



Request for Proposals (RFP) for Judicial Services

Close Date: November 29, 2019

Close Time: 3:00 pm/CST

Issued by:
Cheyenne and Arapaho Tribes
Concho, Oklahoma
October 30, 2019

Introduction

The Cheyenne and Arapaho Tribes invites proposals for interested parties to contract with the Tribes to provide judicial services by acting as an Associate Judge of the Cheyenne and Arapaho Trial Court in accordance with the Cheyenne and Arapaho Constitution and Tribal Law and Order Code.

Background

The Cheyenne and Arapaho Tribes wishes to enter into a contract with a licensed attorney to act as an Associate Judge of the Cheyenne and Arapaho Trial Court.

Scope of Work to be Performed

- Handle, preside over and adjudicate all criminal, civil, juvenile, and traffic cases and litigation as assigned by the Chief Judge or Chief Justice within the jurisdiction of the Cheyenne and Arapaho Court;
- Hear cases, make evidentiary rulings, review pleadings and issue final orders, judgments and decisions;
- Conduct legal research and issue memoranda of decision within the timelines established by tribal law;
- Prepare, issue, and/or submit reports, letters, memorandum and similar types of correspondence and communications with Court personnel, litigants, parties to cases, attorneys, legal counsel, and/or tribal administration;
- Issue orders, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the Court;
- Perform legal, judicial, and administrative duties associated with and in furtherance of the performance of the duties stated above;
- Provide administrative direction to court staff in connection with and in furtherance of the performance of the duties stated above;
- Create, adopt, develop, and implement appropriate policies, procedures and court forms as directed and/or authorized;
- Keep Court records and other records as may be required;
- Performs other duties that may be assigned;
- Participate in regular meetings as requested;
- Travel expenses incurred to and from the Cheyenne and Arapaho Tribal Court, in connection with the performance of duties as an Associate Judge, are not reimbursable

Qualifications and Experience

The selected candidate must meet the following minimum qualifications:

- Must be a graduate of an ABA accredited Law School;
- Must be a member in good standing of a State Bar Association, Oklahoma preferred;
- Have no less than five (5) years experience as a licensed Attorney;

- Experience and/or practice in the field of Indian law and demonstrated experience with the concepts of federal Indian law, tribal law and principles of tribal sovereignty and jurisdiction;
- Ability to solve legal matters, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and in furtherance of the performance of the duties and responsibilities;
- Must be competent to perform all the duties of the position; be of good moral character, be a person of high integrity, be emotionally stable and mature, be committed to equal justice under the law, be patient and courteous, and be capable of deliberation and decisiveness;
- Ability to read and analyze, interpret, and apply in written form the Tribal laws, and applicable State, County and Federal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals);
- Must not have been convicted of a felony or misdemeanor crimes involving dishonesty, moral turpitude, or ever been disbarred by any jurisdiction

Proposal Format and Content

1. Cover Page: Including the Request for Proposal title, due date, name, address, telephone number and email address for the submitting candidate.
2. Resume: Qualifications and Experience: This section will contain a description of the professional qualifications, experience and special expertise of the individual, with particular focus on the candidate's experience in tribal laws and ordinances and applicable State, County and Federal laws.
3. Past Record of Performance: Candidate should include the names and telephone numbers of three representative clients who can provide references regarding performance.
4. Conflict of Interest: The candidate must disclose any potential conflict of interest that might arise if they accept an award of contract with the Cheyenne and Arapaho Tribes.
5. Compensation & Billing: A lump sum price, with attached price page. Compensation to the candidate shall be based on:

a. Service Fees-Payment will be made by the Cheyenne and Arapaho Tribes for time spent by the Associate Judge in performance of the Contract. This includes but is not limited to daily and hourly fees.

b. Direct Expenses-Payment will be made by the Cheyenne and Arapaho Tribes of direct expenses actually incurred by the Associate Judge in performance of the Contract. Direct expenses vary, depending on the nature of the proposed contract. Some typical examples of direct expenses are long distance telephone calls, faxes, postage, printing, reproduction and specific travel.

General Conditions

The Cheyenne and Arapaho Tribes reserves the right to reject any or all proposals received in response to this request, to negotiate with any qualified party, or to cancel in whole or part of this RFP if it is in the best interest of the Cheyenne and Arapaho Tribes. In the event none of the proposals are satisfactory to the Cheyenne and Arapaho Tribes, no selection will be made. There is no expressed or implied obligation for the Cheyenne and Arapaho Tribes to reimburse responding parties for any expenses incurred in preparing submittals in response to the RFP.

Evaluation

The Cheyenne and Arapaho Tribes shall review the qualifications of the nominees, and will select nominees pursuant to Article VIII, Section 2 of the Cheyenne and Arapaho Constitution. In making a selection, the Cheyenne and Arapaho Tribes shall give preference to qualified candidates who:

1. Have more formal education and experience in the legal field, particularly to American Indian Law.
2. By a Legislative Public Hearing, have shown that they are familiar with the Constitution, Code and Common Laws of the Cheyenne and Arapaho Tribes.
3. Have demonstrated thorough, thoughtful, and properly adjudicated judicial decisions.

If the nominee for the Judicial Office is confirmed by the Cheyenne and Arapaho Legislature and approved by the Cheyenne and Arapaho Tribal Council, the nominee shall be sworn into office by a Supreme Court Justice.

Questions

Questions regarding this RFP may be addressed to Hershel Gorham - office: (405) 422-7506, fax: (405) 422-8286, e-mail: hgorham@cheyenneandarapaho-nsn.gov

Instructions for Submission of Proposals

Deadline: Proposals should be submitted by November 29, 2019 at 3:00 pm CST.

Proposals should be submitted via email in PDF format to Hershel Gorham at hgorham@cheyenneandarapaho-nsn.gov. Mailed proposals can be mailed to Office of Tribal Attorney, P.O. Box 155, Concho, Oklahoma 73022. Hand-delivered proposals can be dropped off in a sealed envelope in the Office of Tribal Attorney – Cheyenne and Arapaho Tribes, Complex/Administration Building, 100 Red Moon Circle, Concho, OK 73022.