

BLUE LAKE RANCHERIA - TRIBAL COURT

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www.bluelakerancheria-nsn.gov/govLawTribalCourt.html



July 12, 2019

REQUEST FOR PROPOSAL

PROJECT: TRIBAL COURT POLICIES AND ORDINANCES

Blue Lake Rancheria Tribal Court

POC: Anita Huff, Court Clerk

courtclerk@bluelakerancheria-nsn.gov

(707) 668-5101

Introduction and Background

The Blue Lake Rancheria Tribal Court (Court) is an independent judiciary. Tribal Ordinance 07-01 establishes the Blue Lake Rancheria Tribal Court to adjudicate both civil and criminal matters inside the reservation. The ordinance was adopted by the Tribal Business Council on February 27, 2007, and enacted in January of 2008. It provides the Court with jurisdiction over civil and criminal matters arising within the reservation as expressly provided in Tribal ordinances. The Court has the authority to interpret tribal ordinances; interface with local, state and federal jurisdictions; and adjudicate legal matters including: civil, family, intra-tribal and inter-tribal issues.

The Court is in need of assistance in creation of, and is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified source to provide;

- Review and update current ordinances
- Review court orders regarding substantive legal issues, specifically current orders on civil procedure and evidence, and rewrite them as tribal ordinances when appropriate
- Review and update tribal court policies, working closely with Chief Clerk and collaborating with other employees and contractors

The objective for this RFP is to locate a source that will provide the best overall value to the Court. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this RFP below.

Submission Guidelines and Requirements

The following submission guidelines and requirements apply to this RFP:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than July 26, 2019.
3. A proposal must be provided that is not more than five (5) pages. This proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the proposal should provide a proposed schedule as applicable.
4. A price proposal must be provided that is not more than two (2) pages. This price proposal should indicate the overall fixed price for the project.
5. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
6. Proposals must be received prior or on July 26, 2019, by 4pm to be considered.
7. Proposals must remain valid for a period of thirty (30) days.

Project Description and Scope

Tribal Court Policies: Review and provide input to employees and other contractors on policies currently being developed.

Review and Update Ordinances: Review existing ordinances and propose updates and amendments.

Review Court Orders and Redraft as Ordinances: Review all court orders and propose updates and amendments as appropriate; rewrite orders that address substantive law issues as ordinances for presentation to Business Council.

RFP and Project Timelines

Request for Proposal Issuance	July 12 , 2019
Notification to POC of Bid Proposal	July 30 , 2019
Bid Proposal Deadline for submission	July 26 by 4pm
Selection of Top Bidders/Notification of Unsuccessful Bidders	August 1 st , 2019
Contract Award	August 1 , 2019

Budget for Project

\$25,000.00

Evaluation Factors

The Blue Lake Rancheria Tribal Court will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this RFP
2. Relevant experience
3. Cost
4. Expertise/experience of bidder and bidder's staff