

# REQUEST FOR PROPOSAL

Legal Department

TRIBAL ATTORNEY

NISQUALLY INDIAN TRIBE

Prepared By:  
Nisqually Indian Tribe  
Office of the Tribal Attorney  
4820 She-Nah-Num Drive S.E.  
Olympia, WA 98513



REQUEST FOR PROPOSAL  
RFP# 2018-LG003

DATE: August 20, 2018

The Nisqually Legal Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the services as Tribal Attorney with Nisqually Indian Tribe. Minority and disadvantaged contractors are encouraged to submit proposals.

**VIABLE CONTRACTORS:** To be awarded this project, CONTRACTOR of the winning bid must have a Juris Doctorate from an accredited law school and be admitted to practice law in Washington State. Failure to comply will result in bid rejection.

**SEALED PROPOSALS:** Interested applicants must deliver a **letter of interest, resume, three references, and writing sample**, to the following address either by hand, delivery service or U.S. Postal Service:

Nisqually Tribe Finance Department  
Attn: Jill Wall, Procurement Officer  
Financial Services - Contracts  
4820 She-Nah-Num Drive S.E.  
Olympia WA, 98513  
Phone: 360-456-5221

**CLOSING DATE FOR SUBMISSIONS SHALL BE September 26, 2018 at 4pm.**  
**Proposals received after this date will be considered late and ineligible for acceptance unless waived by the Procurement Officer.**

- Please mark the envelopes clearly with RFP Legal Depart., #2018-LG003
- Questions may be directed to Heidi Petersen, Tribal Attorney  
Phone: 360-456-5221, E-mail: [petersen.heidi@nisqually-nsn.gov](mailto:petersen.heidi@nisqually-nsn.gov)

**Definitions:**

<b>"Tribe"</b>	<b>is Nisqually Indian Tribe</b>
<b>"Bidder"</b>	<b>an individual or business submitting a bid to Nisqually Tribe</b>
<b>"Contractor"</b>	<b>one who contracts to perform services in accordance with a contract</b>

## **1. SCOPE OF SERVICES**

The Tribal Attorney will provide legal services for the Nisqually tribal government and its administrative departments. This is a contract position with generous benefits and in-house resources available to the Contractor.

### **DUTIES AND RESPONSIBILITIES:**

Duties include but are not limited to the following:

- Provide legal advice and assistance to Tribal Council, tribal law enforcement, tribal court, the Indian child welfare department, the tribal health clinic, and other administrative departments (social services, education, personnel, accounting, planning, etc.)
- Negotiate agreements with state and other local governments
- Attend Tribal Council meetings and perform other duties as requested by the Tribal Council

### **MINIMUM QUALIFICATIONS:**

- Juris doctorate from an accredited law school
- Admission to practice in Washington State
- Five years experience as practicing attorney
- Litigation experience

### **PREFERRED QUALIFICATIONS:**

- Working knowledge of Tribal law and Indian law in Washington State
- Experience in tribal, state and federal court
- Experience working in Native American communities

### **PHYSICAL REQUIREMENTS:**

The working conditions described herein are representative of those that must be met to successfully perform the essential duties of this contract. The contractor is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls. The contractor is occasionally required to walk, drive a motor vehicle and reach with hands and arms. The contractor must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet.

## **2. EVALUATION PROCESS**

Step 1: Proposals will be reviewed for compliance with the requirements listed above.

Step 2: Written proposals will be reviewed and evaluated.



Step 3: The top two to three individuals whose written proposals receive the highest scores will be interviewed by Nisqually Tribe interview committee.

Step 4: The Tribe will conduct reference checks for the finalist.

Step 5: Finalist will be notified in writing of selection. Contract will be executed by the selected individual and Nisqually Tribal Council.

**3. APPLICANTS MUST SUBMIT THE FOLLOWING:**

- Letter of interest
- Current resume
- Three references
- Writing sample
- Statement of individuals' Indian Preference qualifications, if applicable

**NATIVE AMERICAN PREFERENCE:**

The Nisqually Tribe's Native American preference in contracting policy will be used to select the winning bid. The Tribe wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. This includes Native American preference in employment and contracting.