

Tolowa Dee-ni' Nation



REQUEST FOR QUALIFICATIONS

Tribal Judge Pro Tem 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 Tribal Judge Pro Tem services for the Tolowa Dee-ni' Nation Tribal Court.

The Judge Pro Tem shall, in the absence of or in the event of case conflicts with the Chief Judge, preside on motions and requests of the parties; schedule and preside over conferences, evidentiary hearings and bench trials; conduct necessary legal or factual research and renders legal opinions.

The majority of all work shall be performed, completed, and managed at the Tolowa Dee-ni' Nation Tribal Court. However, successful candidates will also be available in emergency situations for the issuance emergency orders.

Scope of Services:

1. Consistent with the Tolowa Dee-ni' Nation's laws and policies, preside over and make rulings on assigned matters brought before the Court, including motions and requests of the parties, conferences, evidentiary hearings and bench trials;
2. Conduct necessary legal or factual research and render legal opinions in the proper format for filing with the Court. Final decisions shall include a history of the proceeding, any procedural or substantive rulings, a summary of the testimony and other evidence, a summary of arguments contained in the briefs, citations to the record, and findings of fact and conclusion of law. Decisions shall be rendered within thirty days after the conclusion of the hearing or receipt of the last post-hearing brief;
3. Perform any other tasks required of a Judge Pro Tem on those specific projects and matters assigned to by the Presiding Judge/Administrator.

Successful applicants will meet the following minimum qualifications:

1. Must be at least 30 years of age.
2. Have a minimum of 8 years experience practicing law (which may include service on a tribal, federal or state court bench) or equivalent relevant experience.

3. Have a demonstrable knowledge of Indian, Federal and California law; and have demonstrable knowledge and experience with Tribal Courts, particularly in family law, domestic violence and child welfare.
4. Be familiar with the Constitution and the laws of the Tolowa Dee-ni' Nation;
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; and
6. Possess a valid drivers' license and be insurable by the Tribe.

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 Judge 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.