



SQUAXIN ISLAND TRIBE



REQUEST FOR PROPOSALS SQUAXIN ISLAND TRIBAL COURT – TRIBAL PROSECUTOR

Introduction

This is a request for proposal (RFP) issued by the Squaxin Island Public Safety Department, seeking proposals from qualified individuals to serve as the tribal prosecutor for the Squaxin Island Tribal Court, located at 10 SE Squaxin Lane, Shelton, Washington 98584.

1. Request for Proposal

- 1.1 This RFP in no way constitutes a legally binding agreement between the Squaxin Island Tribe and any applicant. The objective of the RFP is the negotiation and execution of a contract between the Squaxin Island Tribe and a successful applicant to provide the scope of services described herein.
- 1.2 All submitted proposals are considered confidential.
- 1.3 The Squaxin Island Tribe reserves the right to retain all proposals submitted and to use any information or ideas contained in the proposal, without regard to whether it is selected or not.
- 1.4 The Squaxin Island Tribe reserves the right to reject any and all proposals, award the contract to an individual other than the lowest bidder, and to waive irregularities and formalities.
- 1.5 The Squaxin Island Tribe reserves the right to accept any proposal which, in its judgment, best serves its interests.
- 1.6 Submission of a proposal indicates acceptance of any conditions outlined in this RFP.

2. Scope of Services

2.1 Client Representation

- A. The Tribal Prosecutor shall represent the Tribe in limited civil matters (civil traffic violations, natural resource management violations, civil trespass, and similar violations) and all criminal matters before the Court on the civil and criminal docket. The civil and criminal docket is heard on the fourth Tuesday of each month at the Squaxin Island Tribal Court.

- B.** Coordinating with tribal law enforcement and/or complainants to initiate criminal and civil proceedings consistent with Squaxin Island tribal laws.
- C.** Appearing in person on behalf of the Squaxin Island Tribe in the Tribal Court as required, including for arraignments, review hearings, trials, and other required proceedings. In-person appearances shall occur at the Squaxin Island Tribal Court room located in Shelton, Washington.
- D.** Preparing necessary Court filings, including criminal complaints, petitions, motions, and draft orders.
- E.** Responding to time-sensitive questions from the tribal law enforcement regarding search warrants, arrest warrants, criminal enforcement, and other matters within the purview of the Tribal Prosecutor.
- F.** Preparing and posting legal notices for publication as needed.
- G.** Communicating and coordinating with defense counsel to negotiate/discuss pending matters.
- H.** Communicating and coordinating with victims and advocating for appropriate protective measures.
- I.** Filing, responding to, and managing appeals of cases where the Tribal Prosecutor is representing the Tribe.
- J.** Be reasonably available for unscheduled matters as may arise.
- K.** Provide legal research and writing when necessary for a decision in a case.
- L.** Other duties, as assigned.

2.2 Compliance with Professional and Ethical Standards

- A.** Counsel shall comply with all applicable rules of professional conduct, including those of the State Bar, and all rules of practice listed under Title 4 of the Squaxin Island Tribal Code.
- B.** Avoid conflicts of interest and promptly disclose to the Court any conflict that arises during representation.

3. Qualifications and Proposal Requirements

3.1 Juris Doctor (J.D.) degree from an accredited law school.

3.2 Active state bar license.

- 3.3 Demonstrated experience in criminal and/or civil prosecution.
- 3.4 Familiarity with the Indian Civil Rights Act and federal Indian law as it applies to tribal criminal jurisdiction.
- 3.5 Three (3) professional references from judges, attorneys, tribal officials, or other relevant persons familiar with the applicant's professional qualifications.
- 3.6 Disclosure of any potential conflicts of interest with the Squaxin Island Tribe or its members.
- 3.7 Indian Preference qualification, if applicable.
- 3.8 Cover letter that contains at a minimum: legal name, contact information, number of years licensed as an attorney, your availability to perform the responsibilities outlined in the RFP, including your availability to appear at the civil and criminal proceedings scheduled for the fourth Tuesday of each month.

4. Selected Attorney Requirements

- 4.1 The selected attorney will be required to execute an independent contract agreement with the Squaxin Island Tribe. This contract agreement will require Squaxin Island Legal Department review and Tribal Council approval prior to implementation.
- 4.2 The selected attorney will also be required to sign a Conflict-of-Interest Form and Non-Disclosure Agreement.
- 4.3 The selected attorney must maintain active Bar licensure and provide proof of professional liability insurance in an amount acceptable to the Squaxin Island Tribe throughout the contract term.
- 4.4 The selected attorney shall not engage in any outside representation that creates a conflict of interest with defendants assigned through this contract and shall promptly notify the Court of any such conflict.

5. Proposal Evaluation Procedure

- 5.1 Proposals will be reviewed and evaluated by the Squaxin Island Public Safety Department and the Squaxin Island Legal Department.
- 5.2 The award of the contract will be based upon a comprehensive review of all proposals. The award shall be made to the most responsive applicant as determined by the Squaxin Island Public Safety and Legal Departments.

- 5.3** The Squaxin Island Preference Law requires the Squaxin Island Tribe to apply Indian Preference to contracts for goods and services. Preference is intended to give an advantage to Indian owned companies and Native American employees in contracting.
- 5.4** Proposals will be reviewed for completeness to determine if all submission requirements were met. Failure to submit all required documents may result in the proposal being rejected.
- 5.5** During the evaluation process, the Squaxin Island Tribe reserves the right to request additional information or clarification regarding any portion of the proposal.
- 5.6** Selection Criteria. The initial evaluations will be based on the content of the proposals. The proposals will be ranked based on the following factors (weighting of each factor listed in parentheses):
- Assessment of the proposed attorney and/or firm for qualifications to perform the scope of work (65%)
 - Assessment of overall project cost estimate on a comparative basis to the other proposals (35%)

6. RFP Timetable and Submission

- 6.1** To facilitate the Squaxin Island Tribe's review of the submitted proposals, applicants are required to provide the requested information within the timeframe outlined below. The timetable is provided for planning purposes and may be modified by the Tribe as required.

RFP Activity	Target Completion Date
Tribe releases RFP	July 13, 2026
Proposals Due	Until filled
Scheduling Interviews	Until filled

- 6.2** Submit completed proposals to Madeena Rivera, Law Enforcement Admin Coordinator, at mrivera@squaxin.us.