

## **Responses to Helena Housing Authority Legal Services, Advice & Counsel RFP Questions**

The following questions were submitted by the 10/17/25 question deadline. HHA responses follow each question in blue.

1. For Question 2 on page 27 (of the RFP), can you please clarify the last part of that question, “...and references for each similar task these professionals have performed.”? Does this mean we need to provide a reference for each proposed team member in relation to each service they have provided that is related to the scope of work? Would this be in addition to the four (4) references we are requested to provide on page 9?

Question #2 is related to Team Members’ specific experience providing legal services on projects similar to the Public Housing Repositioning and Affordable Housing Development Scope of Work for this RFP. We are asking respondents to identify (on their firm’s Team Members’ resumes) specific projects where they were involved & in what role (as part of the legal team providing pertinent legal services for specific named projects and organizations). You may also want to highlight the specific roles team members played in your responses to other sections of the RFP. The specific resumes of your team members can then simply list projects/organizations where the team member played an identified role.

2. The RFP requests that we submit responses “via secure email link, on-line portal, Shared PDF, Dropbox, or similar.” Are we able to send a PDF via secure email?

PDF via secure email is acceptable. However, please note that it is the respondent’s responsibility to confirm that HHA has received your Proposal Package. If your PDF is too large, it may not reach us, so we wanted to provide the other listed methods for submission.

3. Page 22 of the RFP references 5 HUD forms that need to be filled out and submitted with the proposal package. Some of these forms do not have space to fill in or sign. Would you still like us to copy them into our proposal?

The five (5) HUD forms were included by reference to this RFP. Please find these HUD documents within the HUD-5 section on the following website: <https://www.hud.gov/hudclips/forms#>. Please print and complete these forms as indicated and submit them with your Proposal Package. If the forms do not include spaces to be completed, please acknowledge their conditions as instructing or otherwise governing this RFP and any awarded contract(s).

4. For proof of insurance, can we submit our general COI (Certificate of Insurance), or do you need us to name HHA as a named certificate holder? If so, please provide the name and address to use.

Along with your Proposal Package, please provide a general COI. HHA will then detail its requirements for COIs when contracts are awarded.

5. In Question B of the Statement of Qualifications section, it states that the “Offeror must possess all licenses and registrations necessary to provide RFP’s requested scope of legal services in the State of Montana.” What licenses and registrations are HHA specifically looking for the offeror to possess? If this includes Montana State Bar admission, does every attorney proposed on the team have to be licensed in Montana? If this includes a Montana business registration, would it be sufficient to state that we would obtain a Montana business registration by the time a contract is signed should we be awarded the work, or do we have to provide proof of Montana business registration when we submit our proposal?

While not required at the time a Proposal is submitted, Respondents/Offerors are required to perform their own research and review to take necessary steps to ensure they can secure or otherwise possess (at the time of award and prior to any contract entry) necessary license(s) & registration(s) (legal, business, etc.) to provide the RFP’s Scope of Work in the state of Montana. This may include registering with the state bar association or meeting other state-specific requirements. The state of Montana also allows attorney reciprocity through its Admission on Motion process. An out-of-state firm may also consider partnering with in-state licensed counsel for certain tasks and/or as needed or otherwise required by the state of Montana to provide legal oversight.