

Tolowa Dee-ni' Nation



REQUEST FOR QUALIFICATIONS

Mediator Services

Response Due: August 3, 2017 at 4:00 PM

Tolowa Dee-ni' Nation
140 Rowdy Creek Road
Smith River, CA 95567
707-487-9255

Released: July 13, 2017

Request for Qualifications

Proposal Deadline: 4:00pm (PST), Thursday, August 3, 2017.

The Tolowa Dee-ni' Nation issues a Request for Qualifications for persons interested in providing Mediator Services for the Tolowa Dee-ni' Nation Tribal Court.

Scope of Services:

1. Consistent with the Tolowa Dee-ni' Nation's laws and policies, mediate disputes for eligible Tribal Court participants;

Successful applicants will meet the following minimum qualifications:

1. Must be at least 30 years of age.
2. Have a minimum of 5 years family mediation experience or equivalent relevant experience;
3. Have a demonstrable knowledge of family law, domestic violence and child welfare;
4. Be a state or tribally-certified mediator and compliant with the confidentiality provisions and other laws and ethics pertaining to family court mediators;
5. Not have been convicted by a federal, state or tribal court of an act involving moral turpitude, abuse or any other act that would disqualify the person from employment;
6. Possess a valid drivers' license and be insurable by the Tribe;
7. Knowledge of Tribal cultural practices related to peacemaking and dispute resolution desired.

Responses to this Request for Proposals should include the following:

1. A resume and statement of qualifications, including relevant project history.
2. Provide a clear and concise explanation, including examples and/or documentation, of how you meet and/or exceed each Minimum Requirement outlined above.

3. A lump sum price, with attached price page. Compensation to the contractor shall be based on:
 - a. Service Fees-Payment will be made by the Tolowa Dee-ni' Nation for time spent by the Mediator in performance of the Contract. This includes but is not limited to daily and hourly fees and/or rates for individuals as identified in the Contractor's proposal.
 - b. Direct Expenses-Payment will be made by the Tolowa Dee-ni' Nation of direct expenses actually incurred by the Contractor in performance of the Contract. Direct expenses vary, depending on the nature of the proposed contract. Some typical examples of direct expenses are long distance telephone calls, faxes, postage, printing, reproduction and specific travel.
4. All responses must also include a list of at least three professional references that may be contacted by the Tribe. It is preferred that the references include clients for whom similar work has been done within the past two years. References shall include a complete address, contact name and telephone number.

**Responses must be hand, mail, or email delivered by
4:00pm (PST) August 3, 2017 to:**

Timothy Hoone
Grants & Contracts Manager
Tolowa Dee-ni' Nation
140 Rowdy Creek Road
Smith River, CA 95567

(707) 487-9255, ext. 1230
(707) 951-4255 (cell/text)

tim.hoone@tolowa.com

If you have any questions, please contact Tim Hoone, Grants & Contracts Manager.