

Request for Proposal Quileute Tribal Public Defender

The Quileute Tribe (Tribe), a federally recognized Indian Tribe located in La Push, Washington, requests bids to provide Public Defender services appointed by the court as needed, is responsible for representing tribal members and other Native Americans coming under the jurisdiction of the tribal court charged with violations of the criminal code in cases before the court.

The Public Defender also represents individuals in dependency/ICW matters, Parents and/ or Guardians in dependency proceedings in Quileute Family Court. These duties are preformed from initiation of the case through exhaustion of all appeals. Court is held three times a month, the first, second, and fourth Tuesday of each month. Additional court proceedings do take place outside of our 3 court docket days per month. Court proceedings may be virtual.

The Public Defender shall hold a JD from an ABA approved Law School and be a member of the bar of Washington.

Bids are sought from private attorneys, law firms and not-for-profit entities.

The Tribe will pay the Public Defender for representational services, including lawyer services, sentencing advocacy, and legal services including, but not limited to, interviews of clients and potential witnesses, legal research, preparation and filing of pleadings, negotiations with the prosecutor regarding possible dispositions, and preparation for and appearance at court proceedings.

II. INSTRUCTIONS TO BIDDERS

- A. Bids may be mailed or emailed to:
William Gilbertson, Interim Court Administrator
Quileute Tribal Court
PO Box 69
La Push, WA 98350
court.administrator@quileutetribe.com
- B. All bids must be received with the original application, at which time they will be reviewed.
- C. Bids should be prepared simply and economically, providing a straightforward, concise description of the provider's capability to satisfy the requirements of the request.
- D. The Tribe will attempt to schedule interviews if desired, however, a selection may be made by the Tribe based on the written proposals submitted.
- E. The attorney selected will be promptly notified. The Tribe must ratify a contract with the selected attorney as appropriate.
- F. The anticipated start date is tbd.
- G. All proposals must include the following information:
 - 1. A resume illustrating the attorney's specific experience in criminal defense, including any experience practicing in tribal courts.



2. A description of the means by which the attorney providing legal services may be reached by defendants after normal office hours.
3. Types of insurance and level of insurance coverage maintained by the attorney.
4. Specific training the attorney has received which would be relevant to the practice of criminal law and public defense in tribal courts.
5. State and/or tribal bar membership.

III. REQUIREMENTS OF THE POSITION

- A. The Public Defender shall attempt to initiate contact with assigned clients within twenty-four (24) hours of assignment. The Public Defender shall provide his/her clients with contact information for availability during office hours. The Public Defender shall return client phone calls or other attempts to contact the Public Defender within forty-eight (48) hours, excluding weekends.
- B. The Public Defender shall commit to reviewing each case prior to any scheduled court appearance and discuss the case with each client.
- C. The Public Defender shall attend and participate in bail review hearings, arraignments, in-custody hearings, pre-trial hearings, trials, and sentencing hearings as well as post-adjudication hearings. Virtual/Telephonic appearances for some hearings may be allowed upon motion to the Tribal Court.
- D. A majority of the hearings will be conducted virtually through zoom; however you may be required to appear in-person as directed by our presiding Judge.
- E. Comply with all Quileute Tribal Court Rules, Laws, Code of Ethics, and Policies and Procedures.

IV. COMPENSATION

Please Note: The selection of a Public Defender will be based on qualification and value, not the lowest proposed fee structure.

- A. All bidders must present a detailed proposed fee schedule on a price-per-case basis, noting any variations for non-routine services.
- B. Payment by the Tribe for services will only be made after the services have been performed (judgment and sentence or dismissal).
- C. An itemized billing statement shall be submitted each month. Payment shall be made on a monthly basis in accordance with the Tribe's accounts payable procedures.

