

**REQUEST FOR PROPOSALS FOR
DOMESTIC VIOLENCE CIVIL LEGAL SERVICES
STILLAGUAMISH TRIBE OF INDIANS**

PURPOSE OF REQUEST:

The Stillaguamish Tribe of Indians requests proposals to provide domestic violence civil legal services for domestic violence victims for a term of one year commencing on approval of a professional services agreement by the Stillaguamish Tribe’s Board of Directors. This Request for Proposals (RFP) seeks responses from both private law firms and public agencies.

The Tribe seeks Domestic Violence Civil Legal Aid Attorneys (“DV Attorney”) to provide full representation to domestic violence victims to seek a Domestic Violence Protection Order (“DVPO”) within the jurisdiction of the Stillaguamish Tribal Court. The DV Attorney will also provide full representation to a domestic violence victim who has petitioned the court for a DVPO in modifying parenting plans in the Stillaguamish Tribal Court. The DV Attorney will provide advice and counsel to domestic violence victims, including coordinating services for victims, and assisting pro se litigants in the selection and completion of proper forms, communicating victim rights, and outlining legal options for domestic violence victims.

The Legal services provided will include, but not be limited to, interviews of clients and potential witnesses, legal research, preparation and filing of pleadings, negotiations with the opposing party, and agencies as relevant, and court regarding possible dispositions, and preparation for and appearance at court proceedings.

The proposal should also provide for attendance at the Stillaguamish Tribal Court as necessary.

This position is a part-time independent contract position for an on-call attorney. Individuals and firms are both encouraged to apply.

ELIGIBILITY:

- Must be licensed to practice law in the Stillaguamish Tribal Court, or willing to become licensed upon being hired
- Must be licensed to practice law in the State of Washington
- Must be able to travel, to work independently, must have effective communication skills
- Experience working with domestic violence victims is preferred

INSTRUCTIONS TO PROPOSERS:

1. All proposals should be sent by email to:
Colleen Vollans, Court Administrator
cvollans@stillaguamish.com

Proposals may also be sent via mail to:
Colleen Vollans, Court Administrator
Stillaguamish Tribal Court
25525 Dahl Road
P.O. Box 3067
Arlington, WA 98223

2. All proposals must be received by 4:00 PM, Thursday, May 31, 2018.
3. Proposers should take note that a selection may be made by the Tribe based solely upon the written proposal submitted and should plan accordingly.
4. The attorney selected shall be notified and will be sent a proposed professional services agreement.
5. The Stillaguamish Board of Directors or their designee must approve and execute the professional services agreement prior to the firm or attorney engaging in services.
6. The anticipated start date is ASAP.

CONTENT OF PROPOSALS:

All proposals should include a primary proposal for domestic violence civil legal services. The proposals must include the following information:

1. The name of each and every individual attorney who is proposed to provide domestic violence civil legal services and his or her area of responsibility.
2. A resume for each and every attorney who will provide legal services, or supervise the provision of legal services by others, illustrating the attorney's specific experience in domestic violence related representation.
3. A list of all training that enables the applicant to provide sufficient support to a domestic violence victim (this may be on the resume).
4. For the purpose of this proposal, the expected number of new cases requiring attorney services is four (4) cases per year. The number of assigned clients and the resulting trials are dependent on the unique facts and circumstances of any particular case and time period.
5. Insurance. The proposer shall indicate what malpractice insurance is utilized by their firm. Proposers shall assure the Tribe that their malpractice coverage contains no exclusion for ineffective assistance of counsel. A copy of the malpractice coverage shall be provided at the signing of the contract.
6. Provide information in your proposal addressing the following:
 - a. Your experience in providing domestic violence civil legal services and contract performance;
 - b. How long has your firm been in existence? How many years has the firm practiced domestic violence civil legal services?
 - c. Has your firm handled domestic violence cases in tribal courts? Describe the type of cases in which you have represented such clients.

- d. How many attorneys currently employed by your firm would be involved in domestic violence civil legal representation under the proposal? Resumes and references must be provided for each attorney.
- e. How many staff employees does your firm employ? How many staff will be assigned to the domestic violence civil legal services agreement?
- f. Does any attorney or employee of the firm have or could reasonably be anticipated to have any conflict of interest with the Tribe? If so, how will that conflict be addressed?
- g. If your firm has previously provided or is providing contract services for a city, county, or Tribe, please provide any documented review of contract compliance under those contracts.
- h. Please note specifically any termination for cause of any public contract in whole or in part within the last ten years. Please note any corrective action required under any such public contract.
- i. Has any attorney proposed to provide services under your proposal been disciplined by the Washington State Bar Association, or any other mandatory bar association of any other state?
- j. Has any attorney employed by your firm been removed from a case because of a court finding of ineffective assistance of counsel?
- k. Has any attorney in your firm been monetarily sanctioned by a court for any reason? Please provide a summary of the sanction, including the court and date sanction was imposed.
- l. Has any attorney in your firm had an action for malpractice filed against the attorney in any courts? If so, what is the status or disposition of the filing?

PROPOSED DELIVERY OF SERVICES:

Please provide the following information or proposals:

1. Please describe your firm's general policy guidelines when addressing the needs of domestic violence victim clients.
2. How will you monitor the case load of attorneys providing domestic violence civil legal services?
3. Does your firm have any experience working with domestic violence victims, drug addicted individuals, the mentally ill, or other clients in need of social service referrals?
4. Please provide information regarding your firm's ability to report both monthly and annually regarding the assigned case load, the disposition of cases and the types of cases assigned.

SELECTION CRITERIA:

1. The selection of a domestic violence civil legal aid attorney will be based upon the ability of the proposer to best meet the needs of the Stillaguamish Tribe of Indians.
2. In its evaluation process, the Tribe will consider the completeness of the written proposals, the qualifications of the specific individuals proposed for assignment to act as a DV Attorney, the proposer's history of successfully fulfilling contracts of this type, experience in similar work, the proven or potential ability of the proposer to fully comply with all standards as well as the competitiveness of the fee structure proposed. Each proposal will be independently evaluated on these factors.

TERMS AND CONDITIONS:

1. The Tribe reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
2. The Tribe reserves the right to request clarification of information submitted and to request additional information from any proposer.
3. The Tribe reserves the right to award any contract to the next most qualified proposer, if the successful proposer does not execute a contract within thirty (30) days after the award of the proposal.
4. The Tribe shall not be responsible for any costs incurred by a firm in preparing, submitting, or presenting its response to the RFP.
5. Term: Domestic Violence civil legal services will commence upon execution of a contract for services for a term of one (1) year, so long as funding is available.
6. Screening: The DV Attorney will be expected to screen potential clients for conflicts as well as for eligibility for services based on criteria provided by the Stillaguamish Tribal Court Administrator.
7. Reporting: The DV civil legal aid attorney shall file monthly reports with the Tribe delineating each client who has been represented and justifying billable hours, in a format mutually agreed to by the parties. The format shall not include attorney/client privileged information. The court will indicate the cases filed and the disposition of any case as appropriate. The report shall be due on or before the tenth (10th) day of the month in which services were provided.
8. Associated Counsel: Any counsel associated with or employed by the DV Attorney shall have the authority to perform the services called for herein, and the DV Attorney may employ associated counsel to assist at the DV Attorney's expense. The DV Attorney and all associated counsel hired pursuant to this section shall be admitted to practice pursuant to the rules of the Stillaguamish Tribal Court. Sufficient counsel shall be provided to represent domestic violence victims during a vacation and illnesses.
9. Attorney Conflict: In the event the DV Attorney must withdraw from a case because of a conflict of interest, the DV Attorney shall alert the Stillaguamish Court Administrator prior to withdrawing representation.

10. Code Provided: The Tribe shall provide the DV Attorney with a copy of the domestic violence and domestic relations codes and any amendments thereto adopted during the term of this Agreement.
11. Assignment Prohibited: No assignment or transfer of the Agreement or any interest in the Agreement shall be made by the DV Attorney without the prior written consent of the Tribe.

SCOPE OF SERVICES:

1. General Description: Provide legal support, representation, advice and counsel, to victims of domestic violence. This position involves professional work in performing legal services within the Stillaguamish Tribal Court. The DV Attorney will communicate victim's rights/responsibilities under the law and outline legal options for desired outcomes. The DV Attorney will assist pro se litigants in the selection of proper forms and procedures for effectively accessing judicial services. The DV Attorney will also provide full representation, assisting domestic violence victims in obtaining protection orders and modifying parenting plans in association with a DVPO as necessary.
2. Standards for DV Attorney: The DV civil legal aid attorney shall at all times comply with the Rules of Professional Conduct (RPC) and all other applicable court rules as the same exist or are hereafter amended. The DV Attorney shall maintain the highest standards of conduct and behavior towards the court and all parties.
3. The DV Attorney will attempt to initiate contact with clients within twenty- four (24) hours of receiving a referral from the Court, or from being contacted by the client directly for services. The DV Attorney will provide the clients with contact information for availability during office hours. The DV Attorney will return client phone calls or other attempts to contact the DV Attorney within forty-eight (48) hours excluding weekends. The DV Attorney shall provide the Tribal court with contact information assuring twenty-four (24) hour a day access.
4. The DV Attorney shall attempt to make client interviews at the attorney's office or at some appropriate venue outside of the Tribal Court facility and prior to any court hearings.
5. The DV Attorney shall maintain an office and all other infrastructure including an adequate number of secretaries, word processing, paralegals and any and all other support services.

COMPENSATION:

1. The Stillaguamish Tribe of Indians is offering compensation \$75 per billable hour.
2. This is a grant funded position which will continue so long as grant funds are available.
3. This position is a contract part-time position.