

MEMORANDUM

To: Prospective Vendors

From: Vendor Management Office

Date: 4/24/2026

Subject: Small-Dollar Procurement Solicitation

HOPE Federal Credit Union ("HOPE") is soliciting proposals for the goods and/or services described in the attached Small-Dollar Procurement Solicitation. This solicitation is intended for engagements that fall below HOPE's formal RFP threshold but still require documented competitive review and vendor selection.

Vendors are requested to provide a concise proposal addressing the scope of services, pricing, experience, and implementation approach. HOPE reserves the right to request clarification, negotiate pricing, or reject any or all responses.

SMALL-DOLLAR PROCUREMENT SOLICITATION

1. SOLICITATION OVERVIEW

Solicitation Title: Legal Service for closing Real Estate Mortgage Loans and Deed Restrictions

Issue Date: 4/24/2026

Response Due Date: 5/15/2026

Department Requesting: Community & Economic Development

Primary Contact: Jena Reed

2. DESCRIPTION OF NEED

Brief Description of Goods/Services Requested:

HOPE will be providing up to 40 mortgage loans to first time homebuyers in Yazoo City, MS. All of the loan amounts will be the same (\$15,000) and will be secured by a Promissory Note and Deed of Trust filed in Yazoo County, MS. All of the newly closed loans (approximately 30) and ten (10) additional first-time buyers will have a Deed Restriction and a Deed of Trust that will be forgiven over a 5-year period of time.

3. SCOPE & REQUIREMENTS

HOPE will be sending loan packages for a total of 40 first time homebuyers in Yazoo City along with closing packages for each of the buyers. Approximately 30 will have a HOPE loan in the amount of \$15,000 along with a Deed Restriction that will be filed in Yazoo County. Additionally, approximately 10 of the total number will bring cash or cashier's checks in the amount \$15,000 to the closing and will have a DT and a Deed Restriction filed on the property that will have a 5-year forgiveness if occupied for the buyer during that time.

HOPE will send the closing instructions for 5 loans at a time and no more than 5 per week until all loans are closed. It is expected that we will start closing in June 2026 and continue until all loans are closed.

4. VENDOR RESPONSE REQUIREMENTS

Vendor must provide:

- Brief company overview
- Relevant experience
- Proposed pricing (itemized)

5. PRICING

Total Estimated Cost: \$500-\$800 per closing

Pricing Breakdown Attached: Yes No

6. SELECTION PROCESS

Responses will be evaluated based on overall value, including cost, experience, ability to meet requirements, and implementation feasibility. HOPE may select the vendor providing the best overall value, not necessarily the lowest price.

7. SUBMISSION GUIDELINES

Proposals are due at 5 PM Central Standard Time on 5/15/26.

Please submit your proposal to Jena Reed electronically at Jena.Reed@hope-ec.org. If you do not receive a confirmation email within 24 hours, please call Jena Reed at 601-206-1701 to confirm receipt of your submission.

8. QUESTIONS & COMMENTS

For any questions or requests for clarification, please contact Jena Reed at the email or phone number above.

9. TERMS & CONDITIONS

By submitting a proposal, the applicant commits to the terms and conditions outlined in this RFP. Requests for exception to any terms or conditions must be submitted with the proposal. HOPE reserves the right to deny requests for exception to any terms and conditions. Requested exceptions will be factored into HOPE's consideration of award.

Preparation cost

All cost incurred in the preparation of a response to this RFP are the applicant and will not be reimbursed by HOPE.

Right to Reject

HOPE reserves the right , at its sole discretion, to reject any and all responses to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

Confidentiality

Hope is issuing this RFP for the express and sole purpose of seeking legal representation and advice. Any information or documents shared by HOPE with a potential applicant made for that sole purpose, in confidence. HOPE considers all information or documents shared by it with a potential applicant in connection with this RFP to be subject to attorney client privilege and to be treated as such by a potential applicant.

If the applicant deems any materials submitted to be proprietary or confidential, the applicant must indicate as such in the response.

Conflicts of Interest

The applicant must disclose any conflicts of interest that may result from the award of the contract or the services provided under the contract.

Except as otherwise disclosed in the proposal, the applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the applicant, the applicant's employees or their families' business interests and the services provided under the contract. In the event of any change in either interests or the services provided under the contract, the applicant will inform HOPE regarding possible conflicts of interest, which may arise as result of such change and agree that all conflicts shall be resolved to HOPE's satisfaction, or the applicant may be disqualified from consideration under this RFP.

10. APPLICANT REQUIRMENTS

DUNS and SAM Registration

All attorneys must have or obtain a DUN & Bradstreet (DUNS) number and maintain an active account in the System for Award Management (SAM).

EVALUATION & SCORING SHEET

To be completed by HOPE.

Solicitation Title: _____

Evaluator Name: _____

Date: _____

Evaluation Criteria	Weight	Score (1-5)	Weighted Score
Cost & Value	30%		
Ability to Meet Requirements	30%		
Vendor Experience	20%		
Implementation Feasibility	10%		
References / Past Performance	10%		

Total Score: _____

Recommended Vendor: _____

Justification for Selection:
