

# **REQUEST FOR QUALIFICATIONS**

## **BACKGROUND**

First established in 1974, the Hoopa Valley Tribal Court located in Humboldt County, CA currently has jurisdiction to hear cases arising under the Hoopa Valley Tribal Constitution or statute. This does not include criminal cases since the Hoopa Valley Tribe is within a PL280 state. The tribe has over 67 statutes on a variety of subject matter. The court hears cases involving family law, child abuse and neglect, evictions, domestic violence restraining orders, juvenile delinquency, juvenile wellness court, traffic citations, and civil complaints for monetary damages.

## **SOLICITATION**

The Hoopa Valley Tribal Court is soliciting statements of qualifications from contractor(s) to respond to perform grant writing specifically for the Tribal Court.

The Tribal Court submits grant proposals to local, state and federal funding agencies to support programs associated with Judicial Services managed by the Court. Grants are utilized to determine unmet needs of people residing within the jurisdictional boundaries of the Hoopa Valley Tribe and Humboldt County through grant funded evaluation of existing infrastructure that provides services locally and regionally. Grant funding also assists in the assessment process that informs the Tribal Court's Strategic Planning and determination related to future grant proposals.

Ultimately, the Court's contracted grant writer will utilize the Strategic Plan to assist the Court in selecting responsive evidence-based programs to respond to the demonstrated need of the service area and identify and secure funding to support those programs. The contractor can expect to work with a diverse group of direct service providers. Organizational representatives will be present from tribally operated programs and Humboldt County social service programs and courts. Cultural competency and experience working within Indian Country is highly desired.

**The statement of qualification must be received no later than:**

December 27, 2019.

**Proposal may be sent to following:**

Falene Blake Lewis

Court Administrator

Hoopla Tribal Court

P.O. Box 1389

Hoopla, CA 95546

FaleneLewis@gmail.com

**Proposals must include:**

- a) Introduction of Contractor summarizing company's background, resources and relevant experience.
- b) Examples of past projects, preferable of a similar size and scope.
- c) References from at least three (3) past projects, preferably matching those projects used as examples in B above
- d) Proposed budget for the project. Budget should include a suggested work plan and a breakdown of fees for professional services, hours, and administrative services.
- e) Proposed schedule for the project, including project stages, milestones and payments.
- f) A list of personnel on the project team and any possible sub-contractors and sub-consultants, their professional experience/CV, and their roles.
- g) Identify the Project Leader as the main point of contact – name, title, phone and email address must be included.
- h) The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.