

**The Klamath Tribes
Request for Qualifications
VICTIM ADVOCATE ATTORNEY
Klamath Tribes Judiciary
RFQI #: 2121KTJ-1VAA**

Introduction:

The Klamath Tribal Judiciary is seeking experienced and qualified individuals and firms to provide victim advocate attorney legal services for the Klamath Tribal Court Victims Set-Aside Program to assist tribal members who are victims of crime residing in Klamath County.

The Klamath Tribes is requesting a five page minimum "Qualifications Statement" from licensed attorneys in good standing with the Oregon State Bar. The Qualifications statement must show years of experience and qualifications as they relate to representation of victims of crime in a court of law and preferably, experience in working with Tribal Governments (the Klamath Tribes) and Indian families.

The intent of the Request for Qualifications is to build a pool of attorneys who could be called to represent cases as they come up and as attorneys are available.

The Klamath Tribal Judiciary has jurisdiction over The Klamath Tribes pursuant to Article V of the Tribal Constitution and Title 2, Chapter 11.09 of the Klamath Tribal Code. The Tribal Court has established and oversees various courts for the Tribal Court system which provides a non-adversarial alternative to traditional court. The Klamath Tribal Judiciary is developing and implementing victim services for tribal members through the Klamath Tribal Court. The Klamath Tribes have developed the Tribal Victims Services Set-Aside Program to assist crime victims residing in Klamath County and to provide culturally sensitive resources to address their needs resulting from their victimization. The Victim Advocate Attorney pool will serve victims of crimes, and will advise and if necessary, represent eligible clients as they exercise their legal rights in either criminal cases or civil litigation relating to crimes. Attorneys will remain independent in serving the best interests of his/her clients.

The selection of the Victim Advocate Attorney pool may be made after review of the Qualification Statements from each responder, and if needed an interview. The final selection is subject to approval by The Klamath Tribes. Nothing in this RFQI constitutes a waiver of the Tribes' sovereign immunity or a guarantee of employment. Klamath Tribal Judiciary will have oversight of a contract or retainer agreement for the qualified attorneys.

All requested documents shall be provided by sealed envelope in one of the following methods: ground delivery, regular mail, or in person to the Klamath Tribes Purchasing Agent at the Klamath Tribes Administration office no later than 4:00 p.m. on September 21, 2021.

A. Minimum Essential Characteristics and Standards:

Described below are the minimum essential characteristics and standards for a Victim Advocate Attorney in the Klamath Tribal Judiciary.

1. This Request for Qualifications is directed at professionals with a Juris Doctorate from an ABA accredited law school and is in good standing with Oregon State Bar.
2. Selected attorney must apply and be accepted to practice in the Tribal Court of the Klamath Tribes.
3. Represent victims of crime in legal proceedings, including Klamath County Circuit Court and Klamath Tribal Judiciary Court proceedings.
4. Manage and maintain case files according to the office systems and follow general office procedures.
5. Work with tribal agencies/programs to strengthen client cases.
6. Prepare written reports regarding cases and case results.
7. Respond in a timely manner to comply with court orders.
8. Provide case monitoring and trial and post-trial management.
9. Attend client meetings as well as any mandatory meetings.
10. Meet individually with clients in a variety of settings as necessary.
11. Work collaboratively with Tribal Court staff, clients, their families, case managers, and service providers as necessary.
12. Negotiate services and court orders as necessary.
13. Must have a substantial understanding or experience working with or within Native American communities.
14. Must have tolerance and patience to work with upset or frustrated persons who are unfamiliar with the legal process.
15. The professional must be available to meet with the judicial panel in person, by Zoom, or by conference call. The professional may be asked to present or answer questions for the Klamath Tribes Tribal Council in a confidential setting while protecting client attorney privileges.

B. Qualifications Statement Response Requirement:

Interested professional must submit a “Qualifications Statement” that outlines experience and qualifications to carry out tasks as they relate to Section A and B of this RFQP. In review of the Qualifications Statements, the Tribes will take into consideration the following:

- Integrity;

- Compliance with public policy;
- Record of past performance;
- Financial and technical resources;

Required:

1. Proposal should be no longer than five (5) pages, and must include a table of contents, which is not included in the five pages. If the professional is a firm, it should describe its organization, size, structure, areas of practice, and office location. Indicate, if appropriate, if the firm is a small or minority owned business.
2. Provide in the Qualification Statement hourly rate per hour for services performed for all attorneys, paralegals and staff that would be used in presentation. The professional shall be prepared to submit detailed billing statements for all services billed at an hourly rate, broken down into time increments of no more than a quarter hour.
3. Proposal must provide a summary of your experience and qualifications.
4. Proposal must include Federal ID#, Social Security or TIN # and State Registry# or equivalent
5. Proposal must include current certificate of insurance for professional liability.
6. Proposal must provide proof to claim Indian preference (if applicable).
7. Proposal must provide 3 references (including name/title, telephone number, email address and length of time known). Please provide references from Tribal governments first, if any.
8. Proposers must meet the following minimum requirements:
 - a. Minimum of three (5) years' work experience as a practicing attorney including experience in representing victims of child abuse, elder abuse, identify theft, landlord-tenant, theft, property crimes, other victim crimes and evictions.
 - b. Have a Juris Doctorate from an ABA accredited Law School and be in good standing with the ABA and not under any disciplinary restrictions. .
 - c. Provide a certificate of good standing with the Oregon State Bar Association. Oregon State Bar Association License number and be in good standing and have never been disciplined or disbarred by any bar association.
 - d. Must be willing to become barred with the Klamath Tribal Judiciary.
 - e. Must not be debarred or suspended from doing business with the federal government, State of Oregon or Tribal governments.
 - f. Preferable if the party is registered with the System for Award Management (sam.gov).

C. Evaluation Factors and Scoring:

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request For Qualifications (RFQI) to determine the most highly qualified responder. All timely responses to this RFQI will be reviewed. Klamath Tribes' Administration and Klamath Tribes Judiciary reserves the right to reject any and all responses.
2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all Qualification Statements received and may

contact the party to request further information. The Klamath Tribes' Administration may accept any given RFQI as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration and Klamath Tribes Judiciary shall be final and not subject to appeal.

3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
 - a. (0-35 points) **Minimum Essential Characteristics and Standards**. Returned responses will be reviewed in accordance with the Section A.
 - b. (0-30 points) **Qualifications Statement Requirements**. The response to the RFQI should meet or exceed the criteria described in Section B.
 - c. (0-10 points) **Cost**: Cost will be rated based on the hourly rate given and any other essential information provided.
 - d. (0-25 points) **References**: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
 - e. **Indian preference**: At a minimum 15% of the evaluation points shall be granted to proposals that demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian parties when using Method #3 of the Klamath Tribes Procurement Policy.
 - f. In the case of duplicate proposals, the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

D. Instructions for Submitting:

Return Request For Qualifications according to the following instructions:

1. Submit one (1) unbound Qualification Statement in a sealed envelope. Alternate proposals will not be accepted.
2. Submit proposal in person, through US Postal Service, or in person, or by ground delivery to:

The Klamath Tribes / Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

3. On outside of sealed envelope write: **“2121KTJ-1VAA and your name or company name”**.
4. Proposals will not be accepted by email or Fax.

E. Closing/Opening Date and Time and Method of Solicitation:

1. Proposals will be accepted at the address above up to **4:00 p.m. on September 21, 2021**. All timely responses to this RFQI will be considered. The Klamath Tribes reserve the right to reject and any all RFQIs including those proposals received after the closing date and time. If at the time of the scheduled proposal closing date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, proposals will be accepted until 4:00 p.m. on the next normal business day.
2. Proposals will be opened by a Review Panel starting on **September 23, 2021** facilitated by the Grant and Contract Compliance Officer. If, at the time of the scheduled proposal opening date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, review will start on the next normal business day.
3. This RFQI has been published by:

	Publication in a Newspaper of general circulation
X	Direct solicitation of proposals from an adequate number of known sources
X	Klamathtribes.org

F. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preferences for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

G. Provisions:

1. All contractors must observe the Klamath Tribes’ Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.

5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.