



## SKOKOMISH INDIAN TRIBE

Skokomish Indian Tribe Project Name: Court Administrator  
Skokomish Indian Tribe Contract Period: Two Years (Subject to Extensions)  
Skokomish Indian Tribe RFQ Open Dates: Open until Filled

### REQUEST FOR QUALIFICATIONS

**PURPOSE AND BACKGROUND:** The purpose of this Request for Qualifications (RFQ) is to contract with an individual or firm to manage the Skokomish Tribal Court, which is a fully implemented, sovereign judicial system based on restorative justice and problem-solving court models. Serves as lead administrator working closely with judicial personnel, court clerks, attorneys, police, tribal legal and administrative personnel, and cross-jurisdiction partners.

#### Duties and Responsibilities

- Supervises case management systems, including hard copy files and Google Drive-based electronic file systems.
- Monitors and analyzes case activity, including trends, forecasts, and project resources.
- Supervises and coordinates with other departments and personnel: security and facilities management, information technology management, and management of ongoing judicial activities.
- Directly supervises court clerks and probation officers in accordance with applicable policies and laws.
- Develops, prepares, and administers contracts, grants, and intergovernmental agreements relating to justice systems.
- Develops and implements short- and long-term goals and objectives, policies and procedures, and materials relating to the judicial system.
- Establishes and monitors court budgets and financial controls.
- Liaises with tribal, local, county, state, and federal agencies as appropriate.

#### **DESIRED QUALIFICATIONS:**

1. BA in Public Administration or JD degree in law or related field. Preference is given for experience in field of government work, especially with Indian Tribes.
2. A strong background of education and/or experience in field of Indian law is preferred and exemplary writing and speaking skills.
3. Computer proficiency.





## **SKOKOMISH INDIAN TRIBE**

4. Requires proof of U.S. citizenship and proof of being at least 21 years of age at the time of hiring.
5. Requires valid Washington State driver's license and ability to be insured under Tribal policy.
6. The selected candidate must be able to comply with the Department of Corrections' Criminal Conviction Policy (no serious criminal convictions within ten years) to enter the job.
7. The selected candidate must successfully complete a background investigation prior to and to retain employment.

**PERIOD OF PERFORMANCE:** 2 Years (Subject Extensions)

**COMPENSATION:** AS NEGOTIATED

**RFQ ADMINISTRATION:** The RFQ Coordinator is the sole point of contact at the Skokomish Indian Tribe for Applicants for this procurement. All communication between an Applicant and the Skokomish Indian Tribe regarding this RFQ shall be with the RFQ Coordinator, as follows:

Yvonne Oberly, CEO  
Skokomish Indian Tribe  
N. 80 Tribal Center Road  
Skokomish Nation, WA 98584  
yoberly@skokomish.org

*Submission of Applications:* Each Application should be formatted as a PDF or similar electronic document and be submitted by email to the RFQ Coordinator. Late Applications will not be accepted and will be automatically disqualified from further consideration. All Applications and any accompanying documentation become the property of the Skokomish Indian Tribe and will not be returned. Materials submitted to the Skokomish Indian Tribe may be subject to public disclosure.

*Oral Presentations:* As part of the evaluation process, and at the discretion of the Skokomish Indian Tribe, Applicants may be asked to clarify specific points in their respective Applications. The Skokomish Indian Tribe reserves the right to request oral presentations from Applicants.

*Applicants' Questions:* Applicants may submit written questions regarding substantive issues associated with this RFQ to the RFQ Coordinator by email. The RFQ Coordinator will post

**SKOKOMISH INDIAN TRIBE: REQUEST FOR QUALIFICATIONS**  
**PF SF SLD-06000-RFQ (August 2013)**

2 | Page





## **SKOKOMISH INDIAN TRIBE**

responses on the Skokomish Indian Tribe website. To ensure a fair and transparent procurement opportunity, this formal question-answer process is the exclusive venue for communications between Applicants and the Skokomish Indian Tribe regarding substantive aspects of the RFQ. The Skokomish Indian Tribe reserves the right to respond by email to Applicants who ask what the Skokomish Indian Tribe determines to be minor administrative questions with no substantive impact.

*Revisions to the RFQ:* In the event it becomes necessary to revise any part of this RFQ, addenda will be published on the Skokomish Indian Tribe website and provided to all who were sent the original RFQ. The Skokomish Indian Tribe reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of contracts.

*Responsiveness:* All Applications will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. Applicants are specifically notified that failure to comply with any part of the RFQ may result in rejection of the Application as non-responsive. The Skokomish Indian Tribe also reserves the right, however, at its sole discretion, to waive minor administrative irregularities.

*Contract and General Terms & Conditions:* The apparent successful Applicant(s) will be expected to enter into a standard contract offered by the Skokomish Indian Tribe.

*Costs to Apply:* The Skokomish Indian Tribe will not be liable for any costs incurred by the Applicants in preparation of an Application submitted in response to this RFQ or any other activities related to responding to this RFQ.

*No Obligation to Contract:* This RFQ does not obligate the Skokomish Indian Tribe to contract for services specified herein.

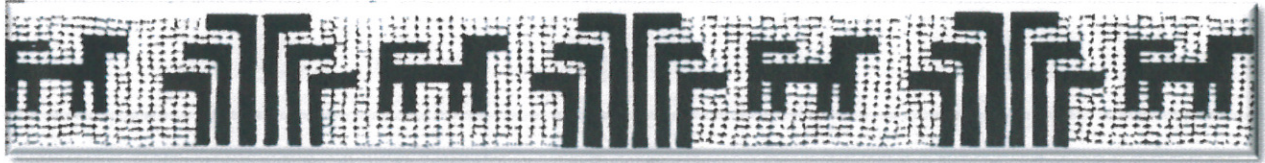
*Rejection of Applications:* The Skokomish Indian Tribe reserves the right at its sole discretion to reject any and all Applications received without penalty and not to issue a contract as a result of this RFQ.

### **APPLICATION CONTENTS:**

All submissions will be acknowledged by email from the RFQ Coordinator as having been received.







## SKOKOMISH INDIAN TRIBE

### APPROVAL OF THIS REQUEST FOR QUALIFICATIONS

This Request for Qualifications (RFQ) is approved at the Skokomish Indian Reservation in Mason County, Washington on the date herein indicated subject to the following reservations:

The Skokomish Indian Tribe expressly reserves all of its inherent sovereign rights as a federally recognized Indian tribe, including sovereign immunity from suit in any state, federal or tribal court without the Skokomish Indian Tribe's express consent. By approving this Request for Qualifications (RFQ), the Tribe does not waive its sovereign immunity from suit and nothing contained herein shall be construed to imply such a waiver.

SKOKOMISH INDIAN TRIBE

  
Yvonne Oberly, CEO

11/20/14

Date

  
Victoria Pavel, CFO

11/20/14

Date

Approved as to Form:



Earle D. Lees, Tribal Attorney

11/21/2014

Date

