

WICHITA AND AFFILIATED TRIBES REQUEST FOR PROPOSALS

PROPOSAL DUE DATE: September 20, 2024 5:00 pm CST

CONTACT PERSON: Wichita and Affiliated Tribes Secretary Starr Chavez
starr.chavez@wichitatribe.com

I. Background: The Wichita and Affiliated Tribes is a federally recognized tribal government requesting contractors to provide legal work representing the Wichita and Affiliated Tribes on a variety of legal issues, including: statutory and regulatory compliance; development, interpretation and implementation of new law and policy; representation of the Wichita and Affiliated Tribes in federal, state and tribal courts; legal research and writing; contract and procurement issues; review of contracts, leases, permits and related documents; and other duties as assigned.

II. Scope of work: The selected contractor (attorney or law firm) will provide the following services to the Wichita and Affiliated Tribes:

Under the direction of the Wichita and Affiliated Tribes Executive Committee or their designee, the Contractor, as independent contractor, will provide legislative and legal services to the Wichita and Affiliated Tribes. Proposals must demonstrate a detailed understanding of federal Indian law and policy and knowledge of federal, state and tribal laws affecting the Wichita and Affiliated Tribes. Proposals should describe Contractor's expertise and work experience in the following areas:

- Legal representation in federal, state and tribal courts
- Ability to draft pleadings, regulations, ordinances, etc.
- Precedent in preparing and presenting legal opinions
- Indian gaming

III. Fees: Proposals shall describe in detail the hourly rate or other basis by which the Contractor will bill time, and describe the Contractor's timekeeping and invoicing practices.

IV. Conflicts: Proposals must affirmatively state whether the Contractor's former or current representation of clients presents any conflict of interest which might bar undertaking the responsibilities of the Scope of Work. Respondent must also describe the precise nature of any potential conflict. A conflict of interest may include whether the Contractor currently represents any other tribes or private interests that might impact the Wichita and Affiliated Tribes with respect to matters against the Wichita and Affiliated Tribes.

V. Instruction to Bidders: Proposals must be received no later than September 20, 2024 5:00 pm CST. Late proposals will not be accepted. The Wichita and Affiliated Tribes reserves the right to reject any or all proposals and to waive all informalities and minor irregularities in receiving proposals.

A. Proposals shall be submitted to:

Wichita and Affiliated Tribes
C/O Starr Chavez
PO BOX 729
Anadarko, OK 73005
Or via email to starr.chavez@wichitatribe.com

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B. Proposals shall include the following:

- Identify the name and title of the person authorized to negotiate the contract
- A description of how the attorney or firm meets the qualifications to perform the Scope of Work
- Identify and provide a biography and/or resume for each member of the legal team that will perform the Scope of Work
- Identify the fees for each individual team member
- Identify the expenses the attorney or firm will charge
- Provide an affirmative statement regarding any possible conflicts
- Provide a signature by an individual authorized to contractually obligate the attorney or firm

VI. Request for Proposal Process:

Due date for Receipt of Proposals:	September 20, 2024 5pm CST
Review of Submittals:	September 21, 2024
Interviews:	October 2-5, 2024
Award date for Contract:	No later than October 18, 2024

VII. Acceptance of Proposal Content:

The content of any proposals will become contractual obligations if a contract award is made. Failure of the successful bidder to accept these obligations may result in cancellation of the award and such bidder may be removed from consideration for future solicitation. The successful bidder will be expected to agree to the standard terms and conditions of the Wichita and Affiliated Tribes.