

REQUEST FOR BIDS (RFB)  
Attorney Services  
Legal Aid Services  
ISSUE DATE: June 30, 2022

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The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) seeks bids from attorneys qualified and available to advise, and if needed represent eligible CTUIR member in private legal aid matters described in Attachment A.

The CTUIR anticipates entering into multiple legal aid service contracts for direct legal services to tribal members between 126% and 210% of the federal poverty guidelines. The contracts would have no guaranteed minimum hours, but rather establish the compensation rate and reimbursement for allowable expenses in the event an attorney agrees to represent a referred client needing legal aid in eligible matters. The CTUIR will have a coordinator that screens the potential clients for eligibility before making a referral pursuant to the contract.

The CTUIR expects to make approximately 10 referrals each quarter. The matters tend to fall under one of the following jurisdictions or venues: federal agency administrative appeals; the jurisdiction of the Umatilla County District Court/State of Oregon; and a small percentage of Umatilla Tribal Court or Umatilla Tribal administrative matters.

The selected contractors will:

- (1) Confirm promptly, and no later than 5 business days of whether they serve a referred client;
- (2) Advise and represent their client in the eligible service categories;
- (3) Advise and represent clients in adherence to the Oregon Rules of Professional Responsibility and the applicable bar(s) to which the attorney is admitted;
- (4) Report quarterly the categories of eligible services, the number of clients; the number of issues and describe relevant recommendations the CTUIR may wish to consider for enhancing the services.

The successful bidder would enter into a contract agreement administered by the CTUIR Office of Legal Counsel (OLC) through August 30, 2023.

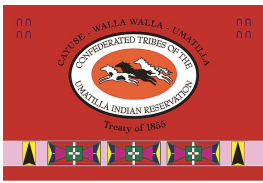
## INSTRUCTIONS

**Time is of the essence. The first review of bids reviews begin July 20, 2022**, and if necessary will be ongoing until as suitable contractors are secured. Submit bids in PDF format to [LegalCounsel@ctuir.org](mailto:LegalCounsel@ctuir.org) with the subject line: Bid – Legal Aid Services.

## BID QUALIFICATIONS & SCORING

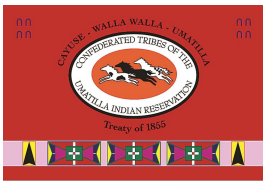
Bids should be limited to no more than 4 pages addressing the criteria listed below. Should the process require, contract negotiations may immediately begin with the selected bidders. Bid evaluation will consider the following factors:

1. Price - describe an hourly rate with a maximum cap per issue.



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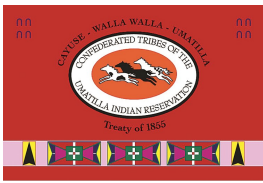
2. Availability – describe the extent of your in person availability, virtual access and connection for your client, expected response to a referral, and any date ranges you are not available through August 30 2023;
3. Admission to practice law in Oregon, and willingness to become a member of the Umatilla Tribal Court Bar (by certification and minor fee paid to the Court);
4. Experience - the depth of practice in the eligible service areas described in Attachment A.
5. References – provide at least two references for work related to the practice areas you are experienced in.
6. Malpractice Insurance – provide proof of applicable coverage or Oregon PLF;



## ATTACHMENT A – Contractual Legal Aid Services

The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre allotted Umatilla Indian Reservation boundaries located within the exterior boundaries of Northeastern Oregon. CTUIR Legal Aid Services are funded with CTUIR funds.

- I. Tribal Member Eligibility: enrolled members of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) residing within the following Oregon counties: Baker, Grant, Morrow, Umatilla, Union and Wallowa.
- II. Income restrictions: Tribal Members earning between 126% and 210% of the federal poverty guidelines as eligible for the below listed subject areas.
- III. Subject areas:  
\*\*Income guidelines not imposed for cases obtaining or maintaining public benefits.
  - A. Social Security\*\*
  - B. Veteran's Benefits\*\*
  - C. Tribal Child Dependency
  - D. Welfare, food stamps and Tribal General Assistance Benefits\*\*
  - E. Medicare / Medicaid\*\*
  - F. DV Protection Orders
  - G. Unemployment Compensation\*\*
  - H. Housing\*\*
  - I. Employment Disputes
  - J. Child Custody and Visitation
  - K. Consumer Protection and Debtor Rights
  - L. Probate
  - M. Civil Rights
  - N. Family Law
  - O. Personal Injury
  - P. Community Education
  - Q. Torts
- IV. Prohibited representations and other CTUIR resources:
  - A. Prohibitions with exceptions regarding (1) Claims against the CTUIR; (2) Claims by one CTUIR member against another CTUIR member;
  - B. CTUIR members under the 125% poverty guidelines are eligible for services from Legal Aid Services of Oregon and NAPOLS;
  - C. Will and estate planning services, which are provided for free to tribal members under a separate agreement;



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- D. Survivors of domestic violence, dating or intimate partner violence, stalking or human trafficking are eligible for services through a different contract.
- E. Child Support Enforcement.