Department of Natural Resources
39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe

Orleans Medical Clinic
39051 Highway 96
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals
16-RFP-011

For More Information: April E. Attebury, Judicial Administrator (530) 841-3143 Ext: 2
Proposal Deadline: Monday, February 15th, 2016 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for inclusion in the Karuk Tribal Court Pool of Judges.

The Judge Pro-Tem presides on motions and requests of the parties; schedules and presides over conferences, evidentiary hearings and bench trials; conducts necessary legal or factual research and renders legal opinions.

The majority of all work shall be performed, completed, and managed at the Karuk Tribe Tribal Offices. However, successful candidates will also be available in emergency situations for the issuance of warrants and emergency orders.

Scope of Services:
In performing and accomplishing the scope of services, all work shall be conducted in accordance with the procedures outlined in the Karuk Tribe Judicial Ordinances, Codes and Rules of Court. The specific elements include but are by no means limited to:
a. *Ruling on motions and requests of the parties to the proceeding.*
b. *Presiding over conferences, oral arguments, and evidentiary hearings and trials.*
c. *Rendering interim and final decisions. Final decisions shall include a history of the proceeding, any procedural or substantive rulings, a summary of the testimony and other evidence, a summary of arguments contained in the briefs, citations to the record, and findings of fact and conclusion of law. Decisions shall be rendered within thirty days after the conclusion of the hearing or receipt of the last post- hearing brief.*
d. *Any orders required to be issued in a proceeding shall be produced from the Contractor using the Tribe's facilities and equipment. The orders shall be electronic utilizing the Tribe's computer word processing software and in proper format. The Contractor shall provide the original order to the Court Clerk.*
e. *Legal or factual research necessary to competently prepare for or perform the Contractor's duties.*
f. *Assistance with updating Judicial Rules, Ordinances and Codes.*
g. *Any other tasks required by a Judge Pro Tem*

Successful applicants will meet the following Mini qualifications:
a.   Must be at least 30 years of age
b.   Have a minimum of 8 years' experience practicing law (which may include service on a tribal, federal or state court bench);
c.   Have a demonstrable knowledge of Indian, Federal and California law; and have demonstrable knowledge and experience with Tribal Courts, specifically in the areas of evictions/unlawful detainers, mortgage and foreclosures, family law, and child welfare.
d.   Be familiar with the Constitution and the laws of the Karuk Tribe;

e. Not have been convicted by a federal, state or tribal court of an act involving moral turpitude, elder abuse or child abuse.

f. Possess a valid drivers' license and be insurable by the Tribe;

Responses to this Request for Proposals should include the following:

1) A resume and statement of qualifications, including relevant project history.
2) Provide a detailed and precise discussion, including examples and/or documentation, of meeting each Minimum Requirement outlined in this RFP.
3) A proposed approach and rational for completion of the contract tasks described, including descriptions of similar work previously completed and the results/benefits achieved.
4) A lump sum price, with attached price page. Compensation to the contractor shall be based on:
   a. Service Fees-Payment will be made by the Karuk Tribe for time spent by the Judge Pro Tem in performance of the Contract. This includes but is not limited to daily and hourly fees and/or rates for individuals as identified in the Contractor's proposal.
   b. Direct Expenses-Payment will be made by the Karuk Tribe of direct expenses actually incurred by the Contractor in performance of the Contract. Direct expenses vary, depending on the nature of the proposed contract. Some typical examples of direct expenses are long distance telephone calls, faxes, postage, printing, reproduction and specific travel.

All proposers must also include a list of at least three professional references that may be contacted by the Tribe. It is preferred that the references include clients for whom similar work has been done within the past two year period. References shall include a complete address, contact name and telephone number.

Responses must be hand, mail, or email delivered by Monday, February 15th, 2016 no later than 5:00 p.m. (Pacific Standard Time) to:

Emma Lee Perez, Contract Compliance Specialist
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will not be accepted
Emails will be accepted at: emmaleeperez@karuk.us

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

All contracts that exceed $2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of $2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.