

SUB-CONTRACTOR, GENERAL CONTRACTOR, OR PROFESSIONAL SERVICE

SEND TO: ATTN: LINDA ROBINS

SOUTHERN PLAINS INDIAN PREFERENCE BOARD
PO BOX 788
ADA, OK 74821-0788

OR TO: ATTN: PAULA ALLEN

SOUTHERN PLAINS INDIAN PREFERENCE BOARD
PO BOX G
HUGO, OK 74743

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

LINDA ROBINS (PRESIDENT) 580-272-5400

PAULA ALLEN (SECRETARY) 580-326-7521 EXT. 253

APPLICATION FORM INSTRUCTIONS
SUB-CONTRACTOR, GENERAL CONTRACTOR, OR PROFESSIONAL SERVICE
SOUTHERN PLAINS INDIAN PREFERENCE PRE-QUALIFICATION BOARD

1. Complete form according to instructions and be sure to complete all applicable blanks. Submit original and **(10) copies. (Typed or Printed)**
2. Attach one of the following that applies:
 - A.) Corporate by-laws, charter, stock certificates, and any other information or documents verifying ownership of corporation signed, attested to and sealed.(Corporations)
 - B.) Partnership agreement signed and notarized. (Partnerships)
 - C.) Joint venture agreements signed and notarized or attested to and sealed, if a corporation. (Joint Ventures must request Joint Venture application form.)
 - D.) Any other documentation verifying ownership of company which evidences 51% Indian Ownership. (CDIB, complete tribal enrollment form and Membership Card).
 - E.) Submit copies of driver's license and social security cards.
3. Certification of eligibility to participate.
4. Include resumes on all owners.
5. Include an organizational chart for company.
6. Include any additional information the owners wish to include to further support application for certification.
7. Include evidence of license for any trade requiring license. (Must be current).
8. Application Fee required before processing: **(NON-REFUNDABLE)**
Sub contractor -\$50.00
General contractor or Professional services -\$150.00

NOTE: SIGNATURE AND NOTARY DATES MUST COINCIDE.

1. If participant is a sole proprietorship, include only those documents necessary and applicable.
2. Materials and supplies used to build housing units for an Indian housing authority may be obtained in two (2) ways:
 - A.) If a developer or general contractor provides any materials and /or supplies, they must be purchased from an Oklahoma Indian Preference Pre-Qualification Board (OIPB) certified Indian-owned material and supply company, if feasible, documentation to the contrary is required; or
 - B.) A developer or general contractor must have a contract with a sub-contractor who will provide both labor and supplies (i.e. plumbing, electrical, etc.)
3. A pre-qualified Indian contractor does not have to be additionally pre-qualified as a sub-contractor in order to provide work in any specific construction trade area necessary to his own contract or project. However, the general contractor's list of employees must include individuals competent in the retained construction trade: or the plan for hiring and training must address what additional employees will be needed in lieu of sub-contracting such trade.
4. A pre-qualified Indian sub-contractor company is automatically pre-qualified as a material supplier in that specific construction trade area for which it was pre-qualified.(only)
5. Definitions:

“Indian” is defined to mean any person who is a member of any tribe, band, group, pueblo or community which is recognized by the federal government as eligible for services from the Bureau of Indian Affairs.

“Indian-Owned” “economic enterprise” is defined to mean any Indian owned commercial, industrial, or business activity established or organized for the purpose of profit, provided, that such Indian ownership shall constitute not less than 51 per centum of the enterprise.

“Indian Organization” is defined to mean the recognized governing body of any Indian tribe: any legally established organization of Indian which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participant of Indians in all phases of its activities.

“Joint Venture” is defined to mean any group of two or more joined together for the purpose of establishing an economic unit: and that each may sell, assign, transfer, or otherwise dispose of ownership independent of one another.

APPLICATION FORM
SUB-CONTRACTOR, GENERAL CONTRACTOR, OR PROFESSIONAL SERVICE

SOUTHERN PLAINS INDIAN PREFERENCE PRE-QUALIFICATION BOARD

1. Name of enterprise: _____

Address: _____ City _____ State _____

Principal office (Street Address): _____

Telephone#: _____ Cell phone: _____

Email: _____

List names of majority ownership of enterprise (Indian ownership):

2. Check One:

____ Corporation

____ Partnership

____ Sole Proprietorship

____ Other

3. Specialty applied for:

4. Complete the following for a corporation only:

A.) Date of incorporation: _____

B.) State of incorporation: _____

C.) Give the names and addresses of the officers of the Corporation and establish whether they are Indian (I) or Non-Indian (NI).

Name and social security #	I or NI	Title	Address	% Interest
		President		
		Vice President		
		Secretary Or Clerk		
		Treasurer		

7. Give the name, address and telephone number of the principle spokesperson of your organization:

Name: _____

Address: _____

Phone: _____ Cell phone: _____

Email: _____

8. A. Indicate the total number of permanent employees (excluding owners) in your work force, their job titles, and whether they are Indian or Non-Indian.

B. Over the past three years, what has been the average number of employees (excluding owners)? Indicate whether each employee is an Indian (I) or Non-Indian (NI).

NOTES:

1. Omission of any information may cause for this statement not receiving timely consideration.
2. Knowing that the Department of Housing and Urban Development must approve a contract between this enterprise and the Indian housing authority, the persons signing below certify that all information in this Indian Preference Qualification Statement, including exhibits and attachments, is true and correct.
3. Print or type all names below signatures.

If applicant is sole proprietor, sign below:

By: _____ Date: _____

All partners must sign below:

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

If applicant is a corporation, affix corporation seal.

Corporation Seal _____ Date: _____

By: _____
President's signature

Attested by: _____
Corporation Secretary's signature

IN WITNESS WHEREOF the party(s) have affixed _____ hand(s) the date and year first above written.

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires: _____ Commission#: _____

Notary Public: _____

Warning: U.S. Criminal Code, Section 1010, Title 18 U.S.C., provides In-part: "Whoever...makes, passes, utters, or publishes any Statement, knowing the same to be false...shall be fined not more than 5,000 or imprisoned not more than two years, or both."

CERTIFICATION OF ELIGIBILITY TO PARTICIPATE

I/WE the officer's of _____ are

certifying that I/WE are not on a contractor debarred list with the Department of Housing

and Urban Development.

Name	Title, Role or Capacity	Date

NOTE: SIGNATURE AND NOTARY DATE MUST COINCIDE

IN WITNESS WHEREOF the party(s) have affixed _____ hand(s) the date and year first above written.

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires: _____ Commission#: _____

Notary Public: _____

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PARTNERSHIP AGREEMENT

This agreement, made and entered in this _____ day of _____, 20_____.

By and between _____ and _____.

In consideration of the covenants and agreements contained herein, the parties agree as follows:

- 1. FORMATION OF PARTNERSHIP: The parties hereby associated together for the purpose of doing business as a partnership under the name of :

- 2. PURPOSE OF PARTNERSHIP: Said partnership is formed for the purpose of entering into contracts relating to the construction industry.

- 3. OWNERSHIP: Said partnership and its assets shall be owned by the partner in the following percentages.

Partner A: _____ %

Partner B: _____ %

- 4. PROFITS AND LOSSES: Profits and losses of the partnership shall be divided in the same percentages as ownership.

- 5. MANAGEMENT: Authority in all management decisions and partnership business will be allocated in accordance with the same percentages as ownership.

PARTNER

PARTNER

IN WITNESS WHEREOF Parties have affixed their hand the date and year first above written.

Subscribed and sworn before me this _____ day of _____, 20_____.

My commission expires: _____ Commission#: _____

Notary Public: _____