

REQUEST FOR PROPOSALS

For

Corporate Legal Services

For Echaga Corporation

OGLALA SIOUX TRIBE LEGAL DEPARTMENT

Attn: Jennifer Bear Eagle

P.O. Box 1204

Pine Ridge, SD 57770

JenniferBE@ostlegal.org

Release Date:

June 19, 2020

Proposal Must be Received No Later Than:

July 8, 2020 at 4:00 p.m. MST

SECTION I – GENERAL INFORMATION

REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the Echaga Corporation (“**Echaga**”) will accept Proposals for Corporate Legal Services through July 8, 2020 at **4:00 p.m. MST**. The right to withdraw will expire on this date and time. Late proposals will not be accepted. All Proposals shall be clearly identified as the “Proposal for Corporate Legal Services.” One original plus five (5) copies of the proposal must be mailed to the following address:

***Echaga Corporation
c/o OST Legal Department
P.O. Box 1204
Pine Ridge, SD 57770***

Echaga reserves the right to reject any or all Proposals, waive formalities, negotiate terms and conditions, and to select the Legal Counsel that best meets its needs.

During the evaluation process, Echaga reserves the right, where it may serve its best interest, to request additional information or clarifications, or to allow corrections of errors or omissions. At the discretion of Echaga, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Inquiries and clarifications should be directed to Jennifer Bear Eagle at **JenniferBE@ostlegal.org**.

Echaga Corporation is a legal corporate entity wholly-owned by the Oglala Sioux Tribe and is the economic and business development arm of the Oglala Sioux Tribe.

Indian Preference

Preference shall be given to qualified Indian enterprises and organizations. Any firm seeking Indian preference in this RFP must provide evidence it is not less than 51% Indian owned and controlled.

SCOPE OF WORK

- Echaga seeks an attorney or law firm to provide general legal counsel services with a focus on corporate counsel and economic development matters, including but not limited to the following:
 - Draft corporate documents as requested by the Board of Directors.
 - Assist with Board and Shareholder meetings.

- Assist with economic development opportunities – review proposals, draft documents, prepare presentations, etc.
 - Assist with SBA 8(a) government contracting opportunities.
 - Draft memoranda on proposed legislation, comment letters, and prepare testimony for congressional hearings.
 - Draft legal opinions.
 - Prepare documents for creating subsidiary entities, acquiring business entities, entering into joint ventures or other business relationships with outside entities.
 - Conduct due diligence pursuant to Tribal Council Ordinance(s).
 - Represent Echaga in court and administrative hearings.
 - Provide general legal advice.
- The successful attorney or firm will work with the Board of Directors and the corporate officers.

SECTION II- PROPOSAL REQUIREMENTS

REQUIRED CONTENTS OF PROPOSAL

A. Cover Letter (not to exceed one page).

B. Proposal:

1. Firm History and Experience
2. Qualifications
3. Expertise
4. Proposed Fee Schedule
5. Previous engagements with the Oglala Sioux Tribe and/or other tribes, including any wholly-owned Tribal corporations/business entities:
 - a. List of previous engagements and work performed.
 - b. Describe what lead to the end of the engagement.

C. Copies of the following items:

1. State Bar License and Certificate of Good Standing.
2. Business license for the Oglala Sioux Tribe **or** Oglala Sioux Tribal Court Bar License.
3. Federal debarment and suspension check.
4. Statement of compliance with Tribal, Federal, and State laws, including EO 11246 (“Equal Employment Opportunity”), as amended by EO 11375 and supplemented in 41 CFR, part 60.
5. Proof of Indian preference, if claimed.

SECTION III – PROPOSAL EVALUATION

PROPOSAL EVALUATION

A. Criteria

Echaga will evaluate proposals based on the needs of the corporation. The following criteria will be used in evaluating each of the proposals:

1. Compliance with specifications.
2. Cost.
3. Experience and Qualifications.

B. Review of Proposals

The Board of Directors will interview candidates and make a selection. Unless otherwise notified, the interviews will be via Zoom or another video-conferencing method. The Board will choose the proposal(s) that best fits the needs of Echaga Corporation and is not obligated to award the contract based on cost alone nor is to award only one contract.