

**The Native Village of Dot Lake  
Request For Proposal**



Please mail Submission of the Request For Proposal to:

Dot Lake Village Council  
PO Box 70488  
Fairbanks, AK  
99707

**Submission deadline is May 27<sup>th</sup>, 2024, 12:00 P.M.**

Submission will also be received via email: [dotlakevillagecouncil@dotlakevillage.org](mailto:dotlakevillagecouncil@dotlakevillage.org) a confirmation email will be returned acknowledging receipt of the RFP.

Any questions concerning this RFP should be submitted in writing to: [dotlakevillagecouncil@dotlakevillage.org](mailto:dotlakevillagecouncil@dotlakevillage.org)

**Request For Proposal (RFP)**  
CODE/ORDINANCE DEVELOPMENT  
Dot Lake Village  
RFP #2024-4-08

Dot Lake Village is issuing a request for proposals from interested individuals, legal service providers, agencies, or law firms to develop new Tribal ordinances, revise current ordinances, develop self-help packets, and develop local rules for the Dot Lake Tribal Court.

**General Information**

The Village currently has a Tribal Court and has adopted several ordinances that govern cases that come before the Court. The Court does not currently exercise criminal jurisdiction but has recently been selected as one of two villages in Alaska to qualify for the DOJ OVW expanded tribal jurisdiction pilot project, which will allow them to exercise special Tribal criminal jurisdiction over non-Indians committing covered crimes.

**A. Desired Scope of Services**

To build capacity of the Court and to implement the expanded criminal jurisdiction authority, the Village is seeking proposals from interested individuals, legal service providers, agencies, or law firms to develop new Tribal ordinances and revise current ordinances.

The process of developing new ordinances will require working with the Chief Judge, the Judicial Director, the Tribal Court Clerk, and various Tribal committees, departments, executive officers, and the Tribal Council. The Tribe has set a target date of 01/01/2026 for implementation of the new or revised ordinances, rules, and self-help packets.

**B. Scope of Work:**

Described below are the technical requirements for the professional service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

1. This RFP is directed at professionals who qualify to write an Ordinance framework into which various types of criminal provisions or chapters can be inserted as needed and approved.
  - a. Development of Tribal Court Rules of Procedure:
  - b. Development of a Dot Lake Village Criminal Code that complies with the requirements of the DOJ OVW Pilot Project:
  - c. Crafting/reviewing/finalizing specific criminal ordinances, provisions, or chapters to address:
    - (i) Child abuse/neglect offenses

- (ii) Violent crime offenses
  - (iii) Harassment offenses
  - (iv) Human trafficking offenses
  - (v) Identity theft
  - (vi) Financial exploitation
  - (vii) Bullying
  - (viii) Hate crimes
  - (ix) Cybercrimes
2. The professional must either have (a) a Juris Doctorate from an ABA accredited law school or (b) be a professional that has successfully written tribal codes/ordinances for federally recognized Indian Tribes and has been admitted to practice in other tribal courts.
  3. The professional must meet the timelines desired and provide drafts throughout the project. The professional must be knowledgeable in Indian law and specific knowledge of tribal criminal law authority under the VAWA is preferred; preference is also given to an individual possessing a working knowledge of the Dot Lake Village laws, codes, and procedures.
  4. The proposal must include a five to seven (5-7) page writing sample of a recent tribal code provision or procedure that has been drafted; if necessary, sensitive identifying information may be redacted from the sample.
  5. Compensation is as follows: Contractor will bill at the rate of \$ TBD per hour for all services performed. The total yearly amount not to exceed is \$25,000.00.
  6. Projected start date: as soon as the RFP is reviewed, and a consultant is under contract.

**C. Required Qualifications:**

1. Must have five (5) years' experience in the practice of Indian Law, including experience drafting tribal codes/ordinances, or a professional with a minimum of five (5) years' experience drafting tribal codes/ordinances.
2. Juris Doctorate from an ABA accredited law school, or a professional with five (5) years' experience in drafting tribal codes/ordinances for tribal governments.
3. Provide resume and satisfactory documentation that substantiates the requisite five (5) years' experience.
4. Provide references for the last two (2) relevant jobs completed.
5. Provide Duns number, EIN, or TIN or SSN, Business license or State Registry number.
6. Must not be disbarred or suspended from doing business with the federal government and it is preferred the party is registered in sam.gov.

7. If applicable, must not have ever been disciplined by any bar association nor have ever been disbarred from any bar association.
8. Certification of Professional Liability Insurance or adequate substitute.

D. **Evaluation Factors and Scoring:**

1. Selection Procedures: The Dot Lake Village Administration utilizes this formal advertising of Request for Proposals (RFP) to award the most highly rated proposal, subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Dot Lake Village Administration and Tribal Court reserves the right to reject all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: The Dot Lake Village Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Dot Lake Village Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Village. The decision of the Dot Lake Village Administration and Tribal Court shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
  - a. (0-25 points) Scope of Work and Qualifications: The RFP must demonstrate ability to carry out each requirement listed in this RFP and specifically Sections A above.
  - b. (0-30 points) Required Qualifications: The RFP must demonstrate the proposer's qualification in accordance with Section B.
  - c. (0-10 points) Cost: Cost will be determined by formula method, if possible
  - d. (0-10 points) References: A record of integrity, judgment, performance, and timeliness in the execution of previous jobs will garner higher points.
  - e. (0-30) Writing Sample: The writing sample must demonstrate the writer's ability to draft and interpret laws with consistency to produce a comprehensive, well-written document.
  - f. Indian preference: A minimum 15% of the evaluation points shall be granted to proposals that demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian parties when using Method #3 of the Dot Lake Village Procurement Policy.
    - i. In the case of duplicate proposals, the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

**100 TOTAL POINTS POSSIBLE (*without Indian Preference*)**

**E. Instructions for Submitting Proposals:**

**F. Indian Preference:**

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises. Indian Preference is given to Indian-owned enterprises that provide proof of at least 51 percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:
  - ownership, control, and interest;
  - certification by a tribe that party is an Indian;
  - evidence of stock ownership, structure, management, control, and financing affecting the Indian character of the enterprise;
  - evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.
2. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.

**G. Provisions:**

1. If required, all parties must submit with their proposals a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Dot Lake Village's Indian preference policy.
2. The Dot Lake Village shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Dot Lake Village shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Dot Lake Village wishes to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Dot Lake Village shall take reasonable affirmative steps to assure that DBE's, WBE's and MBEs are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Dot Lake Village shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Dot Lake Village Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation regarding securing the services being solicited.
9. No employee, officer, or agent of the Dot Lake Village may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will enter into an enforceable agreement that

fully conforms to the contracting provisions pursuant to 2 CFR Part 200 Subpart F.  
Copies of these requirements are available for review at the grantee's offices.

**RFP Mailing List (For internal use only)**

Provide list of names/firms solicited.

Per Policy and adequate number of parties should be solicited which is generally a minimum of the three (3).

<b>Solicit to Name/Address/Telephone/Email</b>	<b>Method of Solicitation</b>	<b>Date</b>