

# REQUEST FOR PROPOSALS

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**LITTLE RIVER BAND OF OTTAWA  
INDIANS**

**REGARDING: Election Board Legal Services**

**PROPOSALS DUE: 1-25-19**

# Little River Band of Ottawa Indians

## REQUEST FOR PROPOSAL

### FROM:

#### A. THE OWNER:

Little River Band of Ottawa Indians  
Election Board  
Mailing Address: 2608 Government Center Drive  
Manistee, Michigan 49660  
[election@lrboi-nsn.gov](mailto:election@lrboi-nsn.gov)

#### B. PURPOSE OF REQUEST: Legal Services

#### C. SCOPE OF WORK: SEE ATTACHMENT A

#### D. GRANT REQUIREMENTS, IF APPLICABLE: N/A

#### E. TIME SCHEDULE: The Tribe will observe the following schedule:

1. Issue of RFP-1/10/19
2. Primary conference with Department-N/A
3. Deadline for submittal of Proposals-1/25/19  
Proposals received after the deadline date will not be considered. If mailed, proposals must be postmarked on or before the deadline.
4. All proposals should be sent by emailed to:  
[election@lrboi-nsn.gov](mailto:election@lrboi-nsn.gov)  
Or mailed or delivered to:  
Terri Burmeister, Election Board Chair  
Little River Band of Ottawa Indians  
2608 Government Center Drive  
Manistee, MI. 49660
5. For hard copy of proposals--Each proposal must be clearly marked in the lower left-hand corner with the project name, which is Legal Services. Late proposals will NOT be accepted.

### TO PROPOSERS:

#### A. Information required from the Proposer. Proposals shall provide straightforward, concise information that satisfies the requirements of the "proposal contents". Emphasis should be placed on the conformity to the RFP's instructions, completeness, and clarity of content.

1. Cost. The Proposer shall include 2 copies of the cost proposal.

2. Experience relevant to project. Number of similar projects performed and number of qualified staff assigned to the project.
3. Physical address of law firm or office.
4. Name and title of person(s) authorized to conduct discussions or negotiations. Contact email(s) and phone number(s).
5. Brief history of company's work.
6. Certificate of insurance, if applicable.
7. Applicable State or Federal License, if applicable.
8. Three business references that the proposer has worked with in the last three years. Include contact name, phone number, and email address.
9. Completed W9.

**GENERAL:**

- A. TRIBAL HISTORY:** The Little River Band of Ottawa Indians is a sovereign and federally recognized Tribal government. Our governmental offices are based in Manistee, Michigan, within the boundaries of a 70,000-acre reservation along the Manistee River, established under the 1836 Treaty of Washington. The LRBOI and the United States reaffirmed their government-to-government relationship under P.L. 103-324, enacted in 1994. The Tribe has since developed a governmental infrastructure and service delivery system necessary for rebuilding a sustainable tribal community.
- B. TAXES:** The Little River Band of Ottawa Indians is exempt from Michigan sales and use tax on materials that are purchased, used or acquired in performance of a contract entered into by the Tribe for construction, renovation or improvements of real property owned by the Tribe or owned by the federal government in trust for the Tribe, if the real property is located within the Tribal and Trust Lands. The proposer should follow the State's general rules regarding nonprofit hospitals and housing to determine what is considered affixed and made a structural part of the exempt real property. Sales and use taxes shall not be included in the bid amount.
- C. SELECTION CRITERIA:** Selection will be based on an independent evaluation using the following criteria:
- Price
  - Terms and conditions
  - Delivery time
  - Understanding of scope of work
  - Ability and history of successfully completing contracts of this type
  - Indian preference, minority owned, and small business preferences.

The Tribe reserves the right to reject any and all proposals and to request additional information from any proposer.

*Proposers qualifying for Indian Preference will need to complete an "Indian Preference Qualification Application." Applications can be obtained by emailing [mlucas@lrboi.com](mailto:mlucas@lrboi.com).*

**INTERVIEWS:** The Tribe may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Tribe's Office located at 2608 Government Center Drive, Manistee, MI. The Tribe will not reimburse Proposers for any costs incurred in traveling to or from the interview location.

- D. **PROPOSAL AND CONTRACT:** The proposer should submit a contract with proposal including fee schedule

The Tribe reserves the right to award any contract to the next most qualified proposer, if the successful proposer does not execute a contract within thirty (30) days after the award of the proposal.

**END OF RFP SOLICITATION**



## **Little River Band of Ottawa Indians**

### **Election Board**

2608 Government Center Drive

Manistee, MI 49660

(231) 723.8288

### **SCOPE OF WORK**

The Election Board would expect the Attorney to be responsible for the following duties during their two year contract:

- Must be a lawyer in good standing with a license to practice in the State of Michigan and must be willing to be admitted to Little River Band of Ottawa Indians Tribal Court
- Must be able to interpret LRBOI Tribal Law and LRBOI Constitution, State and Federal law and to explain in layman's terms legal concepts clearly and effectively
- Available on short notice and after normal business hours because the Election Board often meets at 5pm
- Become familiar with Election Regulations and Procedures
- Provide on-call assistance and advice by attendance at Election Board meetings
- Provide assistance for election disputes and challenges as necessary
- Provide legal defense to actions initiated against the Election Board
- Provide any other legal assistance to the Election Board as may be necessary including assistance with Special elections, recall, initiative or referendums



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