



Request for Proposals
for Judicial Services

Proposal Due Date:
February 7, 2018 at 4:00 pm CST

Issued by:
Comanche Nation
Lawton, Oklahoma
January 24, 2018

Introduction

The Comanche Nation invites proposals for interested parties to contract with the Nation to provide judicial services by acting as an **Associate District Judge** of the Comanche Nation Tribal Court in accordance with the Comanche Nation Tribal Law and Order Code.

Background

The Comanche Nation wishes to enter into a contract with a licensed attorney to act as an Associate District Judge of the Comanche Nation Tribal Court.

Scope of Work to be Performed

- Handle, preside over and adjudicate all criminal, civil, juvenile, and traffic cases and litigation as assigned by the Chief District Judge within the jurisdiction of the Comanche Nation Court;
- Hear cases, make evidentiary rulings, review pleadings and issue final orders, judgments and decision;
- Conduct legal research and issues memoranda of decision within the timelines established by tribal law;
- Prepare, issue, and/or submit reports, letters, memorandum and similar types of correspondence and communications with Court personnel, litigants, parties to cases, attorneys, legal counsel, and/or tribal administration;
- Issue orders, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court;
- Perform legal, judicial, and administrative duties associated with and furtherance of the performance of the duties stated above;
- Provide administrative direction to court staff in connection with and furtherance of the performance of the duties stated above;
- Create, adopt, develop, and implement appropriate policies, procedures and court forms as directed and/or authorized;
- Keep Court records and other records as may be required;
- Performs other duties that may be assigned;
- Participate in regular meetings as requested;
- Travel expenses incurred to and from the Comanche Nation Tribal Court, in connection with the performance of duties as an Associate Judge, are not reimbursable

Qualifications and Experience

The selected candidate must meet the following minimum qualifications:

- Must be an enrolled member of a federally recognized Indian Tribe;
- Must be a graduate of an ABA accredited Law School;
- Must be a member in good standing of a State Bar Association, Oklahoma preferred;
- Have no less than five (5) years' experience as a licensed Attorney;

- Experience and/or practice in the field of Indian law and demonstrated experience with the concepts of federal Indian law, tribal law and principles of tribal sovereignty and jurisdiction;
- Ability to solve legal matters, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities;
- Must be competent to perform all the duties of the position; be of good moral character, be a person of high integrity, be emotionally stable and mature, be committed to equal justice under the law, be patient and courteous, and be capable of deliberation and decisiveness;
- Ability to read and analyze, interpret, and apply in written form the Tribal laws, and applicable State, County and Federal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals);
- Must not have been convicted of a felony or misdemeanor crimes involving dishonesty, moral turpitude, or ever been disbarred by any jurisdiction

Proposal Format and Content

1. Cover Page: Including the Request for Proposal title, due date, name, address, telephone number and email address for the submitting candidate.
2. Resume: Qualifications and Experience: This section will contain a description of the professional qualifications, experience and special expertise of the individual, with particular focus on the candidate's experience in tribal laws and ordinances and applicable State, County and Federal laws.
3. Past Record of Performance: Candidate should include the names and telephone numbers of three representative clients who can provide references regarding performance.
4. Conflict of Interest: The candidate must disclose any potential conflict of interest that might arise if they accept an award of contract with the Comanche Nation.

General Conditions

The Comanche Nation reserves the right to reject any or all proposals received in response to this request, to negotiate with any qualified party, or to cancel in whole or part of this RFP if it is in the best interest of the Comanche Nation. In the event none of the proposals are satisfactory to the Comanche Nation, no selection will be made. There is no expressed or implied obligation for the Comanche Nation to reimburse responding parties for any expenses incurred in preparing submittals in response to the RFP.

Evaluation

The Comanche Tribal Court Team shall review the qualifications of the nominees, and will interview nominees pursuant to Title 1 of the Comanche Nation Law and Order Code. In making a selection, the Comanche Tribal Court Team shall give preference to qualified candidates who:

1. Have more formal education and experience in the legal field particularly to American Indian Law.
2. By interview have shown that they are familiar with the Constitution, Code and Common Laws of the Comanche Nation.
3. Have demonstrated thorough, thoughtful, and properly adjudicated judicial decisions.

If the nominee for the Judicial Office is confirmed by the Comanche Business Committee, the nominee shall be sworn into office by the Chief District Judge.

Questions

Questions regarding this RFP may be addressed to Shannon Nagel - office: (580) 492-3701, fax: (580) 492-5805, e-mail: shannonn@comanchenation.com.

Instructions for Submission of Proposals

Deadline: Proposals should be submitted by **February 7, 2018 at 4:00 pm CST.**

Proposals should be submitted via email in PDF format to Shannon Nagel at shannonn@comanchenation.com. Hand-delivered proposals can be dropped off in a sealed envelope in the Grants Department at Comanche Nation, Administration Building, 584 NW Bingo Rd., Lawton, OK 73507.