



Request for Proposals
for Tribal Court Indigent Defense Attorney

Proposal Due Date:
February 16, 2018 at 4:00pm CST

Issued by:
Comanche Nation
Lawton, Oklahoma
February 2, 2018

Introduction

The Comanche Nation invites proposals for interested parties to contract with the Nation to provide judicial services by acting as the **Indigent Defense Attorney** 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 the Indigent Defense Attorney of the Comanche Nation Tribal Court. The Tribal Court Indigent Defense Attorney will provide trial, appellate, and post-conviction criminal defense services to persons who have been judicially determined to be entitled to legal counsel at the Comanche Nation's expense. Scope of cases are Traffic, Misdemeanor, and Felony under Comanche Nation Tribal Codes.

Scope of Work to be Performed

- Must be willing and able to respond to a Court ordered appointment within 24 hours of being notified.
- Draft letters, forms, Notices, Court Orders, Policies and Procedures, keeping them updated, and Administrative Orders as well as any other documents required of them by the Judge;
- Shall be prepared to present court hearings and emergency hearings in the Comanche Nation Tribal Court;
- Maintain licensure in good standing with the Oklahoma Bar Association;
- Maintain proper communication with the Comanche Nation Tribal Court Clerk;
- Represent the tribal defendants determined to be indigent in defense of adults committing criminal acts within tribal jurisdiction;
- Represent the non-tribal defendants determined to be indigent in defense of criminal domestic violence acts within tribal jurisdiction;
- Conduct all necessary case preparation before Court hearings and trial;
- Argue and present cases as appropriate in Court and appeals therefrom;
- Attend legal seminars, tribal trainings, and meetings as appropriate and necessary to serve the Nation's interest and to maintain professional license at own expense;
- Prepare and maintain case information and statistics to be submitted to the Comanche Nation Tribal Court Clerk.
- Communicate and meet with assigned defendants prior to each hearing.

- Other duties as assigned or requested by the Court.

Qualifications and Experience

The selected candidate must meet the following minimum qualifications:

- Be an enrolled member of a federally recognized Indian Tribe, Preferred;
- Must be a graduate of an ABA accredited Law School;
- Must be a member in good standing of Oklahoma Bar Association;
- Must have experience and stay current on the Violence Against Women Act (VAWA).
- Must have experience related to domestic violence, dating violence, protection order violations, etc.
- Have no less than five (5) years' experience as a licensed Attorney, Preferred;
- 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;
- Respect for the culture and traditions of the Comanche Nation

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.

5. Proposed Compensation: Candidate should provide a bid for services performed for an entire calendar year. Bid may be in the form of a flat annual compensation amount, an hourly compensation amount, a flat case by case compensation amount, or any combination of these.

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. 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 defended judicial cases.

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 16, 2018**

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.