



**Bois Forte Band of Chippewa**

5344 Lakeshore Drive  
Nett Lake, MN 55772  
[www.boisforte.com](http://www.boisforte.com)

**Request for Proposals (RFP) for  
Legal Services for Bois Forte Family Health Services**

**ISSUE DATE:** September 7<sup>th</sup>, 2022

**DUE DATE:** **September 22<sup>nd</sup>, 2022**

**SUBMIT TO:** Bois Forte Band of Chippewa  
Attn: Tara Geshick  
Secretary/Treasurer  
5344 Lakeshore Drive  
Nett Lake, MN 55772  
Email: [tara.geshick@boisforte-nsn.gov](mailto:tara.geshick@boisforte-nsn.gov)

**1. Overview**

The objective of the Request for Proposals is to solicit bids from licensed attorneys to submit proposals to the Bois Forte Band of Chippewa (the “Band”) to provide legal services to Bois Forte Family Health Services for a term to be negotiated.

**2. Background Information on the Bois Forte Band**

The Bois Forte Band of Chippewa is a federally recognized Band situated in northern Minnesota. The Band’s governing body is comprised of a five-member Council. The Band delivers government services to over 3,600 enrolled members who are located on-reservation, across the

United States, and abroad. The Band provides government services through a variety of departments, including Bois Forte Health Clinic, Human Services, Police Department, DNR, Tribal Court System, Realty, Housing, Enrollment, Public Works, IT services, Accounting, Education and Human Resources. As the owner and operator of the Boys and Girls Club, Fortune Bay Resort Casino, and several enterprises, the Band is one of the largest employers within its region. You can learn more about the Band by visiting our website at: <http://www.boisforte.com/>.

### **3. General Scope of Work**

The Band is soliciting responses in accordance with the Band's procurement policy from qualified attorneys to represent Bois Forte Family Health Services in proceedings in Bois Forte Tribal Court advocating for compliance with Band law. The selected contractor will be responsible for the following tasks:

- Coordinating with Family Health Services staff to initiate child protection proceedings consistent with the Band's laws;
- Preparing necessary Court filings, including petitions, motions and draft orders. Draft orders are typically due one week following Court days.
- Making Court appearances as required, including for review hearings, trials, and other required proceedings;
- Attending quarterly judicial meetings with judicial staff and the Bois Forte Reservation Tribal Council;
- Preparing and posting legal notices for publication as needed;
- Attending up to twenty (20) phone hearings per month including emergency protective care (EPC) hearings as needed;
- Communication with opposing legal counsel to negotiate/discuss consented resolutions.
- Filing, responding to, and managing appeals of cases where the Family Health Services department is a party;
- Attending training as authorized by the Band; and
- Other duties as assigned.

### **4. Proposals**

Proposals must include the following content:

- Identification of the name and title of the person authorized to negotiate the contract.
- A brief description of areas of specialty of the responding attorney.
- A description of how the person meets the qualifications to perform the work described in the Scope of Work set forth herein.
- Description of the firm's level of expertise with respect to the Indian Child Welfare Act, Federal Indian law, domestic relations, and Bois Forte law.

- Identification of and biographies and/or resumes of the legal team that will conduct the work described in the Scope of Work.
- Detailed description of the hourly rate or other basis by which you would bill the time of the attorneys assigned to this scope of work. Also, describe your timekeeping and invoicing practices.
- Identification of expenses the attorney/firm will charge.
- **Conflicts.** An affirmative statement as to whether your former or current representation of clients presents any conflict of interest which might bar you from undertaking the responsibilities of these services. Describe the precise nature of any potential conflict.
- **Certificate of Good Standing.** A Certificate of Good Standing must be included for all attorneys who propose to conduct the scope of work described herein. The Certificate of Good Standing must confirm that the attorney is currently admitted to practice law in any state jurisdiction within the United States and that the attorney is in good standing under that state jurisdiction.
- Signature by the individual authorized to contractually obligate the attorney/firm.

**5. Native Preference (if applicable)** – This RFP is not restricted to companies owned by Native persons. However, preference will be given to Native and Alaska Native consultant/contractors (“Native Consultant/Contractor”). Native Consultant/ Contractor or “Indian-Owned Economic Enterprise” means any Indian-owned commercial, industrial, or business concern established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 percent of the enterprise, and that ownership shall encompass active operation and control of the enterprise on a continuing basis for the duration of the project. A consultant/contractor claiming Native Preference should submit evidence demonstrating qualification for that preference.

## 6. Selection Criteria

The initial evaluations will be based on the content of the Proposals. The proposals will be ranked based on the following factors (weighting of each factor listed in parentheses):

- Assessment of the proposed attorney and/or firm for qualifications to perform the scope of work (50%);
- Assessment of the overall project cost estimate on a comparative basis to the other proposals (35%);
- Native Preference (15 %).

## 7. Submission Details

Proposals may be submitted by mail, by facsimile, or by email. The Band may deem a proposal that fails to address the required content as non-responsive and ineligible for consideration.

- Due date: **September 22<sup>nd</sup>, 2022, by 5:00 p.m., Central Time.**

- Submit to: Bois Forte Band of Chippewa  
Attn: Tara Geshick  
Secretary/Treasurer  
5344 Lake Shore Drive  
Nett Lake, MN 55710  
Email: [tara.geshick@boisforte-nsn.gov](mailto:tara.geshick@boisforte-nsn.gov)  
Fax: 218-757-0064

## 8. Inquiries

Questions about this RFP may be directed via email to Janell Smith, Acting Judicial Services Director, Bois Forte Tribal Government at [janell.smith@boisforte-nsn.gov](mailto:janell.smith@boisforte-nsn.gov). In the subject line for the inquiry, please insert “RFP – Bois Forte Family Health Legal Services”.

## 9. General Terms, Limitations, Reservation of Rights

The following terms, limitations, and reservation of rights apply to this RFP:

- Interviews with top ranked Respondents may be held to clarify and review proposals and qualifications.
- The Band reserves the right to award the contract to the Responder whose offer provides the overall greatest value to the Band. The award may not be determined by price alone.
- The Band reserves the right to review any proposal in full or in part and to accept or reject any or all proposals.
- The Band reserves the right to approve or reject any sub-contractors proposed for work under this proposal or waive any minor irregularities.
- The Band reserves the right to select the successful firm on the basis of proposals received, without seeking further information for clarification from Respondent.
- Any award granted pursuant to this RFP shall be subject to the terms and conditions of a written contract between the Band and the contractor/consultant selected.
- The Band reserves the right to:
  - Modify or otherwise alter any or all requirements herein. If the Band modifies, consultant/contractor’s will be given an equal opportunity to modify their proposals as identified in writing by the Band.
  - Reject any proposals received for whatever reason.
  - Terminate this RFP at any time, without cause or reason.
- The Band shall not be responsible for any expenses incurred by the applicant to prepare or deliver a response to this RFP, or to attend a virtual pre-award conference with the Band.
- The Band’s determination on whether to make this award will be based solely on the Band’s best interests as understood by the Band.
- Prior to any award and upon the Band’s request, the apparent successful proposer must provide the information required of any consultant/contractor who does business with the Band, including the consultant/contractor’s legal name, address, federal fax

identification number, and evidence of insurance policies that meet minimum insurance specifications for the award.

- The consultant/contractor must disclose to the Band the use and identity of all subcontractors it uses in carrying out the requirements herein. The Band reserves the right to approve all subcontractors chosen (in its sole discretion). The consultant/contractor shall be solely responsible for the satisfactory performance of and compensation to all subcontractors.
- The laws and procedures of the Band shall govern all rights and duties under any contract that may result from the RFP.
- In the event of bankruptcy or receivership of any consultant/contractor, the applicable contract is null and void, and is terminated without further notice.
- This RFP shall not be construed as a waiver of the Band's sovereign immunity.