



REQUEST FOR BIDS (RFB)
Attorney Services
Training Module for Supervisors in 2020
ISSUE DATE: October 29, 2020

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) seeks proposals for an attorney to appear virtually for a series of approximately 5-8 sexual harassment/discrimination prevention trainings sessions geared to supervisors and directors. These must be completed before December 30, 2020. The selected contractor will:

- (1) Present the Training Module – about 30 slides: *CTUIR Sexual Harassment/Discrimination Prevention Training for Supervisors and Directors*;
- (2) Coordinate with the Office of Legal Counsel and Human Resources to conduct 5-8 virtual training sessions which will last up to 90 minutes each session;
- (3) Submit a brief Training Summary Report to the Office of Legal Counsel;

The successful bidder would enter into a contract agreement administered by the CTUIR Office of Legal Counsel (OLC).

The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre allotted Umatilla Indian Reservation boundaries located within the exterior boundaries of Northeastern Oregon. The Tribal government employs approximately 100-120 supervisors and directors, all of which are subject to enforcing the sexual harassment prohibitions under the CTUIR Tribal Personnel Policies Manual.

INSTRUCTIONS

Time is of the essence. Bids reviews begin November 12, 2020, and if necessary will be ongoing until a suitable contractor(s) is/are secured. Submit bids in PDF format to **LegalCounsel@ctuir.org** with the subject line: Bid - Sexual Harassment Training for Supervisors. Questions to the same email address.

BID QUALIFICATIONS & SCORING

Bids should be limited to no more than 4 pages, which include fees, experience, references, fitness to practice, and conflicts. Bid evaluation will consider the following factors:

1. Price and availability (30%).
2. Experience (70%) - the depth of practice in sexual harassment laws and competency specific to tribal government/Indian Country workplaces.
3. Suitability - no direct conflicts with the CTUIR's interests.
4. References – provide at least two whom are willing to verify in a timely manner their experience with your related work.