

Grand Traverse Band of Ottawa & Chippewa Indians

Request for Proposal (RFP) for Public Defender for Criminal Cases in the Tribal Court

Deadline for Submission: 5:00 P.M. Wednesday, May 1, 2019

1. **General Information.** The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court is soliciting contractual-service proposals for a Public Defender to represent criminal defendants in in the Tribal Court for three (3) years (FY 20, 21, 22) (effective on Oct. 1, 2019). Up to three (3) Attorneys will be selected to enter into contracts to represent Tribal Members that have been charged with criminal acts within the Tribe’s jurisdiction. The Attorney must be familiar with Tribal laws and State of Michigan laws governing criminal laws. The Attorney will be required to meet with his/her client as soon as a case is assigned and, thereafter, on a regular basis as required by law or court rule.
2. **Required/Recommended Credentials.** All applicants must be State of Michigan bar licensed attorneys in good standing. All applicants should have experience with criminal laws.
3. **Proposal Format.** Applicants must include the Required Documents listed below and should provide Requested Information with sufficient detail to facilitate the factors in the Evaluation Criteria. The failure to provide Required Documents will result in the proposal deemed non-responsive. The failure to include Requested Information may result in no points assessed.
 - a. **Required Documents:**
 - i. Resume.
 - ii. Proof of Bar Licensure in Good Standing.
 - iii. References.
 - iv. Cost Proposal. *Must be placed into a clearly marked envelope separate from the other requested documents.* Including billable hours, travel, reimbursement, paralegal rates, and any other fees. The cost proposal must be clearly discernable
 - b. **Requested Information:**
 - i. Cover Letter.
 - ii. Outline of Experience: (1) Working with Criminal Laws; and (2) Working as a Public Defender.
 - iii. Two (2) years minimum experience in each case type is recommended but not required.
 - iv. Tribal or Indian Owned. A statement of Tribal/Indian Owned business is required for consideration of points below. Copies of tribal identification cards must be included to support the statement. Tribally owned is defined as “any business that is at least fifty-one percent (51%) owned by an individual who is a member of the Grand Traverse Band of Ottawa and Chippewa Indians.” Indian owned is defined as “any business that is at least fifty-one percent (51%) owned by an individual who is a member of a federally recognized tribe.”
4. **Evaluation Criteria:**

		Maximum Points
Cover Letter	Was a cover letter submitted?	3 points
Resume	Was a resume submitted?	5 points
Experience with Criminal Law	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points

Experience as a Public Defender	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
State of Michigan Bar License	Was proof of Michigan Bar Licensure submitted?	1 point
	Was proof of Good Standing Submitted?	1 point
Tribal or Indian Preference (Provide copy)	Member of a federally recognized tribe (Excluding GTB)	1 point
	Member of the Grand Traverse Band of Ottawa and Chippewa Indians	2 points
References	1 reference	1 point
	2 references	2 points
	3 references	3 points
TOTAL MAXIMUM POINTS		21 POINTS

5. Evaluation Process:

- a. Step 1: Written proposals will be reviewed for compliance with the Required Documents. Proposals that fail to include the Required Documents will be deemed non-responsive and the applicant's proposal will be eliminated.
- b. Step 2: The Chief Judge, Associate Judge and/or Court Administrator will tally the responsive proposal points from the Evaluation Criteria.
- c. Step 3: The Chief Judge, Associate Judge and/or Court Administrator will conduct reference checks with the highest scoring responsive proposals. If the reference checks are positive, interviews may be scheduled, or applicants may be outright selected to proceed to the cost proposal evaluation.
- d. Step 4: The cost proposal is evaluated separate from Evaluation Criteria. Cost comparisons will be evaluated as follows:

Cost Proposal	Lowest Cost	6 points
	Second Lowest Cost	5 points
	Third Lowest Cost	4 points
	Fourth Lowest Cost	3 points
	Fifth Lowest Cost	2 points
	All others	1 point

- e. Step 5: The Chief Judge, Associate Judge and/or Court Administrator will select the applicant(s) and/ enter into contact negotiations.
 - f. Step 6: If negotiations with the selected applicant fail to produce a contract, the Tribal Court reserves the right to enter into negotiations with the next highest scoring proposal.
6. **Deadline for Submission.** The deadline to submit proposals is **5:00 PM Wednesday May 1, 2019**. Proposals may be mailed and/or hand-delivered. No faxed and/or emailed proposals will be accepted. The applicant is responsible for ensuring the Tribal Court receives his/her proposal by the deadline. All proposals received after the deadline will be eliminated from consideration.

Questions should be in writing and directed to Sherri Vezina, Court Administrator,
Sherri.Vezina2@gtbindians.com.

Mailing address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Sherri Vezina, Court Administrator
2605 N. West Bay Shore Dr.
Peshawbestown, MI 49682

Physical Address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Sherri Vezina, Court Administrator
2809 N. West Bay Shore Dr.
Peshawbestown, MI 49682