



## **Cedarville Rancheria**

### **Request for Proposals**

CODE AMENDMENTS; COURT RULES AMENDMENT; JUDGE'S BENCH  
BOOK; COURT CLERK MANUAL; JUDICIAL FORM DEVELOPMENT

Responses Due July 3<sup>rd</sup> 2019, by 3pm

C/O Nikki Munholand

Cedarville Rancheria, Tribal Administrator

300 West 1<sup>st</sup> St.

Alturas, CA 96101

[Cr.munholand@gmail.com](mailto:Cr.munholand@gmail.com)

(530) 233 3969

Fax (530) 233 4776

The Cedarville Rancheria of Northern Paiute Indians is soliciting proposals from qualified firms/individuals for the drafting of amendments to the Cedarville Rancheria Tribal Ordinances, Rules of Court, create court forms, and create a court clerk manual and judge's bench book, to strengthen and enhance the Cedarville Rancheria's Justice System.

The background, proposal requirements, and timeline are as follows:

**Background**

The Cedarville Rancheria of Northern Paiute Indians (also referred to as "The Tribe") is a federally recognized Tribe with reservation lands in Cedarville, CA, (Modoc County) as well as fee-owned land in Alturas, CA (Modoc County). The Tribe operates a court of general jurisdiction, but exercises only civil jurisdiction at this time, for a limited set of case types. The courtroom is in Alturas, CA, at the Tribal Headquarters, on fee-owned land that is in the process of fee-to-trust. The court provides a judicial forum for both public and confidential hearings for Cedarville Rancheria Tribal members and others in the community, exercising the Tribe's sovereignty within the limits of the Tribe's Constitution and federal law.

Cedarville Rancheria's approved funding allows for:

- Two consultants to amend the Rules of Court, create a bench book for the Tribal Court Judges and create a Court Clerk Procedural Manual;
- Two consultants to work on amending the Tribal Codes to enhance court procedures and laws in a comprehensive overhaul of the entire code.;
- Development of Tribal Forms and instructions for use in the court for self-represented litigants.

The Tribe has received funding to draft the proposed amendments and supporting documents. The proposals must each focus on the items listed above individually. Any costs for preparing surveys to gather suggested needs from the community, and costs of travel to Alturas, CA, to the Tribal Headquarters, or to Cedarville at the Tribal offices about 25 miles from Alturas, to present proposed amendments to the community. These trips must be included in your proposal. The proposals should include a preliminary estimate of probable expenses, including travel, an itemized timeline, and meet or fall below the maximum allowable funding cap. Draft proposed amendments and documents will be coordinated with the Cedarville Rancheria of Northern Paiute Indians' Tribal Administrator, Cedarville Rancheria Tribal Court Chief Judge, the Cedarville Rancheria Executive Committee, the Cedarville Rancheria Social Services Worker, The Cedarville Rancheria's IT vendor, and other Tribal programs and departments as well as with any required outside agencies before presentation to the Cedarville Rancheria Executive Committee and the Tribe's Community Council.

### **Scope of Work**

The submissions in response to the RFP ("the Proposal") must meet the objectives and the functional requirements of the Scope of Work. Below is a basic list of objectives that must be minimally met.

1. Attend at least one general Community Council meeting and conduct surveys of the Cedarville Rancheria Community members to solicit proposed changes and perceived needed amendments;
2. Gathering information about perceived needs for proposed amendments and forms from Tribe's Executive Committee;
3. Survey(s) to gather information about perceived needs for proposed amendments and forms from the Cedarville Rancheria of Northern Paiute Indians' Tribal Administrator, Cedarville Rancheria Tribal Court Chief Judge, the Cedarville Rancheria Executive Committee, the Cedarville Rancheria Social Services Worker, The Cedarville Rancheria's IT vendor, and other Tribal programs and departments.

### **General Instructions**

1. The Proposal must contain reference to and a plan for completion of all objectives provided above no later than six months from the date of award of the project.
2. The Proposal must consist of one original and four copies submitted by the deadline indicated below.
3. The Proposal must contain the following appendices:
  - Résumés of relevant staff
  - Résumés of subcontractors or sub-consultants
  - Detailed cost proposal, including total guaranteed maximum amount for providing the work
  - List of references
  - Certificate of Liability Insurance and endorsement of the Tribe being additional insured
  - Sample/description of relevant work experience performed by firm/staff.

### *Evaluation of Proposals & Contracting*

Proposals will be evaluated to determine which best meets the needs of the Tribe. Evaluation and selection will be based on the information submitted in the Proposal. Proposals will be evaluated based on the offeror's specific plan to meet the objectives of the Scope of Work and of the Tribe. Preference may be given to those Proposals detailing relevant past experience in similar consulting activities with Tribal organizations in the development of Tribal facilities

Further information may be required by the Tribe for clarification purposes after the Proposals are submitted. After meeting the mandatory requirements, the Proposals will be evaluated on their functional, support, and cost aspects. The Tribe reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any defect or technicality, and to advertise for new proposals on any basis and without disclosure of reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Tribe. The Tribe also reserves the right to award in whole or in part, by items, group of items, or by section where such action serves the Tribe's best interests. Complete and accurate responses to all items are necessary for fair evaluation of proposals.

This RFP is non-restricted, but Indian Preference applies to the award of this contract in accordance with applicable regulations and policies. Successful applicants will be required to enter into a contract with the Cedarville Rancheria of Northern Paiute Indians and will be independent contractors, not employees of the Tribe. As such, they will be required to maintain necessary licensing and insurance.

The Cedarville Rancheria of Northern Paiute Indians retains the right to cancel the RFP process if it is in the Tribe's best interest. The Tribe shall not be responsible for costs incurred by proposers for proposal preparation. This RFP does not obligate the Tribe or any applicant until a contract is signed and approved by both parties.

Products of the contract will become the property of the Tribe and not be copyrighted by the consultant. The contract will not be assigned or sublet without prior written consent of owner.

### *Deadline*

Proposals must be received (not postmarked) not later than 4:00 p.m. (PST) on July 5th, 2019. All late proposals will be rejected. Proposals may be mailed to: 300 W. 1<sup>st</sup> St, Alturas, CA 94109. Proposals may be hand-delivered to: Cedarville Rancheria of Northern Paiute Indians Headquarters Building located at 300 W. 1<sup>st</sup> St., Alturas, CA 94109 ATTN: Tribal Administrator N. Munholand.

**Submission**

Proposals may be mailed or hand delivered or emailed. The Proposals, any information required by, and/or any questions regarding this RFP should be addressed and/or delivered to:

<i>If Mailing:</i>	<i>300 W. 1<sup>st</sup> St. Alturas, CA</i>
<i>If Delivering:</i>	<i>300 W. 1<sup>st</sup> St. Alturas, CA 94109</i>
<i>Attention:</i>	<i>Tribal Administrator N. Munholand</i>
<i>Phone Number:</i>	<i>(530) 233-3969</i>
<i>Fax Number:</i>	<i>(530) 2334776</i>