

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

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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 Tribe is expanding its Legal Aid Program and seeking two (2) successful candidates to enter into a one (1) year contract agreement (either part-time or full-time) administered by the Tribe and begin services as early as August 2023.

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 government benefits or services. 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 become 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
- guardianship, orders of protection, representation of minors in dependency
- property law disputes, landlord tenant issues
- economic stability 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, 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 a state bar association, and able to be admitted to practice in the Puyallup Tribal Court, Pierce, King, and Thurston County

Courts, and Western Washington Federal Courts (Bankruptcy court is a plus, but not required)

- 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
- 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 furthering the Tribe's best interests
- 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. Outline of experience and overall qualification
7. Identification of other Tribes for whom the attorney or law firm currently provides services
8. Description of the services provided to other Tribes over the last five years, including examples of successful as well as unsuccessful results
9. Description of any potential conflicts of interest that might exist with respect to potential engagement by the Tribe
10. Description of any ethics proceedings, including the disposition, involving the attorney or any member of the law firm during the last five years

Cost of proposal: Each awarded annual contract shall be paid either at a part-time rate of \$5,000 a month or full-time annual rate of \$11,667 a month. Part-time services to include at least one day a week for on-site office hours to assist tribal members. Full-time services are negotiable and on-site office hours are divided amongst other contracted attorneys. Space will be provided.

Any additional expenses that an applicant intends to charge to the Tribe in proposal must be clearly defined in proposal.

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. Content of proposal, organization, presentation, 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 stakeholders/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 in a timely manner and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. 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 in PDF format no later than 5:00 PM Tuesday, October 31, 2023, 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. The Tribe reserves the right to close if the position is filled but will keep proposals on file.

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.

This RFP may be closed at any time before the deadline without advance notice if the Tribe finds the right candidates.