

# **REQUEST FOR PROPOSALS**

## **Consulting/Advising Attorney**

June 7, 2019

Proposals must be in writing.

Hand-deliver to:

**ONEIDA JUDICIARY  
2630 W. Mason Street  
Green Bay, WI 54303**

Or mail to:

**ONEIDA JUDICIARY  
P.O. Box 19  
Oneida, WI 54155**

**ATTN: Raeann Skenandore, Court Administrator**

## **Introduction**

This is a Request for Proposals (RFP) issued by the Oneida Judiciary, seeking proposals from experienced and qualified attorneys to advise and provide consulting services to the Judiciary on an as-needed basis for a three (3) year term.

The Oneida Judiciary was created by Oneida General Tribal Council and is an independent branch of the Oneida Nation's government under the Oneida Constitution. The Judiciary is made up of three (3) courts: Family Court, Trial Court and Court of Appeals. Peacemaking is a feature of each of the courts.

### **1. Request for Proposal**

- 1.1. This RFP in no way constitutes a legally binding agreement between the Oneida Judiciary and any applicant. The objective of the RFP is the negotiation and execution of a contract between the Oneida Judiciary and a successful applicant to provide the scope of services described herein. The contract will be processed pursuant to the Oneida Nation's Attorney Contract Policy, Oneida Code of Laws, Chapter 216.
- 1.2. All submitted proposals are considered confidential.
- 1.3. The Oneida Judiciary reserves the right to retain all proposals submitted and to use any information or ideas contained in the proposal, without regard to whether it is selected or not.
- 1.4. The Oneida Judiciary also reserves the right to reject any and all proposals, award the contract to other than the lowest bidder, and to waive irregularities and formalities.
- 1.5. The Oneida Judiciary has the right to accept any proposal, which, in its judgement, best serves its interests.
- 1.6. Submission of a proposal indicates acceptance of any conditions set forth in this RFP.
- 1.7. Any questions should be directed to Raeann Skenandore, Court Administrator, at the following contact information:

Telephone: 920-496-7200

Email: [rskenan2@oneidanation.org](mailto:rskenan2@oneidanation.org)

## **2. Scope of Services**

- 2.1. Attorney shall provide legal services at the request of the Oneida Judiciary in the following areas: legal research, review of internal rules, analysis of new or proposed amendments to Rules of Civil Procedure or Appellate Procedure, training of Judges and other legal services as may be requested.
- 2.2. The attorney will, when requested, advise and assist Oneida Judges with legal research; review internal policies and documents; review written opinions, decisions, orders and citations for cases and other materials.
- 2.3. When requested, the attorney will assist in legal education responsibilities, in house training and referral assistance to Oneida Judiciary Judges and staff. Legal education includes trainings for Guardians ad Litem and trainings hosted by the Oneida Judiciary and directed at community members and judges associated with the Wisconsin Tribal Judges Association.
- 2.4. When requested, the attorney will assist in planning the development of legal strategy regarding progress of previous requests made by the Oneida Judiciary.
- 2.5. When requested, the attorney will assist in recruitment of legal interns who may be selected to work with the Oneida Judiciary.
- 2.6. When requested, the attorney will, within the scope of the Oneida Judiciary's jurisdiction, provide analysis and assistance on relationships to other governmental agencies such as Tribal courts, State courts, prosecutors and law enforcement officials as requested by the Oneida Judiciary.
- 2.7. When requested, the attorney will provide written reports, including travel, if any, to the Oneida Judiciary, summarizing services and other related activities.
- 2.8. When requested, the attorney may sit as a Peacemaker or mediator for any of the courts.

## **3. Proposal Requirements**

- 3.1. Proof of good standing with Wisconsin State Bar.
- 3.2. Include experience in Indian Law, federal and otherwise.

3.3. Three (3) professional reference letters.

3.4. Hourly rate.

3.5. Indian Preference qualification.

#### **4. Proposal Evaluation Procedure**

4.1. The proposals will be reviewed and analyzed by each RFP selection committee member. The selection committee consists of the Chief Appellate Judge, Chief Trial Judge and a Family Court Judge, along with a member of the Oneida Business Committee Judiciary Standing Committee.

4.2. The award of the contract will be based upon a comprehensive review of all proposals by the RFP selection committee. The award shall be made to the most responsive applicant as determined by the RFP selection committee.

4.3. The Oneida Indian Preference Law requires the Oneida Nation to apply Indian Preference to contracts for goods and services. Preference is intended to give an advantage to Indian owned companies and Native American employees in contracting. It is our intention to include Indian preference as one of the scored selection criteria.

4.4. The proposals will be reviewed for completeness to determine if all submission requirements were met. Failure to submit all required documents may result in the proposal being rejected. Late submissions will **NOT** be reviewed.

4.5. During the evaluation process, the Oneida Judiciary reserves the right to request additional information or clarification regarding any portion of the proposal.

#### **5. RFP Timetable**

5.1. To facilitate the Oneida Judiciary's review of the submitted proposals, applicants are required to provide the requested information within the timeframe outlined below. The timetable is provided for planning purposes and may be modified by the Oneida Judiciary as required. **NO** proposals will be accepted after the established submission deadline.

<b>RFP Activity</b>	<b>Target Completion Date</b>
Oneida Judiciary Release RFP	June 7, 2019
Proposals Due at Oneida Judiciary	July 1, 2019
Oneida Judiciary Internal Review	July 12, 2019
Notification to Selected Attorney	July 19, 2019
Begin Contract Approval Process	July 21, 2019
Implementation Date	October 1, 2019

## **6. Selected Attorney Requirements**

- 6.1. The selected attorney will be required to execute an independent contract agreement with the Oneida Nation. This contract agreement will require Oneida Law Office review and Oneida Business Committee approval prior to implementation.
- 6.2. The selected attorney will also be required to sign a Conflict of Interest Form and Non-Disclosure Agreement.