

REQUEST FOR PROPOSAL (“RFP”) FOR LEGAL AID SERVICES FOR THE PUYALLUP TRIBE OF INDIANS

OVERVIEW

- I. Purpose
- II. Project goals and scope of services
- III. Qualifications and experience
- IV. Proposal submission
- V. Evaluation process
- VI. Selection criteria

I. PURPOSE

The Puyallup Tribe of Indians (“Tribe”) is issuing this Request for Proposals (“RFP”) in order to solicit competitive proposals for legal services from qualified attorneys and/or law firms to provide legal aid and representation to Puyallup Tribal members.

The successful candidate would enter into a one (1) year contract agreement administered by the Tribe and begin services late 2021 pending approval from general membership.

II. PROJECT GOALS AND SCOPE OF SERVICES

The project goals are to provide representation and appropriate advocacy to Puyallup Tribal members in instances where there is no representation and members are at risk of losing basic necessities or the stability of their own family situations. Additionally, it is the intention of Tribal Council to provide opportunities for members to provide avenues to address legal issues that may serve as barriers to success such as criminal or financial history. Successful candidate will be familiar with federal Indian Law, Puyallup Tribal Codes, and Puyallup tribal culture.

Representation may include those pertaining to:

- safety and stability including individual safety and family law issues
- basic necessities including housing or government benefits/services
- defense of non-criminal fisheries and hunting charges in Puyallup Tribal Court
- barrier reduction including advocacy in consumer protection, credit restoration, driving privileges, and expungements
- advocacy or assistance in fee to trust property or probate

III. QUALIFICATIONS AND EXPERIENCE

The ideal candidate will have the following qualifications and experience:

- Be a licensed attorney in good standing with the Washington State Bar Association, and able to be admitted to practice in the Puyallup Tribal Court
- Be familiar with Puyallup tribal codes, and Puyallup tribal culture
- Have experience working with tribal governments and/or tribal members, and knowledge of Federal Indian Law

- Be a person of good moral character, with no prior felony convictions in any jurisdiction
- Have the ability to work efficiently, effectively, and in a professional manner, with Tribal Court judges and staff, the Tribe's Legal Department, the Tribal Police, and the Puyallup Tribal Council
- Exercise good, independent judgment and common sense, and effectively carry out legal actions
- Possess and consistently demonstrate awareness of, and sensitivity to, the Tribe's culture, values, and interests, and take actions that are in the Tribe's best interests at all times.
- Maintain professional liability insurance in an amount acceptable to the Tribe

Enrolled members of the Puyallup Tribe of Indians and other federally recognized Indian tribes, and local attorneys, are especially encouraged to submit proposals.

IV. PROPOSAL SUBMISSION

A. Requested Information/Documents:

1. Name(s) of attorney who will be responsible for the performance of any work
2. Resume(s) of any of the above attorneys
3. Certification or proof of bar licensure in good standing for above attorneys
4. References (3 minimum)
5. Letter of Interest
6. Cost of proposal
7. Outline of experience and overall qualification
8. Identification of other tribal clients for whom the attorney or law firm currently provides services
9. Description of the services provided to tribal clients over the last five years, including examples of successful as well as unsuccessful results
10. Description of any potential conflicts of interest that might exist with respect to potential engagement by the Tribe
11. Description of any ethics proceedings, including the disposition, involving the attorney or any member of the law firm during the last five years

B. Cost of proposal: All proposals must clearly set forth a comprehensive fee structure. Applicants may propose a flat rate, an hourly rate, or a combination of the two. Please keep in mind that the proposed fees would apply for the contemplated one-year term of the contract. Any other expenses that an applicant intends to charge to the Tribe must be clearly set forth as well.

For consideration in drafting your proposal, non-criminal fisheries and hunting cases in Tribal Court are estimated to be approximately 45 to 55 cases per year. The other case types requested are new additions to services and may vary. Services to include at least one day a week for on-site office hours to assist tribal members. Space will be provided.

V. EVALUATION PROCESS

In evaluating responses to this Request for Proposal, the Tribe will take into consideration the experience, qualifications, capacity, organization, presentation, and content of proposal, and

costs that are being proposed by the applicant. The following Evaluation Criteria will be considered in reviewing submittals:

- A. Experience and qualifications: 35%
 - Length of time in practice
 - Depth of practice in tribal courts
 - Experience in multi-jurisdictional issues
 - Experience with tribal, state, or federal governments
- B. Organization, presentation, and content of proposal, capacity and suitability: 35%
 - Demonstrated competent practice in similar areas of law
 - Demonstrated cultural competence with tribal communities
 - Understanding of jurisdictional basis, challenges, needs and opportunities for legal representation of members
- C. Leadership Qualities: 15%
 - Experience or advocacy for issues of justice
 - Experience working within teams; organizations, or stakeholder/large groups
 - Experience in strategic planning, organizing and resource gathering
- D. Indian Preference: 15%

Proposals will be reviewed in accordance with the evaluation criteria set forth. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the applicant with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP. If negotiations with the selected applicant fails to produce a contract, the Tribe reserves the right to enter into negotiations with the next highest scoring proposal.

VI. SELECTION CRITERIA

Closing submission date. Proposals must be submitted no later than 5:00 PM Friday, July 9, 2021. Proposals may be emailed in PDF format to Lois.Boome@PuyallupTribe-nsn.gov with the subject line: Legal Aid Proposal.

The applicant is responsible for ensuring the proposal has been received by the deadline. All proposals received after the deadline will not be accepted or considered.

Inquiries concerning this RFP should be addressed to Lois.Boome@PuyallupTribe-nsn.gov

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the applicant and will not be reimbursed by the Tribe.

By issuing this RFP, the Tribe is not obligating itself to enter into any contract or hire a law firm to provide legal aid services to members of the Tribe; this RFP may be cancelled at any time without advance notices, and any and all received may be rejected.