



COMANCHE NATION GAMING COMMISSION  
1915 E. GORE BLVD. LAWTON, OK 73501  
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**Request for Proposal for Legal Services  
For  
The Comanche Nation Gaming Commission**

**I. GENERAL INFORMATION**

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to the Comanche Nation Gaming Commission (CNGC) for a period of one year with an option to renew for three additional years.
- B. **Who May Respond.** Attorneys/law firms must currently be licensed to practice law in Oklahoma and readily available to represent the CNGC in court.
- C. **Preference.** This RFP is being advertised as an open procurement with Indian Preference. Those firms claiming Indian preference must furnish proof of enrollment with a federally recognized tribe and controlling ownership of the business.
- D. **Proposal Submittal.** Sealed proposals must be received by CNGC no later than 4:30 pm on November 15, 2018. Proposals should be submitted in a sealed envelope clearly marked with the following information:

**Request for Proposal \_\_\_\_\_ Time, \_\_\_\_\_ Date**

**SEALED PROPOSAL FOR LEGAL SERVICES**

All proposals shall include an original and two (2) copies in the format described below at the following address and please follow up with an electronic submittal by email:

Comanche Nation Gaming Commission  
Attention: Acting Executive Director  
1915 E. Gore Blvd.  
Lawton, OK 73501

[Admindept@comancheqc.com](mailto:Admindept@comancheqc.com)

- E. **Description of Entity.** The Comanche Nation Gaming Commission (CNGC) has the duty to regulate the nation's five (5) gaming operations. CNGC was established by the Comanche Business Committee (CBC) to perform regulatory oversight and monitor compliance with applicable gaming laws and regulations in accordance with the authority provided in the Comanche Nation Gaming Ordinance. CNGC has a four member Board of Commissioners that meets monthly. Administrative Offices are located in Lawton, OK.

**II. SCOPE OF SERVICES**

- A. The offeror shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Commissioners:

1. Review, draft, and negotiate contracts and leases for CNGC and prior to CNGC approving the casino operations contracts and leases
2. Advise on individual labor and employment matters
3. Review gaming resolutions, ordinances, regulations, by-laws and personnel policies
4. Advise on responses to subpoenas, court orders, and requests for information from third parties
5. Defend lawsuits, administrative claims, or other legal claims
6. Conduct litigation as necessary
7. Attend meetings of CNGC, upon request
8. Conduct research and analysis on specific legal questions upon request
9. Other legal services as needed

The selected law firm and/or individuals shall work under the direction of the CNGC Commissioners and Executive Director. Any directives from the CNGC Commissioners shall supersede all other directions. Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, CNGC will consider proposals for subsets of these areas.

**B. Estimated Workload and Support Services**

1. CNGC does not guarantee a set workload or billable hours.
2. Offeror shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff, supplies, and equipment.
3. Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate (if any) broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under a flat fee

**III. PROPOSAL CONTENTS.** The Offeror, shall at a minimum, include the following in the proposal;

- A. Legal Experience.** Describe the firm's legal experience, including the names, addresses, contact persons and telephone numbers of at least three clients, preferably including clients similar to CNGC. Experience should include the following categories:
  1. Experience advising tribally designated gaming or gaming commissions.
  2. Experience advising clients conducting similar programs.
- B. Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, describe its organization, size structure, areas of practice and office locations(s). Indicate, if appropriate, if the firm is a small or Indian owned business.
- C. Attorney Qualifications.** The Offeror should have experience in the following areas: labor and employment; tribal gaming; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
  1. Professional and education background of each attorney.
  2. Overall supervision to be exercised.

3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, bar number(s), and continuing professional education will be considered.
  4. All licensures held to practice law.
- D. **Price.** The offeror's proposed price should include a retainer fee for twelve (12) months duration and/or information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies and faxes, mileage, filing fees, etc.
- E. **Insurance.** Provide a statement that the firm will maintain comprehensive liability, professional liability and workers' compensation insurance on all staff assigned to work for CNGC.
- F. **Conflict of Interest.** Provide a completed CNGC Disclosure Form.

**IV. EVALUATION CRITERIA.** Proposals will be rated using a point system that is applied to the information provided by the offeror that addresses the needs of CNGC. Proposals will be reviewed in accordance with the following criteria:

Past working experience with Tribal Gaming Commissions	10 points
Knowledge & working experience within Gaming Industry	20 points
Fee structure	10 points
Qualifications of Legal Team	25 points
Indian Preference	15 points
Quality of Proposal	<u>20 points</u>
Total Points	100 points

**ATTACHMENT A**

**DISCLOSURE STATEMENT**

Bidder must disclose any possible conflict of interest with the Comanche Nation Gaming Commission (CNGC), including, but not limited to, any relationship with any employee(s), any CNGC Commissioner or any member of the Comanche Business Committee of the Comanche Nation. Your response must disclose if a known relationship exists between any principle of your firm and any CNGC employee, CNGC Commissioner or Comanche Nation Business Committee member. If to your knowledge no relationship exists, this should be stated in your response. Failure to disclose such a relationship may result in contract cancellation.

**No Known Relationship Exists** \_\_\_\_\_

**Relationship Exists** (Please explain relationship):

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Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Failure to complete and return this form with your bid/proposal will result in your response being disqualified.