFA Board.

3.1 Review of Mandatory Requirements

OHFA first examines proposals to determine whether they meet all required submission elements listed earlier in the RFP.

These include:

- Meeting the deadline
- Providing all required sections
- Submitting complete answers
- Following the required format

If a proposal does **not** satisfy the mandatory requirements, it may be removed from further consideration.

3.2 Scoring of Proposals

OHFA staff reviews and scores all proposals that meet the mandatory requirements.

The scoring process includes:

- A written evaluation of each section

- Assignment of numerical scores based on the RFP’s evaluation criteria
- Ranking of firms based on total scores

The outcome of this step is a recommendation of the highest-ranked firm to the OHFA Board.

The RFP also anticipates that the **top three firms** may be invited to give virtual oral presentations.

3.3 Award and Final Offers

The OHFA Board makes the final selection.

- The Board **is not required** to select the highest-scoring proposal.
- The Board may consider additional factors it deems relevant.
- The final award is subject to approval by the **State Deputy Treasurer for Debt Management**.
- OHFA may request additional information or presentations before the award.

3.4 Right to Reject Proposals and Negotiate Contract Terms

OHFA retains broad discretion in the procurement process.

Specifically:

- OHFA may reject any or all proposals.
- OHFA may negotiate specific contract terms with the selected proposer.
- If negotiations with the first-choice firm are unsuccessful, OHFA may negotiate with the next-ranked firm.
- Fees and expenses for each bond issue must ultimately be approved by the **State Deputy Treasurer for Debt Management** at the time of issuance.

3.5 Evaluation Criteria

The RFP’s evaluation criteria are based on the professional capacity and experience relevant to the services requested. Elements described include:

- Capital strength and financial stability

- Experience with single-family mortgage revenue bonds (MRBs)
- Staffing and proposed team qualifications
- Experience serving as bond, tax, disclosure, or underwriter counsel
- Fees and expenses
- Oral presentation performance (for finalists)
- References for top proposers
- Overall experience with MRB programs

3.6 Notification of Award

After completing the evaluation and approval process, OHFA sends written notice to all proposers.

The notice identifies:

- The firm or firms selected for the engagement
- Any contingencies (such as final approval by the State Deputy Treasurer for Debt Management)

4. General Proposal Requirements —

This section provides an overview of the services OHFA anticipates Bond Counsel will provide for the 2026 Single Family Mortgage Program. It also introduces the specific questions proposers must answer.

4.1 Introduction

This RFP outlines everything proposers need to provide Bond Counsel services for the 2026 bond program. OHFA may issue multiple series of bonds and may need legal support across a range of tax-exempt and taxable transactions.

OHFA anticipates Bond Counsel will be involved in:

- Preparing legal documents
- Supporting OHFA during the structuring process
- Ensuring compliance with tax and securities laws

The scope of Bond Counsel services may vary based on market needs or Board decisions.

4.2 Scope of Services —

The specialized services expected of Bond Counsel for bonds that are sold through a negotiated public sale include but are not limited to:

1. Drafting Bond Documents

Bond Counsel prepares or reviews:

- Trust Indentures or supplemental indentures
- Resolutions needed for Board approval
- Official statements or related disclosure content (review role)
- Bond Purchase Agreements and program documents

2. Legal Opinions

Bond Counsel provides opinions on:

- Bond validity
- Enforceability
- Federal tax status

These opinions are crucial for investors and rating agencies.

3. Support for OHFA board actions

Bond Counsel prepares:

- Authorizing resolutions
- Bond resolutions
- Supporting materials for meetings

These documents enable OHFA to initiate, approve, and finalize each financing.

4. Reviewing Work of Other Finance Team Members

Bond Counsel reviews documents prepared by underwriters, advisors, and program partners to ensure legal consistency.

5. Closing Support and Transcripts

The firm:

- Coordinates closing requirements
- Prepares closing certificates and opinions
- Compiles all documents into a final transcript for future reference

6. State Law and Oversight Support

Bond Counsel may be asked to present information to the **Council of Bond Oversight** and assist with regulatory submissions.

7. Assistance with Regulatory Inquiries

If a court or government agency requests information related to a bond transaction, Bond Counsel may help OHFA respond.

4.3 Mandatory Requirements —

This section lists items that proposers must address.

These topics are intended to help OHFA evaluate the firm's qualifications, financial strength, regulatory standing, and potential conflicts.

All proposal requirements are mandatory, and failure to answer any requirement may result in disqualification by OHFA.

Oklahoma Statutory Certification (Effective Nov. 1, 2022)

By submitting a proposal, the proposer certifies agreement with the following **if both conditions apply**:

1. The company has **10 or more full-time employees; and**
2. The resulting contract is valued at **\$100,000 or more**, paid in whole or part with public funds.

If applicable, the proposer must certify that:

- The company **does not boycott energy companies**, and
- The company **will not boycott energy companies during the contract term**,
- And agrees that this representation will be included in the final contract.

Definitions (per Title 74 O.S. §12002 & §12005):

- **Company:** Any for-profit business entity (sole proprietorship, corporation, LLC, partnership, joint venture, etc.), including subsidiaries or affiliates.
 - **Boycott energy company:** Actions taken *without an ordinary business purpose* to refuse business with or penalize companies involved in fossil-fuel energy production or companies that work with them.
-

Financial Capability Requirements

The successful proposer may be required to provide evidence demonstrating adequate financial capacity to perform the work. Acceptable evidence may include:

- Audited financial statements
 - Proof of general liability insurance
 - Errors & omissions (E&O) insurance
 - Workers' compensation
 - Any other insurance needed to protect OHFA and the proposer
-

Licensure Requirements

The successful proposer may also be required to show proof of **current compliance with all federal or state licensing requirements** that apply to the services being offered.

4.3.1 Firm Overview and Staffing

Proposers describe:

- Their firm structure
- Office locations
- Proposed staff for the OHFA account
- The professional background of team members
- Their expected roles and responsibilities

Preference may be given to firms with meaningful involvement from Oklahoma-based attorneys.

The proposer must also disclose:

- Legal actions and Complaints
- Investigations and Regulatory reviews

from the last three years involving the firm or relevant personnel.

4.3.2 Oklahoma Bond Experience (2023–2025) —

Proposers summarize their recent Oklahoma transactions, including the number and total dollar volume of:

- Government function bonds
- 501(c)(3) bonds
- Housing private activity bonds
- Other private activity bonds

Bond Counsel and/or Special Tax Counsel Sample Format OK Bond Experience

Type of Bond Issue	2023 Number & Volume	2024 Number & Volume	2025 Number & Volume
Government Function			
Qualified 501 © (3)			
Private Activity Housing			
Private Activity Other			
Total			

The summary helps OHFA determine each firm’s experience with state-level bond issuers.

4.3.3 Single-Family MRB Experience (2023–2025) —

Firms must describe their experience with single-family mortgage revenue bond transactions issued nationally or in Oklahoma.

Report:

- Number of transactions
- Dollar volume
- Roles served (Bond Counsel, Special Tax Counsel, Disclosure Counsel, Underwriter Counsel)
- Whether the deals were public offerings or private placements
- Whether the bonds were taxable or tax-exempt

Bond Counsel and/or Special Tax Counsel Sample Format MRB Experience

Type of Single Family MRB Issue	2023 Number & Volume	2024 Number & Volume	2025 Number & Volume
Public Offering			
Tax Exempt			
Taxable			
Private Placement			
Tax Exempt			
Taxable			
Total			

This information helps OHFA assess expertise with the specific type of financing used in its mortgage program.

4.3.4 Fees and Expenses

This section describes how proposers should present their proposed fees.

Firms provide:

- A fee schedule for bond counsel services
- The formula used to calculate fees (such as based on bond size or structure)

- A completed fee table for three hypothetical bond issues of differing sizes

Proposers also list all expected reimbursable expenses, such as:

- Printing
- Travel
- Transcript preparation
- Delivery costs

Sample Fee and Expenses table

<i>Amounts Payable @ Closing</i>	<i>\$80 Million MRB Issue</i>	<i>\$75 Million COB Issuance</i>	<i>\$75 Million COB Remarketing/Reissuance</i>
<i>Bond Counsel Services</i>			
<i>Special Tax Counsel Services</i>			
<i>Disclosure Counsel Services</i>			
<i>Expenses</i>			
<i>Subtotal</i>			
<i>Underwriter Counsel Services (1)</i>			
<i>Expenses (1)</i>			
<i>Total</i>			

(1) Include only if submitting a joint proposal on behalf of two firms.

Fees are ultimately subject to negotiation and approval by the **State Deputy Treasurer for Debt Management**, consistent with H.B. 1444.

4.3.5 Professional Liability Insurance

Firms describe:

- Their malpractice insurance provider
- Coverage levels
- Policy expiration
- Whether the coverage includes or excludes securities-related issues

Proposers must also state whether they plan to maintain coverage during the entire engagement.

4.3.6 Litigation and Investigations (Summary)

Proposers summarize any significant legal, regulatory, or investigative issues in the past two years involving:

- The firm
- Management
- Relevant attorneys

This includes:

- Litigation
- Government inquiries
- Financial penalties
- Disciplinary actions

The focus is on issues related to securities laws or professional conduct.

4.3.7 Compliance with Expense Guidelines

State the Proposers' willingness to comply with:

- OHFA's Travel and Expense Guidelines
- Future updates to those guidelines

Firms will be required to provide disclosures or documentation relating to expenses.

4.3.8 Conflicts of Interest

Proposers describe:

- Any existing or potential conflicts involving OHFA, trustees, or program participants
- Internal processes for identifying and managing conflicts

OHFA may provide a list of contractors or program partners upon request.

4.3.9 Confidentiality of Personal Financial Information

Firms briefly explain their policies and protections related to:

- Securing nonpublic personal information
- Preventing unauthorized access
- Protecting data integrity
- Safeguarding client information during and after the engagement

This may include:

- Security protocols
- Privacy standards
- Employee training
- Incident-response procedures

Selected proposers may need to sign a confidentiality agreement regarding sensitive borrower information.

5. Fee Proposal Requirements —

OHFA expects firms to explain their fees for Bond Counsel services. The purpose of this section is to ensure transparency, comparability, and compliance with Oklahoma's statutory requirements.

The fee proposal does not finalize compensation but gives OHFA and the Deputy Treasurer for Debt Management a basis for negotiating fees at the time of each bond issue.

5.1 General Instructions on Fee Proposals —

OHFA uses the following approach for cost scoring:

- OHFA assigns more points to lower-cost proposals
- The cost component is scored using a standard numerical formula
- OHFA may apply multiple analysis models to understand the true cost impact

It also emphasizes that **cost is only one factor** among several evaluation criteria.

OHFA reserves the right to interpret the fee data in whatever manner yields the clearest comparison between proposers.

5.2 Submitting Fee Proposals —

This part explains how proposed fees interact with Oklahoma’s oversight process.

Key points:

1. Fees must be approved by the State Deputy Treasurer for Debt Management.

Because bond counsel fees are tied to state-related debt issuance, they must go through a formal oversight process.

2. OHFA will negotiate fees after the Board selects the preferred firm.

Negotiations proceed in the following sequence:

1. OHFA negotiates with the firm recommended for award
2. Terms are submitted to the Deputy Treasurer for approval
3. If an agreement cannot be reached, OHFA negotiates with the next-ranked firm

3. All fees are finalized at the time of each bond sale.

Because each bond issue is unique—tax status, structure, size, timing—the final fee is set only when that specific issue closes.

OHFA clarifies that:

- Submission of a fee proposal does not guarantee acceptance

- OHFA may negotiate any aspect of the proposed fee structure
-

5.3 Proposal Obligation Period —

This part explains the timeframe during which fee proposals remain valid.

Key elements:

1. Proposals remain valid for 60 days from the submission deadline.

This allows OHFA time to:

- Evaluate proposals
- Conduct interviews
- Prepare recommendations
- Seek approvals

2. Once accepted by OHFA and approved by the Deputy Treasurer, the fee proposal becomes the basis for the engagement. The engagement governs:

- The term of the 2026 Single Family Mortgage Program
- All Single Projects (bond issues) within that program period

3. Each bond transaction fee is negotiated individually.

Even after award, fees for each specific bond series must be approved at closing.

This balances transparency with flexibility for varying market and structuring conditions.

5.4 Contingent Billing for Each Single Project —

This subsection addresses the timing of payment:

Bond Counsel is paid only if a bond transaction successfully closes.

This means:

- If a proposed bond issue does not close, no fees or expenses are owed
 - OHFA compensates Bond Counsel only upon the completion of a financing
-

6. Standard Contract Conditions —

These provisions describe expectations and conditions that apply to firms selected through the RFP process.

6.1 Acceptance of Proposal Content —

- The proposal submitted by the proposer, together with the RFP, shall become part of the contractual obligations of the proposer if selected.
 - All proposal contents and the RFP are incorporated by reference into every contract between OHFA and the proposer related to the OHFA 2025 Single Family Mortgage Program.
 - The successful proposer must incorporate all terms and conditions of this RFP and of its own submitted proposal into each contract or agreement related to the program, upon OHFA's request.
 - Failure or refusal by the successful proposer to incorporate the required terms and conditions into any contract or transaction may result in cancellation of the award.
-

6.2 Recordkeeping and Retention —

- Must establish and maintain adequate records of all expenditures reimbursable by OHFA during the entire term of engagement.

Must maintain all records in accordance with:

- Generally accepted accounting procedures (GAAP)
- All applicable federal and state laws
- All requirements outlined in this RFP

Must allow OHFA full rights to:

- Audit
 - Examine
 - Copy
 - Transcribe
- any pertinent records or documents related to the contract resulting from this RFP.

Must retain all documents related to the contract for a **minimum of three (3) years** after final payment is made.

6.3 Travel Reimbursement —

- Any travel expenses must comply with the **Oklahoma State Travel Reimbursement Act**
- Anticipated travel costs should already be included in the fee proposal

The intent is to prevent unexpected or unapproved travel expenses during the engagement.

6.4 Non-Discrimination —

Selected firms are required to demonstrate non-discrimination in providing services, consistent with:

- State laws
- Federal regulations
- OHFA policy

Firms must cooperate with any investigations into discrimination-related complaints.

6.5 Confidentiality

Selected firms must protect the confidentiality of:

- OHFA's internal documents
- Borrower financial information
- Any other nonpublic or sensitive data

This may involve:

- Confidentiality agreements
- Secure data practices
- Restrictions on disclosure to third parties

Firms are expected to follow all applicable state and federal laws governing personal financial information.

Page 33

6.6 Acts and Omissions —

Selected firms are expected to manage their personnel, associates, and subcontractors responsibly during the engagement. In practical terms, the agency expects the chosen firm to:

- Ensure its staff act professionally
- Prevent unauthorized disclosures of privileged or confidential information
- Maintain appropriate internal controls

The purpose of this requirement is to protect OHFA's interests and ensure that work performed on its behalf meets a consistent professional standard.

6.7 Hold Harmless —

The selected firm will be responsible for its own work and conduct.

In descriptive terms:

The selected proposer must agree to:

- **Hold harmless and indemnify OHFA**, including its:
 - Trustees
 - Officers
 - Servants
 - Employees
 - Agents
 - Consultants
- **Protect OHFA from any claims, demands, or liabilities** arising from:
 - Any act or omission by the proposer (underwriter)
 - Any act or omission by the proposers':

- Agents
 - Contributing consultants
 - Associates
 - Servants
 - Employees
- **Ensure the indemnification applies specifically to activities performed under this contract.**

6.8 Termination of Agreement —

This subsection discusses the circumstances under which OHFA may discontinue a firm's engagement.

OHFA reserves the right to cancel any contract or agreement with the proposer relating to this RFP in whole or in part with or without evidence of the following:

1. **Noncompliance with RFP requirements**
For example, not providing services in the way the proposal described.
2. **Failure to follow federal or state laws or policies**
This includes procurement guidelines, reporting responsibilities, or statutory obligations.
3. **Improper use of funds or inconsistent reporting**
This refers to inaccurate invoices, unsupported expenses, or other irregularities.
4. **Performance issues**
If a provider consistently fails to meet expectations, OHFA may end the engagement.

Termination does not retroactively affect legitimate costs incurred before the termination notice.

6.9 Survival of Terms —

Certain expectations or obligations described in the RFP may continue even after the completion of a specific bond transaction.

For example:

- Responsibilities tied to confidentiality
- Record retention expectations
- Provisions involving audits or oversight

The intent is to ensure that all reporting and compliance requirements remain intact even after the closing of a bond issue.

6.10 News Releases —

OHFA manages communications related to its bond transactions.

- Proposers may not issue press releases or public statements related to services performed for OHFA without prior approval
 - OHFA retains discretion over public communication involving its programs and financings
-

6.11 Location of Relevant Documents —

This section informs proposers where required documents can be accessed.

- Necessary documents supporting the RFP process and bond transactions are available at OHFA's administrative office @ 100 NW 63rd Street Oklahoma City OK 73116.
 - Requests for records should be submitted through OHFA's open-records request system @ <https://www.ohfa.org/open-records-requests>
-

7. Appendices —

These appendices contain forms that proposers must complete and submit with their proposal.

Below is a descriptive overview of each appendix.

Appendix I — Certificate of Independent Price Determination (Summary)

This certificate is designed to ensure that:

- The proposer developed its pricing independently
 - Pricing was not discussed with other firms
 - No one attempted to influence another firm's proposal
-

Appendix II — Certificate of No Conflicting Relationships (Summary)

This appendix aims to identify and prevent conflicts of interest.

The form includes statements regarding:

- The proposer's confirmation that no conflicts exist
 - The absence of relationships that might influence the procurement process
 - Assurance that the firm can provide impartial services if selected
-

Appendix III — Non-Collusion Affidavit of Vendor

affidavit reinforces the agency's policies against:

- Collusion
- Unfair competitive practices
- Improper influence in bid preparation

The affidavit requires proposers to affirm that they have:

- Not sought to limit competition
 - Not conspired with others regarding proposal terms
 - Provided an honest and independent submission
-

Appendix IV — Certification of Non-Debarment

This form requires proposers to confirm that:

- They are not suspended or debarred from federal, state, or local contracts
- They remain eligible to receive public contracts
- No ongoing investigations threaten their eligibility

6.12 General Administrative Practices —

This subsection explains OHFA’s expectations for administrative cooperation during the engagement. In descriptive terms, firms are informed that:

- OHFA values clear communication during all stages of a bond issue
 - The selected firm may need to coordinate with financial advisors, underwriters, auditors, and program partners
 - Timely responses and availability during key stages (drafting, pricing, closing) are considered essential
-

6.13 Additional Legal or Regulatory Requirements —

Various state or federal requirements may apply during the engagement. These include but are not limited to:

- Adhering to applicable federal tax laws for mortgage revenue bonds
 - Following state-level ethics and procurement restrictions
 - Complying with federal disclosure standards for securities offerings
-

6.14 Amendments or Updates —

- OHFA may amend or update program guidelines, financing plans, or internal procedures
 - The selected firm is expected to adapt its work accordingly
 - Updates will be communicated during the engagement
-

APPENDIX I

STATE OF OKLAHOMA

Certificate of Independent Price Determination -

By submission of this proposal, the proposer certifies that in connection with this procurement:

- (1) Prior to the date established herein as the deadline for proposal submission, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer, directly or indirectly, to any other proposer or to any competitor; and
- (2) No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing this proposal certifies that:

- (1) He/she is the person in the proposer’s firm responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to the restrictions cited above; or
- (2) He/she is not the person in the proposer’s firm responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the person responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to the restrictions cited above and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to the restrictions cited above.

DATE: _____ SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

APPENDIX II

STATE OF OKLAHOMA

Certificate of No Conflicting Relationships -

The undersigned hereby certifies that:

- (1) He/she is an officer of the proposer, authorized to commit the proposer to all terms and conditions outlined in this proposal.
- (2) No conflict of interest exists, or is likely to exist, between the proposer and the procuring agency.
- (3) No relationship exists between the proposer and the procuring agency or any of its employees that would in any way interfere with fair competition in the selection process; and
- (4) There is no relationship, contractual or otherwise, between the proposer and any other individual, firm or organization that may be a party to the contract that may be a conflict of interest or would in any way interfere with the proposer's ability to perform the duties described in the Request for Proposal.

DATE: _____ SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____