

REQUEST FOR QUALIFICATIONS (RFQ)

Code Writer for the Makah Law and Order Code

Makah Tribal Court

Makah Tribal Court
141 Resort Dr/ Po Box 115
Neah Bay, WA 98357

RFQ Title

Request for Qualifications: Code Writer for the Makah Law and Order Code

Issue Date

March 23, 2026

Submission Deadline

April 8, 2026 @ 4:00pm

I. Introduction

The Makah Tribe is seeking Statements of Qualifications from experienced legal professionals to serve as a **Code Writer** for the review, drafting, revision, and modernization of the **Makah Law and Order Code**. The selected individual or firm will work closely with tribal leadership, legal counsel, and relevant departments to ensure the Code reflects tribal sovereignty, values, customs, and current legal standards.

II. Project Overview and Objectives

The purpose of this project is to:

- Review existing provisions of the Makah Law and Order Code
- Draft new or revised code sections as directed by the Tribe
- Ensure internal consistency, clarity, and enforceability
- Align the Code with tribal policy decisions, federal law, and applicable case law
- Incorporate culturally appropriate language and tribal priorities
- Support the Tribe's exercise of inherent sovereignty and self-governance

III. Scope of Services

Services may include, but are not limited to:

- Comprehensive review of the current Makah Law and Order Code
- Legal research related to tribal, federal, and relevant state law
- Drafting amendments, repeals, or new titles/chapters
- Providing written explanations or summaries of proposed changes
- Participating in meetings, workshops with tribal officials
- Revising drafts based on feedback from the Justice Team and Makah Tribal Council
- Assisting with adoption-ready formatting and codification standards

IV. Minimum Qualifications

Respondents should demonstrate:

- Juris Doctor (J.D.) or equivalent legal training, or substantial demonstrated experience in tribal code drafting
- Experience drafting or revising tribal codes, ordinances, or regulations
- Strong knowledge of federal Indian law and tribal sovereignty
- Ability to work respectfully and effectively with tribal governments
- Excellent legal writing and organizational skills

V. Preferred Qualifications

Preference may be given to respondents with:

- Prior experience drafting Law and Order Codes or Ordinances
- Experience working with Pacific Northwest tribes
- Knowledge of tribal court systems and justice procedures
- Experience incorporating customary law or tribal values into written codes

VI. Submission Requirements

Statements of Qualifications shall include:

1. **Cover Letter**
 - Briefly describing the respondent's interest and availability

2. **Qualifications and Experience**

- Description of relevant experience, including similar projects
- Résumé(s) of key personnel

3. **Work Samples**

- Examples of tribal codes or legal drafting work (redacted if necessary)

4. **Approach and Methods**

- General description of how the respondent would approach this project

5. **References**

- At least three professional references with contact information

6. **Fee Structure**

- Hourly rates or proposed fee structure (no total cost required at this stage unless requested)

VII. Evaluation Criteria

Qualifications will be evaluated based on:

- Relevant experience and expertise
- Demonstrated understanding of tribal law and sovereignty
- Quality and clarity of prior work
- Ability to meet the Tribe's needs and timelines
- References

The Makah Tribe may invite selected respondents to interviews or request additional information.

VIII. Reservation of Rights

The Makah Tribe reserves the right to:

- Reject any or all submissions
- Request clarification or additional information
- Modify or cancel this RFQ at any time
- Select one or more respondents for further negotiation

Submission of qualifications does not obligate the Tribe to award a contract.

IX. Submission Instructions

Statements of Qualifications must be received by:

Date and Time: April 8, 2026 @ 4:00pm

Submission Method: lulu.venske@makah.com / Po Box 115

Contact Person: Desiree Irving, Court Administrator

Email / Phone: desiree.irving@makah.com / 360-645-3301