

**Request for Proposals (RFP) No. P17010, Legal Services for Litigation of Eviction Court Cases**

**FORM OF PROPOSAL  
(RFP Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the hard-copy proposal submittal.)

**(1) Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included in your hard-copy proposal submittal. Also, complete all of the statements and certifications listed following herein:

[Table No. 1]

<b>"X" = Item Included</b>	<b>Tab No.</b>	<b>Submittal Item</b>
	<b>1</b>	<b>Form of Proposal (Attachment A)</b>
	<b>2</b>	<b>HUD Form 5369-C (Attachment B)</b>
	<b>3</b>	<b>Profile of Firm Form (Attachment C)</b>
	<b>4</b>	<b>Proposed Services</b>
	<b>5</b>	<b>Managerial Capacity/Financial Viability, including résumés</b>
	<b>6</b>	<b>Client Information</b>
	<b>7</b>	<b>Equal Employment Opportunity/Supplier Diversity</b>
	<b>8</b>	<b>Subcontractor/Joint Venture Information (Optional)</b>
	<b>9</b>	<b>Section 3 Business Preference Documentation (Attachment D) (Optional)</b>
	<b>10</b>	<b>Other Information (Optional)</b>
<b>As detailed in Section 3.2 of the RFP document, enter proposed fees in the eProcurement Marketplace</b>		

**(2) Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Minnesota, or any local government agency within or without the State of Minnesota? **Yes**  **No**  If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**(3) Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Minneapolis Public Housing Authority (MPHA)? **Yes**  **No**  If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**(4) Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? **Yes**  **No**  If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The MPHA reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the MPHA feels that doing such is in its best interests.

**FORM OF PROPOSAL  
(RFP Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the hard-copy proposal submittal.)

**(5) Non-Collusive Affidavit.** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the MPHA or any person interested in the proposed contract; and that all statements in said proposal are true.

**(6) Proposer's Statement.** The undersigned proposer hereby states that, by completing and submitting this form and all other documents in the proposal submittal, he/she verifies that all information submitted is, to the best of his/her knowledge, true and accurate. If the MPHA discovers that any information entered herein is false, such shall entitle the MPHA to not consider, make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering proposed fees in the eProcurement Marketplace, the undersigned proposer agrees to abide by all terms and conditions pertaining to this RFP as issued by the MPHA, either in hard copy or on the eProcurement Marketplace, including an agreement to execute the attached Sample Contract. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the MPHA with the services described herein for the fees submitted in the eProcurement Marketplace pertaining to this RFP.

---

Signature

---

Date

---

Printed Name

---

Company