



AK-CHIN INDIAN COMMUNITY

425 07 West Peters & Nall Road, Maricopa, AZ 85138 • Phone: (520) 568-1161 • Fax: (520) 568-1185

NOTICE AND REQUEST FOR PROPOSALS FOR LEGAL RESEARCH AND ADMINISTRATIVE SUPPORT FOR THE AK-CHIN LAW AND ORDER CODE COMMITTEE

The Ak-Chin Indian Community (“Community”) is seeking resumes and proposals from qualified persons or firms to provide the legal writing and research and administrative support services (“Services”) described in Section 1 below to support the Law and Order Code Standing Committee (“Committee”), which has been tasked with ongoing work related to updating the Community’s Law and Order Code.

Request for Proposal (“RFP”) instruction/information package and related information may be obtained from the Ak-Chin Indian Community Purchasing Office, 42507 West Peters & Nall Road, Maricopa, Arizona 85138, and may be requested via fax: (520) 568-1040 Attention: Flora Howerton, Acting Purchasing Manager or electronic mail using FHowerton@ak-chin.nsn.us. Proposals will be reviewed on February 12, 2016; however, the Community will extend the proposal deadline day or time if the Community determines such an extension is in the Community’s best interest and may review any subsequent proposals received on the 18th day of each month, or the next business day.

It is anticipated that the Community will review all proposals received in response to this request, schedule and hold necessary interviews with qualified applicants, and then may make an award, at a regular Community Council meeting. However, the Community, at its discretion, may postpone said action until such time as the Community Council designates. The person selected to perform the Services will enter into a Professional Services Agreement with the Community.

Title to all final documents, including written documents, data reports, summaries, correspondence, any other materials with respect to work performed when performing services under any Agreement entered into as a result of this Notice, shall vest with the Community.

SECTION 1 – SCOPE OF SERVICES

The Community expects the Contractor to become an important non-voting member on the Law and Order Code Standing Committee. The Consultant will assist the Committee to further their Council assigned task: to update the Ak-Chin Indian Community Law and Order Code. The goal in mind is to produce a deliverable that will reflect the needs of the Community.

Required tasks include, without limitation:

- Participating in Committee meetings and Committee presentations, including taking all meeting minutes, preparing meeting agendas, and otherwise functioning as the Committee's recording secretary.
- Conducting research within the documents and archives of the Community.
- Developing documents, including lists of laws, updated versions of laws, and memoranda summarizing research, and may include drafting proposals for new laws.

The deliverables may include, but are not limited to:

- Preparation of an annotated Revised Law and Order Code, which includes all amendments from the date of original adoption (October 25, 2000) through present.
- Compiling an updated list of all Ordinances, Resolutions, and other acts of the Council that have the effect of law (collectively, "Legislative Acts"), but which are not otherwise incorporated in the Law and Order Code, and making recommendations for how such Legislative Acts can be incorporated into a single, updated Law and Order Code.
- Developing a database where Community members and others approved by the Council can access the Law and Order Code and Ordinances, Resolutions, and other acts of the Council that have the effect of law.

Performance of a substantial amount of this work **must** occur within the Ak-Chin Indian Community Reservation.

It is anticipated that the selected candidate will commit a minimum of 20 hours' of work per week toward this Project. The Community anticipates offering the selected candidate an hourly rate that ranges from \$20 - \$40, depending on experience. The Community will provide the selected candidate with the use of a laptop for completing the assignments for the Project. The laptop must be returned upon completion of the Project.

The successful applicant must be proficient in the areas of research and document preparation as well as a professional commitment to excellence, teamwork, innovation, and open communication.

SECTION 2 – INDIAN PREFERENCE

STATEMENT OF INDIAN PREFERENCE

In accordance with Ak-Chin Indian Community procurement policy, Indian Preference will be given to Indians and/or Indian owned firms or enterprises. In the selection criteria and ranking of the proposals, an additional 5 points will be given to Proposals that meet Indian Preference criteria. The proposal is subject to the following provision:

- *Any Proposal claiming Indian Preference in Contracting must give evidence to support its claim. An Indian owned economic enterprise is defined as any Indian owned commercial, industrial, or business activity established or organized for the purpose of profit, provided such Indian ownership and control shall constitute not less than 51 percent of the enterprise.*

SECTION 3 – SELECTION CRITERIA

Bids will be evaluated on the basis of the following criteria:

	Points
Education and Training of Bidder	(25)
Bidder's general capabilities and qualifications, as demonstrated by:	
1. Degrees or Certificates possessed;	
2. Recent training or education.	
Past Performance	(25)
The Bidder's experience including any history of the Bidder relevant to (1) performing similar work or services or (2) working on contract. If Bidder has prior history performing contract work, Bidder should provide information about the Bidder's history of cost and time to complete the contracted project in relation to original contract requirements with an explanation for deviations. Evaluation of Past Performance will take into consideration the quality of the Bidder's references (at least 2 references must be provided).	
Project Understanding	(25)
Clarity, explicitness, completeness, and reasonableness of the Proposal. Demonstrated sensitivity to and understanding of Indian culture and ability to work administratively with Indian Communities. Knowledge of how to research laws and work with governments, specifically Indian Law and Indian Governments. Ability to articulate how the Bidder will develop and implement a methodology to complete the deliverables and tasks.	
Indian Preference	(5)
Bidders meeting Indian Preference Criteria as described in Section 2.	
Fee Proposal	(10)

Please submit your proposed hourly rate to provide the proposed services and an estimated number of hours to complete. A detailed fee schedule is preferable.

Participation in Indian Communities

(10)

Provide details of prior experience working for Indian tribal government, Indian owned enterprises, or other experience in Indian Country.

SECTION 4 - SUBMITTAL REQUIREMENTS

Provide six copies (one unbound) of the Proposal, which shall be no more than (15) pages, excluding cover letter and dividers. Resumes, copies of degree certificates, and letters of recommendation should be included.

Proposals are due and must be received at the Ak-Chin Indian Community Purchasing Office at the address listed below and marked as indicated.

Proposals will be reviewed on February 12, 2016; however, the Community will extend the proposal deadline day or time if the Community determines such an extension is in the Community's best interest and may review any subsequent proposals received on the 18th day of each month, or the next business day.

Flora Howerton
Acting Purchasing Manager
42507 W. Peters and Nall Road
Maricopa, AZ 85138

Outside of the package shall be identified with:

**“PROPOSAL FOR LEGAL RESEARCH AND ADMINISTRATIVE SUPPORT
FOR THE AK-CHIN LAW AND ORDER CODE COMMITTEE”**

Any questions regarding this RFP should be made to Committee Chairman, Manuel Garcia (mgarcia@ak-chin.nsn.us) or Committee Vice-Chairman, Gabriel Llerandi (Gabriel.Llerandi@ak-chin.nsn.us).