

# REQUEST FOR PROPOSAL

ENROLLMENT ATTORNEY

NISQUALLY INDIAN TRIBE

[Part-Time Contract Position]

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



REQUEST FOR PROPOSAL  
RFP# 2019-ENR-100

DATE: January 30, 2020

The Nisqually Legal Department on behalf of the Nisqually Tribal Council and Tribal Enrollment Committee is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals to provide legal advice on Enrollment and Membership issues to the Nisqually Tribal Council and Nisqually Tribal Enrollment Committee. This is a contract position. Monthly billable hours are not generally expected to exceed 20 hours per month. Minority and disadvantaged contractors are encouraged to submit proposals.

**VIABLE CONTRACTORS:** To be awarded this project, CONTRACTOR must have a Juris Doctorate from an accredited law school, be admitted to practice law in Washington State, have at least 5 years of experience as a practicing attorney, and demonstrated experience in both Federal Indian Law and Tribal Enrollment. Failure to comply will result in bid rejection.

**SEALED PROPOSALS:** Interested applicants must deliver a letter of interest, resume, and proposed hourly fee schedule 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 Friday, February 14, 2020.**  
**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# 2019- ENR-100"
- Questions may be directed to Nate Cushman, Tribal Attorney  
Phone: 360-456-5221, E-mail: [cushman.nate@nisqually-nsn.gov](mailto:cushman.nate@nisqually-nsn.gov)

**Definitions:** "Tribe" is Nisqually Indian Tribe  
"Bidder" an individual or business submitting a bid to Nisqually Tribe  
"Contractor" one who contracts to perform services in accordance with a contract

## **1. SCOPE OF SERVICES**

### **DUTIES AND RESPONSIBILITIES:**

Duties include but are not limited to the following:

- The Enrollment Attorney will provide legal services for the Nisqually Tribal Council and the Tribal Enrollment Committee. This is a contract position.
- Provide legal advice and assistance regarding enrollment and membership issues to the Nisqually Tribal Council and the Tribal Enrollment Committee
- Attend meetings telephonically and in-person at the Nisqually Tribal Administration Building
- Research and draft legal opinions and memoranda regarding enrollment and membership issues and perform other duties as requested

### **MINIMUM QUALIFICATIONS:**

- Juris doctorate from an accredited law school
- Admission to practice in Washington State
- Five years' experience as practicing attorney
- Demonstrated experience with Federal Indian Law and Tribal Enrollment matters

### **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
- Recent experience advising Federally Recognized Indian Tribes on enrollment matters including interpreting, drafting and revising Tribal Ordinances, Policies, and Constitutional membership criteria.

### **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
- Hourly fee schedule
- 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.