



Tribal Court Consulting Services for Catawba Indian Nation November 1, 2021.

1. Introduction

The Catawba Indian Nation is soliciting proposals from professional firms or qualified individuals to offer tribal court consulting services for the Catawba Indian Nation Department of Justice on a contractual basis.

2. Background

The Catawba Indian Nation Department of Justice currently has funding to open a Healing to Wellness Court and plans to launch a Tribal Governance Court to handle internal disputes. The Department recently completed a Tribal Justice System Strategic Plan, including extensive community meetings and surveys to understand the safety and justice needs of the Catawba Indian Nation, including the community's views on tribal courts. This showed wide-ranging needs, including tribal courts handling child welfare cases, domestic violence cases, criminal matters, peace-making, and more. We seek a consultant to help make plans to implement the plans for the expansion of tribal courts as defined in the Tribal Justice System Strategic Plan.

2. Background

The Catawba Indian Nation is the only federally recognized Indian tribe in the state of South Carolina and one of two in North Carolina. The Catawba Indians have lived on their ancestral lands along the banks of the Catawba River dating back at least 6000 years. Before contact with the Europeans it is believed that the tribe inhabited most of the Piedmont area of South Carolina, North Carolina and the southern parts of Virginia. Our lands include a 1000-acre reservation that is located on two non-contiguous parcels of land approximately eight miles east of Rock Hill, South Carolina, and a 16.5 acre reservation in Cleveland County, North Carolina.

In 1993, the Catawba's won its fight for federal recognition with the passage of the Catawba Land Claims Settlement Act. The Act not only restored the Federal Trust relationship between the Catawba Nation and the Federal Government but also marked the path for self-governance. Today, we provide services for approximately 3,400 plus enrolled tribal members in the areas of housing, social services, public works, medical and dental care, economic development, childcare, senior program, cultural preservation, transit, and more.

The Catawba Indian Nation has welcomed change with our newly adopted vision and mission that states the tribe will become an economically thriving community whose citizens embrace their cultural heritage, enjoy strong self-esteem, lead successful lives and are fully prepared for a future of continuing opportunities and challenges. Tribal leadership promotes the Catawba Nation's rich culture; works to ensure collective and individual self-sufficiency; promotes excellence in education; provides quality opportunities for health, social, and economic well-being of its citizens; and conducts its affairs with great integrity and commitment. We show that we are proud of our past by embracing our culture and sharing

it with others. We presently have a wide variety of programs and services available to enhance the lives of our citizens.

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3. Scope of Work

The Catawba Nation is aware of the need to develop a robust tribal court system as part of our Justice Services Division. We are seeking an individual or firm with a proven track record in the planning, development, and implementation of plans to launch and enhance tribal courts. Previous knowledge and experience in these areas is preferred. The contractor will work closely with the Director of the Justice Services Division, the Tribal Attorney, and Deputy Tribal Attorney.

Task and Activities will include:

- a. Understanding and actively engaging in successful implementation of the Tribe's vision and mission for the development of tribal courts;
- b. Review of the Catawba Justice System Strategic Plan, foundational governing documents of the Tribe, memos regarding the jurisdiction of Catawba tribal courts;
- c. Development of Healing to Wellness Court - Review Healing to Wellness Court policies, case management forms, and other documents, assist in negotiating intergovernmental agreement with local justice system for case transfer;
- d. Development of Tribal Governance Court - Creating policies and procedures for tribal governance court, development of ordinances necessary for judicial branch;
- e. Development of future tribal courts- help prioritize future tribal courts and identify potential sources of funding;
- f. Development of Operational Plan for future tribal courts- including record-keeping system, docketing and court scheduling, staffing, budget, job descriptions, courtroom set up and safety, etc.;
- g. Assist in implementing Operational Plan;
- h. Assist with grant writing to fund future tribal courts; and
- i. Other expectations:
 - a. Confidential/Professional Management - Confidential and professional management of records, documents and data.
 - b. Monthly Report – The selected Tribal Court Consultant will submit a monthly report along with an invoice detailing the time spent and activities performed during the previous month;
 - c. Clear and consistent communication with leadership including the Executive Committee, Tribal Administration, Tribal Attorney and Deputy Tribal Attorney, Justice Services Director, and Department of Justice staff.

Note- Consultant may be asked to consider travel/training for this project. If accepted by consultant, reasonable travel costs will be paid by the CIN.

4. Contents of Proposal

If interested, please submit not less than three copies of a proposal in response to this RFP. The proposal should include the following information:

- a. A cover letter to the attention of Jeff Harris, Tribal Attorney;
- b. A narrative explaining the experience and qualifications of the firm or individual applicant, including a resume of the proposed principal consultant to provide direct services. The narrative and resume should detail the applicant's experience in planning, development; and implementation of plans for tribal courts, any other experience with tribal courts. The narrative should include the types of organizations to which the applicant has provided services for in the past, if any;
- c. A narrative explaining the applicant's proposed approach to the Scope of Work;
- d. Minimum of 2 references from clients; and
- e. An outline of proposed cost.

5. Submission

Please deliver three copies of the proposal by **5:00 pm, November 15, 2021**, to:
Catawba Indian Nation
Attn: Jeff Harris
996 Avenue of the Nations
Rock Hill, SC 29730

6. Evaluation

The Catawba Indian Nation will review all submitted proposals. The criteria by which the selected applicant will be chosen include the following:

- a. Quality of experience;
- b. Technical capabilities to perform the project;
- c. Qualifications of key personnel;
- d. Approach to the project as described in the proposal;
- e. Previous performance in the area;
- f. Cost; and
- g. Schedule.

Depending on the proposals received, the Catawba Indian Nation may determine that interviews with the top ranked firms or individuals are necessary. In the event interviews are not necessary, firms and individuals will be ranked and the Catawba Indian Nation will initiate contract negotiations with the highest ranked firm or individual.

7. Schedule

It is anticipated that the project will commence on or about December 1, 2021.

RFP Schedule is as follows:

Request for Proposals Posted	Monday, November 1, 2021
Proposals Due	Friday, November 15, 2021
Interviews & Selection	Week of November 22, 2021
Consultant Begins	December 1, 2021

8. Additional Provisions

The Catawba Indian Nation reserves the right to reject any or all proposals, waive technicalities and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. The Catawba Indian Nation also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top ranked firm.

9. Tribal Preference

The Catawba Indian Nation exercises Indian Preference in accordance with the Catawba Nation Preferential Hiring Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

10. Additional Information

Additional information about the Catawba Indian Nation can be found on our website, www.catawba.com. Questions regarding this Request for Proposals may be directed to Jeff Harris, Tribal Attorney, at (803) 366-4792 or jeff.harris@catawba.com.