

Request for Proposals
16-RFP-007

For More Information: April E. Attebury, Judicial Administrator 1-800-505-2785 Ext: 6503
Proposal Deadline: Monday, November 23, 2015 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Judicial System is requesting proposals with breakout charges for service to professionally provide Legal Consultant services for the Karuk Judicial System and Programs approximately 8 to 16 hours per week. The Legal Consultant will be required to be on site for Court days and primarily responsible for providing legal assistance and representation to eligible victims' of crime and teen wellness court consumers on a range of matters relevant to Alcohol and Other Drug Abuse, Domestic Violence, Teen Dating Violence, Stalking, Sexual Abuse, Custody, Dependency, Delinquency and Truancy in either Tribal Court or State Court Forum.

The Selected Individual or Firm Will Be Responsible To:

- 1.) Advise Judicial Administrator and Staff regarding legal issues affecting eligible victims and or wellness court users served in either the State Court or Tribal Court Forum.
- 2.) Perform legal research including extensive analysis of legal points.
- 3.) Drafts appropriate ordinances and policies that assist in the implementation of the Judicial System and Program Goals and Objectives.
- 4.) Provides opinions on drafts, documents, and policies, and attends meetings concerning judicial and program matters.
- 5.) Provide legal assistance to court users and victims with legal issues that are caused by the abuse that they have suffered.
- 6.) Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of a case.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant history working with tribal populations, governments, and courts. Be specific as necessary, such as number of years' experience, degree or certification, etc.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A proposed price page of lump sum day and/or hourly rate, traveling rate and any other charges anticipated in delivery of tasks listed above.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by November 23, 2015 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.