



**Catawba Indian Nation
Rock Hill, South Carolina
REQUEST FOR PROPOSALS**

**Catawba Indian Nation Tribal Court Judge
December 6th, 2021.**

1. Introduction

The Catawba Indian Nation is seeking an individual Attorney to provide services as a Tribal Court Judge through this Request for Proposal (RFP). All Judges and Attorneys are invited to submit qualifications and proposals for the provision of these services.

2. Background

The Catawba Indian Nation is the only federally recognized Indian tribe in the state of South Carolina. The Catawba Indians have lived on their ancestral lands along the banks of the Catawba River dating back at least 6000 years. Before contact with the Europeans it is believed that the tribe inhabited most of the Piedmont area of South Carolina, North Carolina and the southern parts of Virginia. Our 1000-acre reservation is located on two non-contiguous parcels of land approximately eight miles east of Rock Hill, South Carolina, in the center of an area that once comprised Catawba territory.

In 1993, the Catawba's won its fight for federal recognition with the passage of the Catawba Land Claims Settlement Act. The Act not only restored the Federal Trust relationship between the Catawba Nation and the Federal Government but also marked the path for self-governance.

We provide services for approximately 3,000 plus enrolled tribal members in the areas of housing, social services, public works, medical and dental care, economic development, childcare, senior program, cultural preservation and transit.

The Catawba Indian Nation Department of Justice currently includes the Victim Services and Tribal Courts Departments. As we prepare for the future growth of the Department of Justice, we recognize that we need to ensure that a functioning judiciary by contracting for a Tribal Court Judge to oversee the newly opened Catawba Healing to Wellness Court. This program functions much like a traditional drug court, but with a focus on traditional forms of restorative justice.

3. Scope of Work

The focus of the Catawba Healing to Wellness Court is to provide substance abuse treatment, supervision and drug testing services to Catawba Citizens and members of other federally recognized tribes. Treatment Services will align with NADCP Adult Drug Court Best Practice Standards, the ASAM criteria and Catawba Healing to Wellness Court Policy and Procedure Manual. Substance abuse treatment services shall be evidence-based and include: screening and assessment; individual therapy, group

counseling; individual treatment plans; drug screening and testing; family intervention services; case management service plans; court liaison services; surveillance and aftercare services. Attendance and progress reports will be provided to the Tribal Court judge on a twice monthly basis, or more often as needed, by services providers and staff.

Task and Activities will include:

The duties include all normal duties of a drug court judge acting in that capacity for infractions and code enforcement cases. The Catawba Nation intends holds court twice a month on first and third Thursdays of the month, and will be proceeded by a meeting between all service providers and staff to make recommendations. Court will be held in a professional manner according to standards observed by the NADCP. The Judge shall maintain all education requirements for the position and comply with all the reporting requirements. The judge may review and make recommendations regarding court programs, court fines, court charges, and court procedures. The judge will help keep the court staff apprised of changes in laws and procedures.

4. Contents of Proposal

If interested, please submit not less than three copies of a proposal in response to this RFP. The proposal should include the following information:

1. Provide a brief description of your professional experience and qualifications including:
 - a. Education
 - b. Employment
 - c. Offices held
 - d. Professional organizations
 - e. State Bar admissions
 - f. Resume
2. Identify any experience with tribal law.
3. Describe your capability in providing services as Tribal Court Judge.
4. Provide a brief description of your judicial philosophy.
5. Provide a brief description of various projects that you would anticipate initiating (if any) for the Court.
6. Provide a brief description of your philosophy as to the administration of the fines for first and repeat offenders.
7. Provide any other information or comments, which you believe are relevant and will assist the Catawba Nation in making its selection: a. Additional questions concerning judicial philosophy, programs, and duties may be asked at an interview after initial reviews. Additional information may be requested in order to conduct a background check.
8. Proposed compensation rate.
9. Provide A minimum of three (3) professional references, with addresses and phone numbers.

5. Submission

Please deliver three copies of the proposal by **5:00 pm, December 24, 2021**, to:

Catawba Indian Nation
Attn: Meredith Hungate
996 Avenue of the Nations
Rock Hill, SC 29730

6. Evaluation

The Catawba Indian Nation will review all submitted proposals. The criteria by which a Cultural Curriculum Developer will be chosen include the following:

- a. Quality of experience;

- b. Technical capabilities to perform the project;
- c. Qualifications of key personnel;
- d. Approach to the project as described in the proposal;
- e. Previous performance in the area;
- f. Cost; and
- g. Schedule.

Depending on the proposals received, the Catawba Indian Nation may determine that interviews with the top ranked firms or individuals are necessary. In the event interviews are not necessary, firms and individuals will be ranked and the Catawba Indian Nation will initiate contract negotiations with the highest ranked firm or individual.

7. Schedule

It is anticipated that the project will commence on or about January 10, 2022.

RFP Schedule is as follows:

Request for Proposals Posted	Monday, December 13, 2021
Proposals Due	Friday, December 24, 2021
Interviews & Selection	Last Week of December 2021
Consultant Begins	January 2022

8. Additional Provisions

The Catawba Indian Nation reserves the right to reject any or all proposals, waive technicalities and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. The Catawba Indian Nation also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top ranked firm.

9. Additional Information

Additional information about the Catawba Indian Nation can be found on our website, www.catawba.com. Questions regarding this Request for Proposals may be directed to Meredith Hungate, Director of Justice Services, at (803) 366-4792 or meredith.hungate@catawba.com.