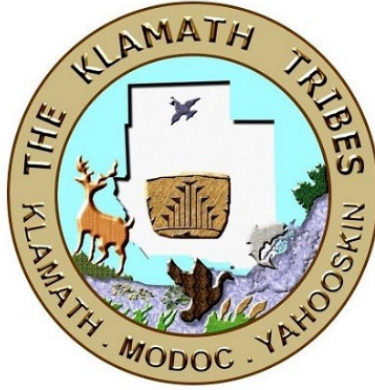


**THE KLAMATH TRIBES**  
**JUDICIARY DEPARTMENT**



**REQUEST**  
**FOR**  
**QUOTES**

**KTJ DEFENSE ATTORNEY**

**RFQ 17-25**

ISSUED: August 22, 2025

CLOSES: 3:30 PM, September 19, 2025

**Klamath Tribes Judiciary Department**  
**Request for Quotes (RFQ)**  
**RFQ Number: 17-25**  
**KTJ Defense Attorney**

**A. General Information:**

The Klamath Tribes Judiciary (KTJ) is requesting Qualifications Statements from Native American Attorneys interested in serving as a Defense Attorney for the KTJ Tribal Court.

The Defense Attorney will work on various aspects of the client's defense. This includes hearings, conferences, arraignments, trials and sentencing. The Defense attorney is responsible for negotiating with prosecutors to reduce charges or lessen sentences.

The Klamath Tribes and the Defense Attorney will enter a contract subject to terms and scope of work more specifically provided for in the contract. The Tribe is requesting a qualifications statement which clearly sets forth experience, qualifications, hourly rate for judicial services and related expenses such as food, travel, and lodging. It is anticipated that the Defense Attorney will provide approximately 8 to 10 hours of judicial services per month, depending upon the Tribal Court docket.

**B. Scope of Work:**

Described below are the technical requirements for the service to be procured, including the minimum essential characteristics and standards which must meet or exceed to satisfy its intended use. Bidder must comply with this section and provide all requested information or documents.

1. The Defense Attorney will provide Judicial Services to Klamath Tribal Courts at the request of Court Staff or the Chief Judge.
2. The professional will work with tribal departments/programs.
3. The professional must have a substantial understanding or experience working with or within Native American communities.
4. The professional must have tolerance and patience to work with distressed or frustrated persons who are unfamiliar with the legal process.
5. The professional must be available to meet with the judicial panel in person and by Zoom. The professional may be asked to present or answer questions for the Klamath Tribes Tribal Council and Klamath Tribes General Council.
6. The professional shall submit detailed billing statements for all services billed at an hourly rate, broken down into time increments of no more than a quarter hour.

**C. Contractor's Qualification Requirements:**

The Klamath Tribes Administration will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, Administration will consider the following Quality Requirements outlined in this section. Bidder is responsible to demonstrate ability to meet the Quality Requirements in the bid submittal.

- Bidder integrity;
- Bidder compliance with public policy;
- Bidder record of past performance;
- Bidder financial and technical resources.

### Required

1. Must possess a Juris Doctorate from an accredited school of law. Must have at least one year of defense attorney experience.
2. Must be a Native American that is at least thirty (30) years of age. Native American (or Indian) is defined under Klamath Tribal law as "any person of Indian descent who is a member of a federally recognized Indian tribe under the laws of that tribe and any other person recognized by federal law as an Indian for any purpose (KTCT 11.02(g)).
3. Must not have ever been convicted in any court of felony or within the last twelve (12) months of a misdemeanor, nor dishonorably discharged from any military service.
4. Must pass a thorough background investigation.
5. Must be able to travel and attend hearings both in-person in Chiloquin, Oregon, and telephonically or by Zoom.
6. Must comply with the Judicial Standards of Conduct in KTC 11.24.
7. Must provide a one-to-two-page writing sample to demonstrate the ability to draft and interpret laws with consistency to produce a comprehensive, well-written document.

### **D. Evaluation Factors and Scoring:**

#### **1. Selection Procedures:**

The Klamath Tribes Administration utilizes the formal Request for Quotes (RFQ) to award the contract to the responsive and responsible party whose bid is most advantageous to the program with price and other factors considered. All timely responses to this RFQ will be considered. The Klamath Tribes Administration reserves the right to reject any and all bids based on documented reasons including determining any or all bids to be non-responsive.

The Klamath Tribes' Administration and its authorized representatives will review all bids received and may contact bidders or their representatives to request further information, in writing, verbally, or by demonstration. The Klamath Tribes' Administration may accept any given bid as submitted or may negotiate with the bidder or representative to establish terms most advantageous to the Tribes. The decision of The Klamath Tribes' Administration shall be final and not subject to appeal.

The Klamath Tribes will award the contract to the lowest responsive and responsible bidder, as determined by the Klamath Tribes and may enter into a contract with bidder and/or use the purchase order system in accordance with Tribal Procurement Policies.

The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Tribes and the apparent lowest responsive and responsible bidder.

#### **2. Anticipated Solicitation Schedule**

<i>Date</i>	<i>Schedule of Information</i>
08/22/2025	Bid sent for solicitation
09/12/2025	Receipt of Questions of Inquiry by 4 p.m.
09/19/2025	RFQ closes at 3:30 p.m.
09/26/2025	Notification of Intent to Award

#### **3. Questions:**

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFQ. These questions may be answered over the telephone. Other questions may be more complex and may require a written addendum to this RFQ.

All questions must be received no later than **4:00PM, September 12, 2025**. Substantive questions and answers will be issued as official addendum to this RFQ. When appropriate, revisions, substitutions or clarifications of the RFQ or

attached terms and conditions will be issued as official addendum to this RFQ. Changes or modifications to this RFQ shall be binding on the Tribes only if in the form of written addendum which is issued by the Tribes.

Written responses will be emailed to all bidders on record as having picked up the RFQ.

A bidder may correct, modify, or withdraw a bid by written notice received by the Tribes prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_". Each modification must be numbered in sequence, and must reference the original RFQ.

4. Addendum

The Tribes reserves the right to make changes in the RFQ document by written addendum prior to the closing time and date. Addendum will be e-mailed, mailed, or faxed to all parties on the RFQ list.

5. Method of Scoring:

All bids received on time will be evaluated and scored as follows:

- a. Scope of Work and Qualifications (35 possible points): The qualifications statement must fully demonstrate ability to carry out each requirement listed in this RFQ and in Attachment 1 – Scope of Work.
- b. Required Qualifications (25 possible points): The Qualifications Statement must meet or exceed the requirements listed in Section C.
- c. Cost (10 possible points): Cost will be determined by formula method, if possible.
- d. References (10 possible points): A record of integrity, judgement, performance, and timeliness in the execution of previous jobs will garner higher points.
- e. Writing Sample (20 possible points): The writing sample must demonstrate the professional's ability to draft and interpret laws with consistency to produce a comprehensive, well-written document.
- f. Indian preference: If claiming Indian preference, contractor will be responsible to provide a completed Indian Enterprise Qualification Statement to claim the 15% when using Method #3 of the Policies.

In the case of duplicate bids, the earliest postmarked envelope will be reviewed, provided all criteria are met.

The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact bidders or their representatives to request further information, either in written form or in the form of a presentation. The Klamath Tribes' Administration may accept any given bid as submitted or may negotiate with the Bidder or representative to establish terms most advantageous to the Tribes. The decision of The Klamath Tribes' Administration shall be final and not subject to appeal.

**100 TOTAL POINTS POSSIBLE** (without Indian preference)

E. **Instructions for Submitting Bids:**

Return bid in a sealed envelope clearly marked according to the following instructions below. One (1) original and two (2) copies shall be submitted. Fee schedule should be in separate sealed clearly marked envelope or attachment.

Sealed Bids can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes  
Administration Office  
**Attention: Hannah Ruiz, Contract & Procurement Officer**  
P.O. Box 436  
501 S. Chiloquin Blvd.  
Chiloquin, OR 97624

On outside of sealed envelope write: **17-25 KTJ Defense Attorney**

If submitting Sealed Bid via email, the technical proposal and cost proposal must be saved in separate PDF documents and emailed to [procurement@klamathtribes.com](mailto:procurement@klamathtribes.com) as separate, clearly labeled attachments, and containing the RFQ number 17-25 in the subject line. The **maximum** size of a single email (including all text and attachments) that can be received by The Klamath Tribes is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal/bid, if you are emailing it, The Klamath Tribes recommends sending it with enough time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offerors responsibility to contact the issuing agency to confirm that the email has been received. The Klamath Tribes is not responsible for unreadable, corrupt, or missing attachments.

- RFQ Number and Name must be in subject line “17-25 KTJ Defense Attorney”
- Fee Schedule/pricing must be in separate attachment clearly marked “17-25 Sealed Bid”
- If over 20mb please send in multiple emails

For any questions on the bid, please contact Hannah Ruiz (541) 783-2219 ext. 118, email [procurement@klamathtribes.com](mailto:procurement@klamathtribes.com).

**F. Closing/Opening Date and Time and Method of Solicitation:**

1. Bids will be accepted at the address listed above up to **3:30PM on September 19, 2025**. All timely responses to this RFQ will be considered. The Klamath Tribes reserve the right to reject any and all bids including those bids received after the closing date and time. If, at the time of the scheduled bid closing date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, bids will be accepted until 4:00 p.m. on the next normal business day.
2. Bids will be opened at **4:00 PM on September 19, 2025** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon at the Administration office. If, at the time of the scheduled bid opening date, Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, bids will be opened at 10:00 a.m. on the next normal business day.
3. This RFQ has been published by:

	Publication in a Newspaper of general circulation
X	Direct solicitation of bids from an adequate number of known sources
X	Posted to Klamathtribes.org (The Klamath Tribes webpage)

**G. 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. Indian Preference is given to Indian-owned enterprises that provide proof of at least 51 percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:
  - Ownership, control, and interest;
  - Certification by a tribe that bidder is an Indian;
  - Evidence of stock ownership, structure, management, control, and financing affecting the Indian Character of the enterprise;

- Evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.

**H. Provisions:**

- a. If required, all bidders must submit with their bids a statement detailing their employment and training opportunities and their plan for providing preference to Indians.
- b. All contractors must observe the Klamath Tribes' employment preference policy.
- c. The Klamath Tribes shall conduct all procurement transactions in a manner that provides full and open competition.
- d. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
- e. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's MBE's WBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
- f. 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.
- g. Invitation for Bids may be terminated by The Klamath Tribes' Administration at any time for cause.
- h. Each person and firm submitting a bid is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
- i. 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.
- j. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
- k. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-87 and CircularA-133. Copies of these requirements are available for review at the grantee's offices.