



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

**Catawba Indian Nation Tribal Court Bailiff  
March 11, 2022.**

**1. Introduction**

The Catawba Indian Nation is seeking an individual to provide Bailiff/Security services through this Request for Proposal (RFP). All individuals and businesses 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 bailiff for 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:*

To ensure the safety of Court employees, Tribal employees and the public, the Court requires one (1) part-time Bailiff (approximately 10 hours per week), to screen the public as they enter the Court, be present inside the courtroom during scheduled court hearings, and to observe mandatory drug-screens for certain participants.

- A. Screening the public (attorneys, defendants, etc.) at the front door to ensure that they do not have weapons which could be used to harm the employees, public or themselves while in the court area.
- B. Respond as necessary to remove the public or others if they are in unauthorized areas or are causing a disturbance to the public or employees of the Court and the Tribe.
- C. Supervise the loading/unloading and security of prisoners transported to and from Court.
- D. Stand watch in open court and assist as deemed necessary by the In-Court Clerk and sitting Judge.
- E. Ensure the security of the In-Court Clerk, sitting Judge, attorneys, public and defendants as necessary during open court.
- F. Serve Protective Orders and other relevant court paperwork to defendants/attorneys at the Judge's instruction.

#### **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. Resume
- 2. Identify any experience with tribal law.
- 3. Describe your capability in providing services as Bailiff. .
- 4. Provide a brief description of various projects that you would anticipate initiating (if any) for the Court.
- 5. 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.
- 6. Proposed compensation rate.
- 7. 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, March 25, 2022**, to:  
Catawba Indian Nation

Attn: Meredith Jolin  
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 Bailiff 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 April.

*RFP Schedule is as follows:*

Request for Proposals Posted	Friday, March 11, 2022
Proposals Due	Friday, March 25, 2022
Interviews & Selection	First Week of April 2022
Consultant Begins	April 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](http://www.catawba.com). Questions regarding this Request for Proposals may be directed to Meredith Jolin, Director of Justice Services, at (803) 366-4792 or [meredith.jolin@catawba.com](mailto:meredith.jolin@catawba.com).