Oklahoma Housing Finance Agency (OHFA)

Request for Proposals (RFP)

Pre-Construction Due Diligence and Cost Review Services

Issued: November 9, 2026

REQUEST FOR PROPOSALS (RFP)

Pre-Construction Due Diligence and Cost Review Services

Issued By: Oklahoma Housing Finance Agency (OHFA)

100 NW 63rd Street Oklahoma City, OK 73116

Contact for Questions: OHFA Procurement Supervisor Email: Kevin.benge@ohfa.org

Proposal Submission Deadline: 12/14/26

LATE PROPOSALS WILL BE REJECTED

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1. GENERAL INFORMATION

1.1 Introduction and Background

The Oklahoma Housing Finance Agency ("OHFA") administers federal HOME Investment Partnerships Program ("HOME") funds and is responsible for evaluating the feasibility, reasonableness, and readiness of proposed developments seeking HOME assistance. As part of this responsibility, OHFA conducts reviews of development plans, construction budgets, schedules, and related project documentation to support funding decisions and ensure prudent stewardship of public resources.

OHFA is seeking proposals from qualified firms to provide independent third-party pre-construction due diligence and cost review services for multifamily and single-family developments participating in the HOME Program and other programs administered by OHFA, as requested. Services may include, but are not limited to, construction document reviews, cost reasonableness analyses, schedule feasibility assessments, draw schedule evaluations, and related technical consultation.

The selected firm(s) will assist OHFA staff by providing professional reviews and written recommendations regarding the completeness, feasibility, and reasonableness of proposed developments. Reviews will be used by OHFA in evaluating project budgets, construction risks, development feasibility, subsidy requirements, and overall project readiness.

OHFA anticipates entering into a contract with the selected firm(s) for an initial term of one (1) year, with the option to renew annually for up to four (4) additional one-year terms at OHFA's sole discretion, for a maximum contract term of five (5) years. Selection under this Request for Proposals does not guarantee any minimum volume of assignments, and services will be requested on an as-needed basis.

1.2 Service Provider Sought to Provide Pre-Construction Due Diligence and Cost Review Services

The purpose of this Request for Proposals ("RFP") is to obtain proposals from qualified firms to provide independent third-party pre-construction due diligence and cost review services in support of developments seeking funding through the Oklahoma Housing Finance Agency's ("OHFA") HOME Investment Partnerships Program ("HOME Program") and other OHFA-administered programs, as requested.

OHFA intends to select one or more firms to provide the services described in Section 4.2 of this RFP. The selected firm(s) will be referred to herein as the Pre-Construction Due Diligence and Cost Reviewer.

The Pre-Construction Due Diligence and Cost Reviewer will assist OHFA in evaluating proposed developments by conducting independent reviews of construction documents, plans and specifications, development budgets, schedules of values, draw schedules, construction schedules, and other materials as requested by OHFA. The reviews are intended to support OHFA's

assessment of project feasibility, construction readiness, cost reasonableness, risk exposure, and funding adequacy.

Assignments will be issued on an as-needed basis at OHFA's sole discretion. Selection pursuant to this RFP does not guarantee any minimum number of assignments or compensation. The selected firm(s) may be requested to provide services for multifamily rental housing, homebuyer housing, or other residential developments funded through the HOME Program or other OHFA-administered programs.

The firm(s) selected under this RFP may also be requested to provide technical consultation, supplemental reviews, responses to staff inquiries, and updates to prior reviews when project plans, budgets, schedules, or other material development information change.

1.3 Procuring and Contracting Agency

OHFA is a state beneficiary public trust organized and existing under the laws of the State of Oklahoma (the "State"), including particularly Sections 176-180.3, inclusive, of Title 60, Oklahoma Statutes, as amended and that certain Trust Indenture dated May 1, 1975 (as amended and restated by the Second Amended Trust Indenture having the effective date of September 4, 1986, and amended and restated by the Third Amended Trust Indenture having the effective date of August 19, 2002), pursuant to which OHFA was established, the beneficial interest in which was accepted by the Governor of the State.

1.4 OHFA Reservation of Rights

OHFA reserves the right to:

(1) Cancel this solicitation;
(2) Reject any or all proposals;
(3) Waive minor irregularities in proposals;
(4) Request additional information from Respondents;
(5) Conduct interviews;
(6) Select one or more Respondents for contract negotiations;
(7) Negotiate contract terms and fees;
(8) Award contracts in whole or in part; and
(9) Take any action deemed to be in the best interest of OHFA.

1.5 Clarification of the Specifications and Requirements

If additional information is needed regarding OHFA, RFP specifications or the RFP process, written questions will be accepted by:

Kevin Benge, Procurement Supervisor
Oklahoma Housing Finance Agency
Email: Kevin.benge@ohfa.org

Written questions must be submitted via email on or before 4:30 p.m. CST on **November 20, 2026.** Written responses to questions will be sent via email to all prospective service providers by **December 14, 2026**.

1.6 Timetable

REQUEST FOR PROPOSAL Issued		11/09/26
Deadline for Receipt of Written Questions		11/20/26
OHFA Issues Written Answers		12/07/26
Deadline for Receipt of Proposals	4:30 PM CST	12/14/26
Virtual Interviews (If requested)		12/17-18/26

1.7 Contract Term

The contract resulting from this RFP shall become effective upon approval by the Oklahoma Housing Finance Agency ("OHFA") .

The initial contract term shall be one (1) year. Subject to satisfactory performance, continued program need, the contract may be renewed annually for up to four (4) additional one-year terms, for a maximum contract term of five (5) years.

2. PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of service providers, and the contract, will be based on the information submitted in the proposal and any required oral presentations. All responses to this RFP should respond clearly to all questions and requirements. Failure to respond clearly and completely may be the basis for rejecting a proposal. Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired.

2.2 Incurring Costs

OHFA is not liable for any cost incurred by Respondent in replying to this RFP.

2.3 Submitting the Proposal

The proposal package must be submitted electronically to:

Kevin Benge, Procurement Supervisor
Oklahoma Housing Finance Agency
Email: Kevin.benge@ohfa.org

All proposals must be received by OHFA no later than **4:30 PM, CST December 14, 2026..**

Proposals which are not received on time will not be accepted or considered.

2.4 Proposal Organization and Format

2.4.1 General

Respondent must submit one (1) original proposal electronically via email. Proposals must be **one (1) document** in PDF format with bookmarks for each heading listed in Section 2.4.3, below.

2.4.2 Cover Letter

The cover letter must identify the services contract applied for and the application date, and must be signed by the person designated as having responsibility for the service contract.

2.4.3 Table of Contents

Immediately following the cover letter, a table of contents is required which identifies the beginning page of each section of the proposal. The following sections must be included in the Table of Contents:

A. Firm Overview
B. Relevant Experience and Qualifications
C. Technical Approach and Methodology
D. Sample Work Product
E. Fees and Expenses
F. Litigation, Investigations, and Regulatory Proceedings
G. Conflict of Interest
H. Professional Liability Insurance Coverage
I. Compliance with Expense Guidelines and Code of Ethics

2.4.4 Responses

Respondents must respond, in sequence, to the requirements included in Section 4.3. Unless otherwise noted, each response section shall be limited to no more than two (2) pages, with the applicable section heading restated at the top of the first page. Supporting documents, resumes, sample work products, certificates of insurance, and required forms may be included as attachments and shall not count toward the page limitation. The submission of materials or information unrelated to these requirements is discouraged. OHFA will not refer to information provided by Respondents in any prior proposals.

2.5 Oral Presentations

Following the submission of proposals, Respondents may be required to participate in an oral presentation. If requested, the oral presentation will provide Respondents with an opportunity to answer questions and clarify information contained in their proposal.
If an oral presentation is required, OHFA will notify each selected Respondent of the date, time, and location. Failure to participate in the requested oral presentation may result in the

rejection of the Respondent's proposal.

3. PROPOSAL SELECTION AND AWARD PROCESS

3.1 Review of Mandatory Requirements

Each proposal will first be reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements may result in the proposal being rejected.

3.2 Proposal Scoring

Each proposal submitted and accepted will be reviewed by Staff and scored against the stated criteria. Staff may review information submitted by Respondents and use the results thereof in scoring the proposals. The scoring will be tabulated and proposals will be ranked based on the numerical score received in order to make Staff recommendations to OHFA's Board of Trustees.

3.3 Award and Final Offers

Final selection of the successful Respondent(s) shall be made by the OHFA Board of Trustees.

3.4 Right to Reject Proposals and Negotiate Contract Terms

OHFA reserves the right to reject any and all proposals and to negotiate the terms of the agreement with selected Respondent(s) prior to entering into an agreement. If negotiations cannot be concluded successfully with the selected Respondent(s), OHFA may negotiate with alternate or other qualified Respondents.

3.5 Evaluation Criteria

Evaluation criteria are contained on the scoring sheet located in Appendix V. The criteria contained on the sheet include the following:

- Firm Overview
- Relevant Experience and Qualifications
- Technical Approach and Methodologies
- Quality of Sample Work Product
- Fees and Expenses

3.6 Notification of Award

Following completion of the evaluation process, each Respondent will receive written notice identifying the firm or firms selected for contract award. Any award shall be subject to approval by the OHFA Board of Trustees and execution of a mutually acceptable contract.

4. GENERAL PROPOSAL REQUIREMENTS

4.1 Introduction and Background

This RFP provides the information necessary for Respondents to prepare and submit proposals to provide independent third-party Pre-Construction Due Diligence and Cost Review Services for developments seeking funding through the Oklahoma Housing Finance Agency's ("OHFA") HOME Investment Partnerships Program ("HOME Program") and other OHFA-administered programs, as requested.

4.2 Scope of Services

This RFP applies to firms seeking to provide independent third-party Pre-Construction Due Diligence of Cost Review Services for developments seeking funding through the Oklahoma Housing Finance Agency's ("OHFA") HOME Investment Partnerships Program ("HOME Program") and other OHFA-administered programs, as requested.

The selected firm(s) will provide technical review and advisory services to assist OHFA in evaluating the feasibility, completeness, reasonableness, and readiness of proposed developments prior to funding commitment, contract execution, construction closing, and other milestones identified by OHFA.

Assignments may involve multifamily rental housing, homebuyer housing, rehabilitation projects, new construction projects, and other residential developments funded through OHFA-administered programs.

Services shall be provided on an as-requested basis and may include reviews of construction plans and specifications, development budgets, schedules of values, draw schedules, construction schedules, cost estimates, and other information necessary to evaluate project feasibility and construction risk.

4.2.1 Scope of Services

The selected firm(s) shall provide one or more of the following services as requested by OHFA:

(1) Document Sufficiency Review

Review construction plans, specifications, engineering reports, geotechnical reports, and related project documents to determine whether submitted materials are sufficiently complete and coordinated to support accurate pricing and successful project delivery. The review shall identify:

- Missing or incomplete plan details;
- Conflicts between disciplines;
- Design inconsistencies;
- Potential constructability concerns;
- Material omissions that may increase the likelihood of future change orders; and
- Areas requiring clarification prior to construction commencement.

(2) Cost and Budget Validation

Review development budgets, contractor cost estimates, schedules of values, bids, proposals, and supporting documentation to evaluate cost reasonableness. The review may include:

- Comparison of construction costs to industry benchmarks and market data;
- Evaluation of trade-specific costs;
- Assessment of general requirements, overhead, profit, and builder fees;
- Identification of unusual, unsupported, or potentially overstated costs; and

- Recommendations regarding budget adequacy and reasonableness.

(3) Draw Schedule and Budget Allocation Review
Review proposed draw schedules, budget allocations, and project funding assumptions to determine whether requested disbursements reasonably correspond to anticipated construction progress. The review may include:

- Evaluation of draw milestones;
- Analysis of front-loaded budget items;
- Review of utility, mobilization, and site work allocations;
- Assessment of contingency adequacy; and
- Identification of funding or completion risks.

(4) Construction Schedule Feasibility Review
Review proposed construction schedules and development timelines to assess overall feasibility. The review may include consideration of:

- Project scope and complexity;
- Local permitting and approval processes;
- Labor market conditions;
- Material procurement and lead times;
- Sequencing of major construction activities; and
- Known schedule risks.

(5) Technical Consultation and Supplemental Reviews
Provide technical consultation to OHFA staff regarding development budgets, construction costs, plan reviews, draw schedules, change orders, schedule modifications, and other construction-related matters.

At OHFA's request, supplemental reviews may be required to evaluate revised plans, budgets, schedules, or other project information submitted after the initial review.

(6) Written Reports and Recommendations
The selected firm shall provide written reports summarizing review findings, identifying concerns, and offering recommendations for consideration by OHFA. Reports shall clearly identify deficiencies, unsupported assumptions, risk factors, and any recommended corrective actions.

(7) Turnaround Expectations
Unless otherwise agreed by OHFA, review reports should generally be completed within seven (7) business days following receipt of all information necessary to complete the review.

4.3 Mandatory Requirements

The proposal requirements stated in this RFP are mandatory and are not simply desirable. Failure by a Respondent to respond to a specific requirement may be grounds for elimination from further

consideration.

The selected firm may be required to provide evidence of financial capability sufficient for OHFA to determine that the firm possesses the resources necessary to perform the services described in this RFP throughout the contract term.

Each selected firm shall maintain all licenses, registrations, certifications, and insurance coverage required to perform the services contemplated by this RFP and applicable law.

Each firm or entity submitting a response to this RFP ("Respondent") shall execute and submit the Certificate of Independent Price Determination (Appendix I), Certificate of No Conflicting Relationships (Appendix II), Non-Collusion Affidavit of Vendor (Appendix III), Certification of Non-Debarment (Appendix IV), and any other forms required by OHFA.

4.3.1 Firm Overview

Provide a description of the Respondent's organization, including:

- Legal name and principal office location;
- Years in business;
- Organizational structure;
- Areas of professional practice;
- Number of employees;
- Number of professionals involved in construction review, cost estimating, architecture, engineering, scheduling, or related disciplines;
- Primary point of contact, including name, title, telephone number, and email address.

Include resumes of all key personnel proposed to perform services under this contract. Clearly describe each individual's role, qualifications, licenses, certifications, and relevant experience.

4.3.2 Relevant Experience and Qualifications

Provide a summary of the Respondent's experience during the past five (5) years performing services similar to those requested in this RFP. The summary should include experience involving:

- Multifamily housing developments;
- Single-family housing developments;
- Affordable housing developments;
- HOME-assisted developments;
- Low-Income Housing Tax Credit developments;
- Publicly funded housing developments;
- Construction cost reviews;
- Plan and specification reviews;
- Construction schedule reviews; and
- Draw schedule evaluations.

Respondents should identify whether the experience described was performed for a lender, housing finance agency, investor, syndicator, governmental entity, owner, or developer.

4.3.3 Technical Approach and Methodology

Describe the Respondent's approach to performing the services described in Section 4.2. At a minimum, address:

- Document sufficiency review procedures;
- Cost reasonableness review methodologies;
- Sources of construction cost data;
- Schedule feasibility analysis procedures;
- Contingency review procedures;
- Draw schedule evaluation methodologies;
- Quality control measures;
- Typical review timelines; and
- Format of final reports and deliverables.

4.3.4 Sample Work Product

Provide at least one redacted sample report demonstrating the Respondent's approach to construction document review, cost review, schedule analysis, or similar services.

The sample should demonstrate the level of detail, findings, recommendations, and reporting format that OHFA can expect to receive.

4.3.5 Fees and Expenses

Provide a proposed fee schedule for services contemplated by this RFP. At a minimum, Respondents shall complete Appendix VI and identify any reimbursable expenses, assumptions, exclusions, or limitations applicable to the proposed fees.

4.3.6 Litigation, Investigations, and Regulatory Proceedings

Provide a summary of any material litigation, professional disciplinary actions, licensing actions, investigations, or regulatory proceedings occurring within the past five (5) years involving the Respondent or key personnel proposed for this engagement.

Include the nature of the matter, status of the proceeding, and resolution, if applicable.

4.3.7 Conflict of Interest

Disclose any actual or potential conflicts of interest that may arise from relationships with:

- Developers;
- Contractors;
- Architects;
- Engineers;
- Consultants;
- Property owners; or
- Other parties that may participate in developments funded by OHFA.

Respondents shall describe any measures in place to identify and mitigate conflicts of interest.

4.3.8 Professional Liability Insurance Coverage
Provide evidence of current professional liability (errors and omissions) insurance coverage, including policy limits and applicable deductibles.

Also provide evidence of general liability insurance and workers' compensation coverage, if applicable.

4.3.9 Compliance with Expense Guidelines and Code of Ethics
State the Respondent's willingness to comply with applicable federal and state laws, OHFA policies, and the Oklahoma State Travel Reimbursement Act, as applicable.

State the Respondent's willingness to comply with all applicable ethical standards, disclosure requirements, and conflict-of-interest requirements throughout the term of the contract.

4.4 Open Records
All information submitted in response to this Request for Proposal will be handled in accordance with the State Open Records Act. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented. All data, documentation and innovations submitted in response to this Request for Proposal shall become the property of OHFA, and may be used by OHFA, in its sole discretion, without incurring any liability to Respondents for the use thereof by OHFA. Financial record submissions will be held in confidence.

5. FEE PROPOSAL

5.1 General Instructions on Preparing Fee Proposals
Respondents shall submit a fee proposal for the services described in this RFP. Fee proposals should be clear, complete, and structured in a manner that allows OHFA to evaluate the reasonableness of proposed costs.

Fee proposals will be evaluated as one component of the overall proposal. While cost is an important consideration, OHFA reserves the right to award a contract based on its determination of the proposal that represents the best value to the Agency, considering qualifications, experience, technical approach, and cost.

5.2 Submitting Fee Proposals
Respondents shall provide a detailed fee schedule by completing Appendix VI and identifying any reimbursable expenses, assumptions, exclusions, limitations, minimum charges, or additional costs applicable to the proposed fees. At a minimum, the fee proposal shall include:

- Fixed-fee pricing for standard review services, if applicable;
- Rates for supplemental reviews or technical consultation;
- Travel expenses and any other reimbursable expenses;
- Any minimum fees or charges; and
- Any other costs that may be charged under the contract.

OHFA reserves the right to negotiate fees and final contract terms with the selected Respondent(s). The State assumes no liability for costs incurred by Respondents in preparing or submitting proposals. All materials submitted in response to this RFP become the property of OHFA and may be subject to disclosure in accordance with applicable law.

5.3 Proposal Obligation Period

All proposals submitted to OHFA shall constitute a firm offer and shall remain valid for a period of sixty (60) calendar days following the proposal submission deadline.

Upon acceptance by OHFA and execution of a contract, the fee schedule shall remain in effect for the contract term unless otherwise amended by mutual written agreement of the parties.

5.4 Contingent Billing for each Development.

The selected firm(s) shall be compensated only for services requested and authorized by OHFA and performed in accordance with the executed contract.

Payment shall be contingent upon satisfactory completion of assigned work and submission of invoices and supporting documentation acceptable to OHFA.

6. STANDARD CONTRACT

6.1 Acceptance of Proposal Contents

The contents of the proposal submitted by the selected Respondent, together with this RFP and any negotiated modifications thereto, shall become contractual obligations of the selected Respondent (hereinafter "Consultant"). Failure of a successful Respondent to accept these obligations upon request of OHFA may result in cancellation of the award.

6.2 Record keeping and Record Retention

The Consultant shall establish and maintain adequate records relating to services performed under any contract resulting from this RFP. All records shall be maintained in accordance with generally accepted accounting principles, applicable federal and state laws, and the terms of the contract.

OHFA shall have the right to audit, examine, copy, and transcribe any records or documents related to services performed under the contract. The Consultant shall retain all records relating to the contract for a period of not less than five (5) years following final payment, or longer if required by applicable federal or state law.

6.3 Reimbursement for Travel Expenditures

The Consultant shall limit any travel reimbursements requested from OHFA in accordance with the Oklahoma State Travel Reimbursement Act (74 O.S. §500.1 et seq.) unless otherwise approved by OHFA in writing.

6.4 No Discrimination

The Consultant shall not discriminate in the provision of services on the basis of race, color, religion, sex, national origin, age, disability, familial status, or any other protected status under applicable federal or state law and shall cooperate with any investigation of allegations of such

discrimination.

6.5 Confidentiality

The Consultant and its employees, agents, subcontractors, and representatives shall maintain the confidentiality of any confidential information received in connection with the performance of services pursuant to this RFP and any resulting contract, in accordance with applicable federal and state law.

6.6 Acts and Omissions

The Consultant shall be responsible for the acts and omissions of its employees, agents, representatives, and subcontractors in the performance of services under the contract.

6.7 Hold Harmless

The Consultant agrees to indemnify and hold harmless OHFA, its trustees, officers, employees, and agents from and against claims, damages, liabilities, losses, costs, and expenses arising from the negligent acts, errors, omissions, or willful misconduct of the Consultant or its employees, agents, or subcontractors in the performance of services under the contract.

6.8 Termination of Agreement

OHFA reserves the right to terminate any contract resulting from this RFP, in whole or in part, if services are not performed in accordance with the terms of the contract.

OHFA may terminate the contract, with or without cause, upon written notice to the Consultant in accordance with the terms of the executed agreement.

Upon termination, the Consultant shall be compensated for satisfactory services performed through the effective date of termination, subject to the terms of the contract.

6.8.1 Failure or unwillingness of the Consultant to comply with the approved proposal, applicable federal or state law, the terms of the contract, or directives issued by OHFA.

6.8.2 Submission of reports, analyses, or deliverables that fail to conform to the requirements of the contract or requested scope of work.

6.8.3 Misuse of funds or improper billing practices by the Consultant.

6.9 News Releases

News releases pertaining to this RFP, any resulting contract, or services performed pursuant thereto shall not be made without prior written approval of OHFA.

6.10 Location of Relevant Documents

Project documents, plans, budgets, schedules, reports, and other materials necessary for the performance of services will be provided by OHFA electronically or by other means determined appropriate by OHFA.

7. APPENDICES

Appendix I	Certificate of Independent Price Determination
Appendix II	Certificate of No Conflicting Relationships
Appendix III	Non-collusion Affidavit of Vendor
Appendix IV	Certification of Non-Debarment
Appendix V	Evaluation Criteria
Appendix VI	Fee and Expense Form

APPENDIX I
STATE OF OKLAHOMA
Certificate of Independent Price Determination

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

(1) Prior to the date established herein as the deadline for proposal submission, the fees and pricing proposed in this proposal have not been knowingly disclosed by the Respondents, directly or indirectly, to any other Respondents or to any competitor; and

(2) No attempt has been made or will be made by the Respondents 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 Respondents' firm responsible within that organization for the decision as to the fees and pricing offered herein and the 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 Respondents' firm responsible within that organization for the decision as to the fees and pricing 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.

SIGNATURE: _____
DATE: _____

SIGNATURE: _____
DATE: _____

SIGNATURE: _____
DATE: _____

SIGNATURE: _____
DATE: _____

Provide as many pages as needed.

APPENDIX II
STATE OF OKLAHOMA
Certificate of No Conflicting Relationships

The undersigned hereby certifies that:

(1) He or she is an officer, principal, partner, member, or other authorized representative of the Respondent and is authorized to bind the Respondent to the representations contained herein.

(2) To the best of the Respondent's knowledge, no actual conflict of interest exists between the Respondent and the Oklahoma Housing Finance Agency ("OHFA") that would impair the Respondent's ability to perform the services described in this Request for Proposals ("RFP") in an objective and independent manner.

(3) No relationship exists between the Respondent and OHFA, or any trustee, officer, employee, or agent of OHFA, that would provide an unfair competitive advantage or otherwise interfere with a fair and impartial procurement process.

(4) The Respondent has disclosed any actual or potential conflicts of interest that may arise from relationships with developers, owners, contractors, architects, engineers, consultants, lenders, or other parties that may participate in developments funded or administered by OHFA.

(5) The Respondent is not aware of any contractual, financial, business, or personal relationship that would impair its ability to provide independent professional judgment in the performance of services contemplated by this RFP.

(6) The Respondent agrees to promptly notify OHFA of any actual or potential conflict of interest that arises during the procurement process or throughout the term of any resulting contract.

SIGNATURE: _____
DATE: _____

SIGNATURE: _____
DATE: _____

SIGNATURE: _____
DATE: _____

Provide as many pages as needed.

APPENDIX III
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____

County of _____, being first duly sworn, deposed and says that:

1. They are the _____ of _____ the Respondent that has submitted the attached proposal;

2. They are fully informed respecting the preparation and contents of the attached proposal and all pertinent circumstances respecting such proposal;

3. Such proposal is genuine and is not a collusive or sham offer;

4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham offer in connection with the contract for which the attached proposal has been submitted; or to refrain from making a proposal in connection with such contract; or has in any manner, directly or indirectly, sought by agreement, collusion, communication, or conference with any other Respondent, firm or person on prices in the attached proposal or to fix any overhead, profit, or cost element of the proposal price of the proposal of any other Respondent; or to secure through any collusion, connivance, or unlawful agreement any advantage against the Oklahoma Housing Finance Agency or any person interested in the proposed contract; and,

5. The fees and pricing quoted in the attached proposal are fair and proper and are tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

6. The Respondent has not engaged in any conduct intended to restrict or suppress competition in connection with this procurement.

_____
Print Name

_____
Signature

_____
Title

Subscribed and sworn to and before me this _____ day of _____, 2026.

_____

My commission expires _____.

APPENDIX IV

CERTIFICATION OF NON-DEBARMENT

I, _____, hereby certify that
(Print Name)

_____ nor any of its officers
(Firm)

Principals are not now nor have they ever been debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local Agency.

Signature: _____

Title: _____

Date: _____

State of _____

County of _____

Personally appeared before me, the undersigned authority,_____ who, after first being sworn by me, affixed their signature in the space provided above on this _____ day of _____, 2026.

_____
Notary Public

My commission expires: _____

Provide as many pages as needed.

APPENDIX V

EVALUATION CRITERIA

1. Firm Overview and Organizational Capacity
(0 = Not Responsive to 5 = Best Response) × Weighting Factor of 3 = Total Points
Maximum Score: 15

2. Relevant Experience and Qualifications
(0 = Not Responsive to 5 = Best Response) × Weighting Factor of 6 = Total Points
Maximum Score: 25

3. Technical Approach and Methodology
(0 = Not Responsive to 5 = Best Response) × Weighting Factor of 5 = Total Points
Maximum Score: 15

4. Sample Work Product
(0 = Not Responsive to 5 = Best Response) × Weighting Factor of 3 = Total Points
Maximum Score: 15

5. Fees and Expenses
weighted numerical cost-scoring formula 30-point pricing component
Maximum Score: 30

Total Maximum Points Possible: 100

APPENDIX VI

FEE & EXPENSE FORM

Service	Proposed Fee
Document Sufficiency Review	$_____
Cost & Budget Validation	$_____
Draw Schedule & Budget Allocation Review	$_____
Construction Schedule Feasibility Review	$_____
Comprehensive Review (All Services)	$_____
Supplemental Review of Revised Documents	$_____
Technical Consultation Requested by OHFA (per hour)	$_____

Respondents may propose fees for individual review services, a comprehensive review fee, or both.

All proposed fees shall include all labor, overhead, and administrative costs unless specifically identified as reimbursable expenses.

Expenses
Describe any reimbursable expenses not included in the fees listed above:

_____

_____

Assumptions
Describe any assumptions, limitations, exclusions, or conditions applicable to the proposed fees:

_____

_____