



Request for Proposal

Request for Proposal (RFP) for Court Investigator and/or Guardian Ad Litem in the Tribal Court

Introduction to Central Council Tlingit and Haida Indian Tribes of Alaska.

Central Council of the Tlingit and Haida Indian Tribes of Alaska (Tlingit & Haida) is a tribal government representing over 30,000 Tlingit and Haida Indians worldwide. We are a sovereign entity and have a government to government relationship with the United States.

Tlingit & Haida's headquarters are in Juneau, Alaska but our commitment to serving the Tlingit and Haida people extends throughout the United States. Tlingit & Haida offers a variety of family-centered services focused on promoting and supporting safe and stable families. Services include information and referral, case management, financial assistance, foster and child care, training, vocational rehabilitation, nutrition and other supportive services. The programs are designed to address immediate and long term needs associated with family well-being and financial self-sufficiency.

General Information.

The Central Council Tlingit and Haida Indian Tribes of Alaska (Tlingit & Haida) Tribal Court is soliciting contractual-service proposals for a Guardian Ad Litem (GAL) to represent the interests of minor children and a Court Investigator for cases involving children in the Tribal Court. The Tribal Court will contract with up to three (3) GALs and/or Court Investigator for a one (1) year contact with three (3) one year Options for a maximum of four years.

Scope of Work.

The GAL will advocate for the safety and well-being of minors in the Tribal Court until released by court order. The GAL may be assigned to the following case types: juvenile offenders, child protection, guardianships, adoptions and child custody matters. The GAL will be required to meet with his/her client as soon as a case is assigned and, thereafter, on a regular basis as required by law or court rule. The GAL will be expected to provide a thorough report to the Court, along with recommendations where needed, adhere to the deadlines set out by the Court Judge and may require ongoing involvement for the life of the case.

The Court Investigator will conduct a thorough investigation into to the matters and parties as outlined in the Court's assignment order, provide recommendations and adhere to deadlines set out by the Court. The Court Investigator may be assigned to the following case types: juvenile offenders, child protection, guardianships, adoptions, termination of parental rights, child

custody matters or alternative dispute resolution forums such as, but not limited to, circle sentencing, Youth Circle Court, Civil Diversion (for criminal cases) or Elders Court.

Required Credentials. All applicants must have the following:

- a. experience with juvenile justice and family law;
- b. experience preparing and presenting court reports and recommendations;
- c. be licensed by the State of Alaska to conduct business of this type;
- d. have completed a GAL training program conducted by the State of Alaska or a comparable program;
- e. have extensive experience and knowledge of Native cultural and practices, especially Alaskan Native;
- f. have excellent written and verbal communication skills and be experienced writing court reports;
- g. if a social worker, must have a masters of social work and not have any disciplinary actions in the last 15 years;
- h. If an attorney, must be licensed with the Alaska State Bar and in good standing and not have any disciplinary actions in the last 15 years; and
- i. Must be able to successfully pass a background check as required by Tribal Statute and Federal funding requirements.

Instructions to Offer.

Communications.

All communications will be via email sent to the email address identified in the RFP. No calls shall be accepted.

Proposal Format.

All proposals will be on 8 ½ x 11 standard white paper with 1” margins on all sides.

Proposal shall be in Microsoft Word or PDF format.

Font shall be size 12 Times New Roman or Arial.

Total response shall not exceed 80 pages.

Applicants must include the Required Documents listed below and should provide Requested Information with sufficient detail to facilitate the factors in the Evaluation Criteria. The failure to provide Required Documents will result in the proposal deemed nonresponsive. The failure to include Requested Information may result in no points assessed.

Required Documents:

1. Resume;
2. Proof of Bar Licensure In Good Standing;
3. References/Letters of Recommendation; and
4. Cost Proposal. *Must in placed into a clearly marked envelope separate from the other requested documents. Offer will use Financial Proposal Form in the RFP. Including billable hours, travel, reimbursement, paralegal rates, and any other fees. The cost proposal must be clearly discernable.*

Additional Requested Information:

- i. Cover Letter.
- ii. Outline of Experience working with: juvenile offenders; child protection; adoption; guardianship; and child custody matters.
- iii. Two (2) years minimum experience in each case type is recommended but not required.
- iv. Tribal Preference verification in accordance with RFP and Proposal Participation requirements. Standard Terms and Conditions.

Evaluation Criteria:

		Maximum Points
Cover Letter	Was a cover letter submitted?	3
Resume	Was resume submitted?	5
Experience with juvenile offenders	Two to four years	1
	Four to six years	2
	Six plus years	3
Experience with child protection	Two to four years	1
	Four to six years	2
	Six plus years	3
Experience with adoptions or guardianships	Two to four years	1
	Four to six years	2
	Six plus years	3
Experience with child custody	Two to four years	1
	Four to six years	2
	Six plus years	3
State of Alaska Bar license and/or Social Work credentials	Was proof submitted	1
	Was proof of good standing submitted	1
Letters of Reference	1 reference	1
	2 references	2
	3 references	3
Total General Points		25
Indian Preference	100% CCTHITA tribally owned business	3
	51% CCTHITA tribally owned business	2
	Other AN/AI owned business	1
Maximum Point Possible		28

Evaluation Process:

Step 1: Written proposals will be reviewed for compliance with the Required Documents. Proposals that fail to include the Required Documents will be deemed nonresponsive and the applicant's proposal will be eliminated.

Step 2: The Chief Judge, Presiding Judge and/or Court Administrator will tally the responsive proposal points from the Evaluation Criteria.

Step 3: The Chief Judge, Presiding Judge and/or Court Administrator will conduct reference checks with the highest scoring responsive proposals. If the reference checks are positive, interviews may be scheduled or applicants may be outright selected to proceed to the cost proposal evaluation.

Step 4: The cost proposal is evaluated separate from Evaluation Criteria. Cost comparisons will be evaluated as follows:

Cost Proposal	Lowest Cost	6 points
	Second Lowest Cost	5 points
	Third Lowest Cost	4 points
	Fourth Lowest Cost	3 points
	Fifth Lowest Cost	2 points
	All others	1 point

Step 5: The Chief Judge, Presiding Judge and/or Court Administrator will select the applicant to proceed.

Step 6: Contract negotiations will commence with selected applicant.

Step 7: If negotiations with the selected applicant fails to produce a contract, the Tribal Court reserves the right to enter into negotiations with the next highest scoring proposal.

Deadline for Submission.

The deadline to submit proposals is 4:30 PM ADST, Monday, November 20, 2017. Proposals may be mailed, emailed and/or hand-delivered. No faxed proposals will be accepted. The applicant is responsible for ensuring the Tribal Court receives his/her proposal by the deadline. All proposals received after the deadline will be eliminated from consideration. Questions should be in writing and directed to Frances Andrews, Clerk of the Court at fandrews@ccthita.org

Mailing and Physical address: Tlingit & Haida Tribal Court, 320 West Willoughby Ave., Suite 300, Juneau, AK 99801

Standard terms and conditions.

Central Council Tlingit and Haida Indian Tribes of Alaska is a federally recognized tribe that has a Tribal Employment Rights Office (TERO) and applies an Indian Preference in employment and contracting pursuant to PL 93-638. Procurement Preference is in accordance with Central Council Tlingit and Haida Indian Tribes of Alaska's Fiscal Management Policies Part VII – Procurement 6. Tribal Preference

Tribal Preference.

(a) In the acquisition of goods and services, preference shall be afforded to businesses owned by Tribal members or other Indians who have the ability to provide/deliver the necessary quality and quantity of goods or services within required time frame(s).

b) Goods and services to be acquired shall, when practical, be specified in sufficient detail to make price the deciding factor in selection of the successful bidder. Agents of Central Council shall advise all prospective bidders the bidding preference policy, as follows:

(1) Preference shall be given first to businesses 100% owned by Central Council Tlingit & Haida citizens; second to businesses 51% or more owned by Central Council citizens; and third to other Indian businesses residing within the Tribe's general service area.

(c) Central Council will not afford a preference to businesses with a poor record or performance.

Indian Preference shall be given to a qualified bidder. To meet the Indian Preference requirements bidders must submit proof of ownership and tribal identification for verification. To qualify as an Indian-Owned business, the tribal citizen or tribe must be owned not less than 51 percent of the enterprise.

Indian is defined as:

Indian means a person who is a member of an Indian Tribe. If the contractor has reason to doubt that a person seeking employment preference is an Indian, the contractor shall grant the preference but shall require the individual within thirty (30) days to provide evidence from the Tribe concerned that the person is a member of the Tribe.

Indian organization means that governing body of any Indian Tribe or entity established or recognized by such governing body in accordance with the Indian Financing Act of 1974 (88 Stat. 77; 25 U.S.C. 1451).

Indian-owned economic enterprise means 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 percent of the enterprise.

Indian reservation includes Indian reservations, public domain Indian allotments, and former Indian reservations in Oklahoma. Indian Tribe means an Indian Tribe, band, or nation.

General.

The vendor's response shall remain in effect for ninety (90) days from the final submission date of **November 20, 2017; 4:30 AKDT**.

Tlingit & Haida reserves the right to reject any or all proposals and enter into negotiations with any vendor(s) that Tlingit & Haida, in its sole discretion, may choose. The review procedure will continue until a vendor is selected successfully or until Tlingit & Haida chooses to reject all proposals. Tlingit & Haida also reserves the right to address more than one contract.

Proposals in response to this Request for Proposal (RFP) must strictly adhere to all the requirements of this RFP. Any changes, substitutions or other alterations to the provisions stipulated in this RFP will be considered at the sole discretion of Tlingit & Haida and may not be accepted unless approved in writing by Tlingit & Haida. Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effect and value-for-money approach to fulfilling the requirement of this RFP.

Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.

Any Proposal submitted will be regarded as an offer by the Proposer and not as an acceptance of an offer of any Proposal by Tlingit & Haida. Any Proposal shall have only one option. If options were proposed, only the first option will be considered. This RFP does not commit Tlingit & Haida to award a contract.

Cost of Proposal Preparation.

Tlingit & Haida will not reimburse prospective Vendors for any costs incurred in preparation of a response to this RFP.

Waive Minor Administrative Irregularities.

Tlingit & Haida reserves the right to waive minor administrative irregularities contained in any proposal. Additionally, Tlingit & Haida reserves the right at its sole option to make corrections to prospective Vendors' proposals when an obvious arithmetical error has been made in the price quotation. Prospective Vendors will not be allowed to make changes to their quoted price after the proposal submission deadline.

Errors in Proposal.

Prospective Vendors are liable for all errors or omissions contained in their proposals. Prospective Vendors will not be allowed to alter proposal documents after the deadline for proposal submission. Tlingit & Haida is not liable for any errors in proposals. Tlingit & Haida reserves the right to contact a prospective Vendor for clarification of proposal contents.

Incorporation of Documents into Contract.

By submitting a proposal, prospective Vendors acknowledge and accept that the requirements of this RFP and the contents of the Vendor's proposal will be incorporated into any contract entered into as a result of this RFP.

No Costs or Charges.

By submitting a proposal, prospective Vendors acknowledge and accept that Tlingit & Haida shall not be liable for any costs or charges incurred prior to the formal and complete execution of a contract between Tlingit & Haida and the successful Vendor.

Federal Funding Requirements.

Contracts resulting from this RFP may be funded through grants and cooperative agreements received from the U.S. Department of Interior, U.S. Department of Health & Human Services and the U.S. Department of Labor or other federal agency. As such, the Vendor will be required to comply with all applicable Federal regulations.

Availability of Funds.

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment

may arise until funds are made available to the tribe for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Tribe.

Sovereign Immunity.

The Central Council of Tlingit and Haida Indian Tribes of Alaska is a federally recognized Indian tribe and as such possesses sovereign immunity. Neither this Agreement nor any provision in this Agreement is intended to be, shall be deemed to be or may be construed as a waiver of the Central Council's sovereign immunity. Nothing in this Agreement may be construed to constitute the agreement of Council to suit in the courts of the State of Alaska.

Governing Law.

The validity, interpretation and performance of this Agreement shall be governed by: first, the law of the Central Council of Tlingit and Haida Indian Tribes of Alaska, including traditional tribal law and tribal common law; second, federal law, including federal statutory and common law; and third, in the absence of applicable tribal and federal law, the laws of the State of Alaska, provided, however, that references to the laws of the State of Alaska shall not be construed as an admission or concession by Council that the State of Alaska or any subdivision or agency thereof has authority to promulgate laws applicable to Council.

Severability.

Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties, who agree that the Agreement shall be amended to replace the stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

Waiver.

A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Integration.

This Agreement represents the entire integrated agreement between the Council and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Council and the Contractor.

Tlingit & Haida Rights to Reserve or Cancel.

Tlingit & Haida reserves the right to issue amendments to the RFP at any time.

Tlingit & Haida reserves the right to award no contract as a result of this RFP, or to award a contract for any portion of the proposal's intended work.

As a result of the selection of a vendor to supply products and/or services to Tlingit & Haida, Tlingit & Haida is neither endorsing nor suggesting that the vendor's product is the best or only solution. Vendor agrees to make no reference to Tlingit & Haida in any literature, promotional material, brochures, sales presentations, or the like without express prior written consent of Tlingit & Haida.

Financial Proposal Form.

The Proposer is required to prepare the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in RFP. The format shown attached hereunder is required in preparing the Financial Proposal please do not use any other format.

Financial Proposal in USD.

Description	Hourly Rate
1. Guardian Ad Litem	
2. Court Investigator	
3. Para-Legal	
Grand Total	

Kindly use this form only for pricing your financial proposal

General Notes:

1. Overtime is 1.5 of hourly rate
2. Overtime requires prior written approval
3. All travel is reimbursed at cost.
4. All travel will be reimbursed at the U.S. Federal Per Diem rate published for the city, state and year. (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
5. Professional hours billed for travel will only be for actual time travel.
6. All Reimbursements must receive prior approval before expending funds and will be reimbursed at cost.