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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**

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

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**Request for Qualifications****16-RFQ-008**

**For More Information:** Fatima Abbas, 530-643-1873, fabbas@karuk.us

**Proposal Deadline:** September 20<sup>th</sup>, 2016 no later than 5 PM PST.

The Karuk Tribe, Office of General Counsel, requests a statement of qualifications for professional legal services as an Attorney Consultant or Law Clerk for 120 hours/per month for 12 months for the Scope of Work that is listed below.

Questions relating directly to the RFQ process are to be directed, in writing, by email to Fatima Abbas, General Counsel, at fabbas@karuk.us.

All email correspondence shall reference “RFQ- Legal Services” in the subject line.

**A. Scope of Work**

1. Provide opinions and perform legal research on issues related to natural resource, cultural resource, health, intellectual property, commercial, housing, employment, and federal Indian law.
2. Provide opinions and perform legal research on subjects related to economic development and the improvement of tribal self-governance.
3. Drafts appropriate ordinances and policies that assist in the implementation of the Tribe's self-governance objective and assist in the revision and codification of existing laws.
4. Provide legal advice, counsel and assistance to the Tribal Council and departments in relation to their duties and the operation of the Tribe and its programs, projects and services.
5. Negotiate and draft agreements.
6. Prepares legal briefs, develop strategy, arguments and testimony in preparation for presentation of a case.
7. Represent the Tribe and its entities in court and administrative hearings as assigned.

## **B. Requirements**

1. Juris Doctorate degree from an accredited law school.
2. Three years of experience in the legal profession within the field of federal Indian law as:
  - a. a licensed attorney; or
  - b. judicial clerk, legal fellow, or professor.
3. Excellent written and oral skills.
4. Consultants submitting proposals to the RFQ must not have been suspended, proposed for debarment, declared ineligible or voluntarily excluded from or otherwise prohibited from providing legal services by any federal, state, local or tribal agency.
5. The Consultant must certify that there are no conflicts of interest which would prevent it from representing the Karuk Tribe.

## **C. Responses to this Request for Qualifications shall include the following:**

1. A resume;
2. A statement of qualifications detailing applicant's experience and knowledge for the above Scope of Work;
3. Two legal writing samples (ex: memoranda; publications; filings, etc.)
4. A proposed flat fee structure for legal services totaling 120 hours/per month for 12 months.
5. Three references. References should be licensed attorneys and their names and contact information should be provided.

**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.**