

**Request for Proposal for Legal Services
for the Period
September 1, 2020 to December 31, 2020**

I. GENERAL INFORMATION

A. Purpose. This request for proposal (RFP) is to contract for legal services to be provided as a victim advocate attorney for the Tulalip Tribal Victims Set-Aside program for the calendar year of 2020, administered by the Tulalip Tribes Office of Reservation Attorney.

B. Who May Respond. Attorneys who are currently licensed to practice law in Washington State and maintain an office in the greater Seattle-Everett area, or law firms including such attorneys, may respond to this RFP. Attorney must be member of the Tulalip Tribal Bar or able to pass the Tulalip Bar exam within 30 days of the start date.

C. Instructions on Proposal Submission.

1. Closing Submission Date. Proposals must be submitted no later than 4:30pm on September, 18, 2020.

2. Inquiries. Inquiries concerning this RFP should be mailed to:

Jaci McCormack
Victim Services Coordinator
Tulalip Tribes ORA
6332 31th St. NE #B
Tulalip WA 98271

Or emailed to:

Jaci McCormack
jmccormack@tulaliptribes-nsn.gov

3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Tulalip Tribes Office of Reservation Attorney, (hereinafter referred to as ORA.)

4. Instructions to Prospective Contractors. If submitting by U.S. mail or delivery service, your proposal should be address as follows:

Jaci McCormack
Victim Services Coordinator
Tulalip Tribes ORA
6332 31th St. NE #B
Tulalip WA 98271

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
[Time} [Date]
SEALED PROPOSAL for Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by ORA, by the date and time specified above. Late proposals will not be considered.

If submitting by email, your proposal should be submitted to:

Jaci McCormack
jmccormack@tulaliptribes-nsn.gov

5. Right to Reject. ORA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses. Efforts will be made by ORA to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small Business" as established by the Small Business Administration (13 C.F.R. §121.201).

7. Notification of Award. It is expected that a decision selecting the successful attorney will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful attorney, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be for the remaining calendar year of 2020, ending December 31, 2020.

D. Description of Entity. Tulalip Tribes ORA is the legal division of the Tulalip Tribes, a federally recognized sovereign Tribal government.

The mission of the Tulalip Tribes is “Together we create a healthy and culturally vibrant community.” This includes the development and implementation of numerous victim services programs for tribal members through the Tulalip Tribal Court.

The Tulalip Tribes has developed the Tribal Victims Set-Aside Program to assist crime victims residing on the Tulalip Reservation and to provide culturally sensitive resources to address their needs resulting from their victimization.

II. SCOPE OF SERVICES

The Offeror shall be readily available to perform the following legal services, as requested by the Victim Services Coordinator, as a victim advocate attorney:

1. Represent victims of crime in civil legal proceedings, including Snohomish County and Tulalip Tribal Court proceedings, including but not limited to obtaining protection orders, anti-harassment orders, filing small claims or tort actions;
2. Manage and maintain case files according to office systems and follow general office procedures;
3. Work with tribal agencies/programs to strengthen client cases;
4. Prepare written reports regarding cases and the case results;
5. Respond in a timely manner to comply with court orders;
6. Provide case monitoring and trial and post-trial management;
7. Attend client meetings as well as any other mandatory meetings;
8. Meet individually with clients in a variety of settings as necessary;
9. Work collaboratively with clients, their families, case managers, and service providers as necessary;
10. Negotiate services and court orders as necessary.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, broken down into time increments of no more than a quarter hour.

III. PROPOSAL CONTENTS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Legal Experience. The Offeror should describe its legal experience, including the following categories:

1. Experience in representing victims of domestic violence and sexual assault, abuse, identity theft, debt collection, bankruptcy, theft and property crimes, other victim crimes, and evictions.

B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location.

Indicate, if appropriate, if the firm is a small or minority owned business. Also include a copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

C. Attorney Qualifications. The Offeror should have experience in the following areas:

- domestic violence
- sexual assault
- abuse
- identity theft
- debt collection
- Bankruptcy
- theft and property crimes
- evictions
- other victim crimes

The Offeror should describe the qualifications of attorney(s) to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney with a certificate of good standing with the Washington State Bar Association. Must be willing to become barred in Tulalip Tribal Court.
2. Overall supervision to be exercised.
3. Prior experience of the individual attorney(s) with respect to the required experience listed above. Only include the resumes of attorney(s) likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

D. Price. The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. ORA reserves the right to negotiate with the Offeror on the structure of the billing.

IV. PROPOSAL EVALUATION

A. Submission of Proposals. All proposals shall include an original and 3 copies.

B. Evaluation Procedure and Criteria. ORA's Victim Services Coordinator and appropriate Prosecutor's staff will review proposals and make recommendations to the Tulalip Tribe Board of Directors for final approval. The Victim Services Coordinator and/or Board of Directors may request a meeting with some

qualified Offerors prior to the final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Offeror's experience with similar clients and legal matters.
4. Response from references.
5. Cost.
6. Interviews, if conducted.