



SOUTHERN UTE INDIAN TRIBE

REQUEST FOR CONTRACT PROPOSALS

for

SOCIAL SERVICES ATTORNEY

Requested By:

The Legal Department of the Southern Ute Indian Tribe

**Proposals due no later than
5:00 P.M. September 28, 2026**

Submit Proposals to:

Feather Astor
Legal Assistant
Legal Department
Southern Ute Indian Tribe
P.O. Box 737
116 Mouache Dr.
Ignacio, CO 81137
fastor@southernute-nsn.gov

SUMMARY

This Request for Contract Proposals seeks attorneys or law firms willing and able to provide legal advice and assistance to the Southern Ute Indian Tribe's Social Services Division ("Division") in matters related to child protective services and elder and at-risk adult protection. It is anticipated that performance of the contract responsibilities will require an average of 55 hours per month, although it may vary. The attorney filling this role would do so through an independent contractor agreement administered by the Tribe's Legal Department.

The attorney should be able to respond to emergencies on a 24-hour on-call basis. Because the attorney is an independent contractor, the Tribe does not direct or control the attorney in the performance of the responsibilities, but the expectation is that the attorney be reasonably responsive to the Division. Generally that means the attorney would check their tribal email account at least once per day Monday through Friday and respond to emails promptly. A 24-hour turnaround would be ideal for non-emergent emails from the Division requesting advice or guidance.

SCOPE OF WORK

1. Represent and advise the Division, including, but not limited to, filing petitions under the Tribe's Children's Code and Protective Custody Code, and advising on placements and emergency removals.
2. Attend weekly clinical meetings or other regular case review meetings with Division if requested.
3. Prepare cases and appear in Tribal Court to represent the Tribe in dependency and neglect, children in need of supervision, and adult protection cases.
4. Make decisions on legal filings and legal positions on cases presented by the Division of Social Services, and disposition of cases.
5. Represent the Tribe in involuntary commitments of people due to substance abuse, mental health treatment, and when they are a danger to themselves or others in accordance with the Tribal Code.
6. Participate in Family Treatment Court for the Division's cases that are pending before that court. This includes attending regular meetings, which, depending on the number of cases and where each case is in the process, range from once per week to once every three weeks.
7. Provide legal advice and assistance to the Tribal Services Department Director, Tribal Social Services Division Head and staff as needed.
8. Work collaboratively with the Division staff on matters related to child protection and elder/at-risk adult protective services.
9. Secure information and contacts, and interview witnesses and respondents.
10. When requested by the Tribe, and as attorney's time allows, assists with reviewing Division policies and procedures and Tribal codes relevant to attorney's work.
11. Exchange information with law enforcement, probation, behavioral health, and other divisions and organizations on a regular basis.
12. Coordinate with the Legal Department Director and Deputy Director on decisions related to strategy, legal positions, and matters impacting tribal sovereignty.
13. Establish and maintain effective working relationships with Tribal Officials, Tribal Court Judges, Tribal staff, Tribal members, other attorneys representing the Tribe, and the public.

14. Communicate procedures to all parties involved in hearings or other court proceedings.
15. Respond to emergencies on a 24-hour on-call basis.
16. Attend meetings and trainings as requested.
17. Provide a bi-weekly status report to the Legal Department Director or Deputy Director on all matters.
18. Work with the Tribal Services Department Director and Tribal Social Services Division Head to identify a mutually agreeable time each week to hold office hours at the Tribal Services Department if requested.
19. Attend conferences or trainings if requested by the Tribe and attorney's time allows.

REQUIRED MINIMUM QUALIFICATIONS

All attorneys working under the contract must:

1. Have a law degree from an American Bar Association accredited law school;
2. Be licensed to practice law in one or more state jurisdictions;
3. Be in good standing in the jurisdictions in which he or she is admitted to practice law;
4. Be admitted or eligible to practice in the Southern Ute Tribal Court;
5. Have demonstrated experience as a lawyer or advocate involved in juvenile court, child protection, dependency and neglect, children in need of supervision, or similar social services-related practice;
6. Have trial experience;
7. Have an understanding of legal reference resources and research techniques used to prepare and present an effective case in court proceedings;
8. Be able to respond to emergency situations on a 24-hour on-call basis;
9. Have a demonstrated record of reliability and professionalism;
10. Have an ability to work in a team environment.

Preferred Qualification:

1. Have knowledge of Federal Indian Law, including tribal court jurisdiction.

TERO REQUIREMENTS & NATIVE AMERICAN PREFERENCE

The Southern Ute Indian Tribe has adopted a Tribal Employment Rights Ordinance (TERO) Code, which is expected to be observed by all businesses operating on the Southern Ute Indian Reservation. This Request is an unrestricted solicitation, with Indian preference given to qualified individual Indian attorneys and Indian Owned Businesses. Firms responding to this Request desiring Native American preference for selection **must be certified through the Southern Ute Indian Tribe's TERO Office as an Indian-Owned Business.**

For more information contact:

Laura Sanchez, Division Head
Southern Ute Indian Tribe TERO Office
lsanchez@southernute-nsn.gov
(970) 563-2291