

# Grand Traverse Band of Ottawa & Chippewa Indians

## Request for Proposal (RFP) for Probate/Estate Planning Attorney in the Tribal Court

**Deadline for Submission: 5:00 P.M. Thursday December 14, 2017**

1. General Information. The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court is soliciting contractual-service proposals for a Probate/Estate Planning Attorney to create estate planning documents for Tribal Members or to assist a personal representative in probating a decedent Tribal Members estate in the Tribal Court. The Tribal Court will contract with two (2) Probate Attorneys for a one (1) year contact that may be renewed for a maximum of three (3) years.
2. Scope of Work. The Attorney will assist personal representatives or family members of decedent Tribal Members in probating decedent Tribal Members estates in the Tribal Court. Contingent upon funding, the Tribal Court may assign the Attorney clients who are in need of estate planning. The Attorney must be familiar with federal Indian Law and Tribal laws governing real and personal property in Indian Country, with specific emphasis on trust land, fee land, restricted land and lot/lease assignments. The Attorney must also be familiar with State of Michigan EPIC laws. The Attorney 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.
3. Required/Recommended Credentials. All applicants must be State of Michigan bar licensed attorneys in good standings. All applicants should have experience with property laws specific to Indian Country, probating estates, and estate planning.
4. Proposal Format. 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 non-responsive. The failure to include Requested Information may result in no points assessed.
  - a. Required Documents:
    - i. Resume.
    - ii. Proof of Bar Licensure In Good Standing.
    - iii. References.
    - iv. Cost Proposal. *Must in placed into a clearly marked envelope separate from the other requested documents.* Including billable hours, travel, reimbursement, paralegal rates, and any other fees. The cost proposal must be clearly discernable
  - b. Requested Information:
    - i. Cover Letter
    - ii. Outline of Experience working with: (1) Indian Country Property Laws; (2) Probating Estates; and, (3) Estate Planning.
    - iii. Two (2) years minimum experience in each case type is recommended but not required.
    - iv. Tribal or Indian Owned. A statement of Tribal/Indian Owned business is required for consideration of points below. Copies of tribal identification cards must be included to support the statement. Tribally owned is defined as “any business that is at least fifty-one percent (51%) owned by an individual who is a member of the Grand Traverse Band of Ottawa and Chippewa Indians.” Indian owned is defined as “any business that is at least fifty-one percent (51%) owned by an individual who is a member of a federally recognized tribe.”
5. Evaluation Criteria:

		<b>Maximum Points</b>
Cover Letter	Was a cover letter submitted?	3 points

Resume	Was a resume submitted?	5 points
Experience with Indian County Laws on Property	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with Probating Estates	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with Estate Planning	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
State of Michigan Bar License	Was proof of Michigan Bar Licensure submitted?	1 points
	Was proof of Good Standing Submitted?	1 points
Tribal or Indian Preference (Provide copy)	Member of a federally recognized tribe (Excluding GTB)	2 points
	Member of the Grand Traverse Band of Ottawa and Chippewa Indians	3 points
References	1 reference	1 point
	2 references	2 points
	3 references	3 points
<b>TOTAL MAXIMUM POINTS</b>		<b>25 POINTS</b>

6. Evaluation Process:

- a. Step 1: Written proposals will be reviewed for compliance with the Required Documents. Proposals that fail to include the Required Documents will be deemed non-responsive and the applicant's proposal will be eliminated.
- b. Step 2: The Chief Judge, Associate Judge and/or Court Administrator will tally the responsive proposal points from the Evaluation Criteria.
- c. Step 3: The Chief Judge, Associate 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.
- d. Step 4: The cost proposal is evaluated separate from Evaluation Criteria. Cost comparisons will be evaluated as follows:

<b>Cost Proposal</b>	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

- e. Step 5: The Chief Judge, Associate Judge and/or Court Administrator will select the applicant to proceed.
  - f. Step 6: Contract negotiations will commence with selected applicant.
  - g. 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.
7. **Deadline for Submission.** The deadline to submit proposals is **5:00 PM Thursday December 14, 2017**. Proposals may be mailed and/or hand-delivered. No faxed and/or emailed 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 Sherri Vezina, Court Administrator [Sherri.Vezina2@gtbindians.com](mailto:Sherri.Vezina2@gtbindians.com)

Mailing address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court  
 Attention: Sherri Vezina, Court Administrator  
 2605 N. West Bay Shore Dr.  
 Peshawbestown, MI 49682

Physical Address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court  
 Attention: Sherri Vezina, Court Administrator  
 2809 N. West Bay Shore Dr.  
 Peshawbestown, MI 49682