I. SUMMARY

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) seeks proposals that would provide Intimate Partner Violence Survivors (IPVS) Attorney services (Program) directly to community members (Client). Oversight and administrative support will be provided CTUIR’s Family Violence Services (FVS) CTUIR’s Office of Legal Counsel (OLC).

ABOUT CTUIR

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.

CTUIR MISSION STATEMENT

Exercise the Tribe’s sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

GENERAL STATEMENT OF DUTIES

The Intimate Partner Violence Survivors (IPVS) Attorney will serve women suffering from or at risk for any of the following: domestic violence, dating violence, sexual assault, stalking or trafficking. The IPVS Attorney will advise and if necessary represent eligible clients as they exercise their legal rights to be free from and protected against perpetrators of Domestic Violence (DV). The IPVS Attorney will also develop programmatic materials as needed prioritizing legal materials and resources, and enhance existing legal services to eligible clients.

The Attorney will remain independent in serving the best interests of his/her clients. This Attorney position will be under daily management of the FVS, with administrative supervision (for example: to assist in budgets, grant and alternative funding, signing leave slips, annual evaluations, routine reporting, procurement, and evaluating recommendations to improve services) provided by the OLC.

INSTRUCTIONS

Proposals will be accepted until the award of the winning bidder service contract. Proposals should be submitted in PDF format via email to LegalCounsel@ctuir.org with the suggested subject line: Intimate Partner Violence Survivors (IPVS) Bid Proposal. First review of proposals will begin for those received via email by midnight September 28, 2020.
II. RFP QUALIFICATIONS & SCORING

A. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Step 1: Description of Bidder practice areas and services proposed, including an explanation of how these services will best meet CTUIR goals to the Scope of Work. Please limit the proposal to 4 pages, which include fees, references, fitness to practice, and conflicts.

Step 2: Written proposals will be evaluated by FVS and OLC. Evaluations are conducted on a point system, which includes preference points for qualified Indian bidders. Points will be awarded among in accordance to §IV Evaluation Criteria. If the proposal fails to adequately demonstrate how to achieve the RFP goals, they will not be entitled to further consideration.

Step 3: FVS and OLC will conduct reference checks for the highest scoring Proposal(s). If the reference checks are positive, interview(s) may be scheduled.

Step 4: The FVS and OLC will contact the selected bidder(s).

Step 5: Should the process require, contract negotiations will commence with the selected bidder.

Step 6: If negotiations with the initially selected bidder fail to produce a contract, the FVS and OLC reserves the right to enter into negotiations with one or more other bidder(s), or engage alternative options under the CTUIR’s Procurement Policy, and if needed chose not to proceed with negotiations.

B. EVALUATION CRITERIA

I) PRICE: 20% (20 points possible). The CTUIR’s Fiscal Management Policy (FMP), VII § 4 notes the following guidance that applies to this RFP and award determination: *To the extent possible, all Tribal Organizations shall coordinate procurement efforts to achieve the greatest economies of scale.* And FMP, VII § 5 directs that: *In the acquisition of goods and services, preference shall be afforded to businesses owned by Tribal Members or CTUIR departments and entities who have the ability to perform services and/or deliver goods at the level of quality and quantity, and within such time frames and cost as are required.* Price scoring will be determined within the following framework:

A. **Lowest Price** - The lowest price, calculated per each completed will/service package. There will be no additional payments for travel or ancillary costs. (7 points)

B. **Nixyáawii Chamber of Commerce (Chamber)**: Proposals must indicate a willingness to become a member of the Chamber at no further cost the CTUIR. (3 points)

C. **Malpractice Insurance** – Indicate whether the practitioner(s) have malpractice insurance, or certify that they will obtain malpractice insurance. (3 points)
D. **Tribal Preference** (7 points) - Certification of a tribally owned business may be satisfied through such a designation by the CTUIR TERO Program. To secure Tribal Preference, the Proposal must reflect either a current CTUIR TERO designation as an Indian Owned Business; or eligible to become certified within 30 days of notice to award of the Program Contract.

II. EXPERIENCE: **40%** (40 points possible). Experience scoring is determined by:

- **Length of time in practice:** (3 points)
- **Depth of practice in:** (33 points)
  - Experience related to the protection of the individual rights of tribal people as provided for in tribal, state and federal law; (6 points)
  - Experience in representing clients before courts or government agencies and multijurisdictional cases; (6 points)
  - Demonstrated competency with family laws applicable child support, dissolution and community property under state, federal and the CTUIR Family Law Code (found at [http://ctuir.org/family-law-code](http://ctuir.org/family-law-code)); (5 points)
  - Demonstrated competency in protection orders and domestic violence crime statutes under state, federal and the CTUIR Criminal Code (found at [http://ctuir.org/system/files/Criminal%20Code_0.pdf](http://ctuir.org/system/files/Criminal%20Code_0.pdf)); (5 points)
  - Demonstrated competency in the practice of federal Indian law, related knowledge including tribal civil and criminal jurisdiction, immunity, and statutes and rules applicable to the Umatilla Tribal Court (found at [http://ctuir.org/about-us/ctuir-codesstatuteslaws](http://ctuir.org/about-us/ctuir-codesstatuteslaws)); (5 points)
  - Accomplishments which demonstrate efficient and timely services, requiring minimal supervision, extensive coordination and collaboration, and ability to diligently advance multiple projects; (3 points)
  - Must demonstrate strong interpersonal, communication and writing skills. Communication skills must include the ability to educate commissions, agencies, staff, and laypersons issues of complex law sufficient for informed decision making; (4 points)
  - Must be willing to become proficient in Microsoft Office software and Adobe, and in navigating legal research software such as Westlaw and agency internet and intranet resources; (1 point)
- **Demonstrated competent practice applicable to this RFP:** (4 points)

III. SUITABILITY: **20%** (20- points possible) Suitability scoring is determined by:

A. **Demonstrated cultural competence with tribal/Indian communities:** Include experience, accomplishments, work or community affiliation, and advocacy for issues of justice; (7 points)
B. **Demonstrated understanding of the jurisdictional basis, challenges, of domestic violence, dating violence, sexual assault, stalking or trafficking:** The IPVS Attorney will advise and if necessary represent eligible clients as they exercise their legal rights to be free from and protected against perpetrators of Domestic Violence (DV); (13 points)

IV. LEADERSHIP QUALITIES: **20%** (20 points possible) Leadership scoring will be determined by:

A. **Experience working within teams with divergent community interests;** (2 points)
B. Experience in strategic planning, organizing and resource gathering; (4 points)
C. Accomplishments that address multijurisdictional elements; (6 points)
D. Demonstrable experience improving consistency and efficiency or refining processes necessary for the administration of services. (8 points)