

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

The Santa Fe Indian School is issuing this Request for Proposals for Legal Services to the Santa Fe Indian School, Inc. Board of Trustees and Office of the Superintendent. Interested attorneys and/or law firms are invited to submit a letter of interest, statement of qualifications, and a detailed rate and service proposal to the address/email listed below. Proposals are due Friday May 5th, 2017 at 2:00 p.m. MST. Interviews will commence immediately thereafter. Selection of the attorney/firm will be Friday May 19th, 2017. A copy of the RFP is available on the Santa Fe Indian School Official website at: www.sfis.k12.nm.us

Applicants must be experienced in Federal, State and Tribal Law, Education law, Human resources/employment/labor law and related matters which may include Indian Water Rights. Native American Preference.

Proposals should be submitted either by mail or email to:
Eric Olson, CFO
1501 Cerrillos Road
Santa Fe, NM 87505
eeolson@sfis.k12.nm.us

Santa Fe Indian School, Inc.
Request for Proposal and Statement of Qualifications
For Legal Counsel Services

A. Notice

Information provided in this Request for Proposals is to be used only for purposes of preparing a proposal detailing the scope and costs of providing Legal Counsel Services to the Santa Fe Indian School, Inc., herein referred to as “SFIS.” It is expected that each attorney or firm submitting a proposal will read this request with care, as failure to meet the conditions or specifications herein may invalidate a proposal.

Proposals are being solicited by the SFIS for legal counsel services. Price shall not be the sole criteria for selecting an attorney or firm. Rather, the scope of available services, experience with similar clients in similar matters, and references to the prospective applicants shall also be considered.

Please direct requests for additional information clarifying these specifications via email to Eric Olson, Chief Financial Officer, SFIS: eeolson@sfis.k12.nm.us

B. Introduction

The history of the Santa Fe Indian School uniquely reflects federal and state policies and politics. The All Indian Pueblo Council, utilizing P.L. 93-638, the Indian Self-Determination Act and Educational Assistance Act, was the first Indian organization to contract for the education of their children. Later P. L. 95-561, the Education Amendments, and the technical amendments P. L. 98-511 and P. L. 100-297 allowed SFIS to become a tribally controlled school governed by a Board of Trustees. In 2000, with the signing of the Santa Fe Indian School Act, this land was turned over to be held in trust for the 19 Pueblo Governors of New Mexico. This has allowed SFIS to build a program based on educational sovereignty – the right and responsibility to educate New Mexico Indian children in manner that supports their cultural and traditional belief systems.

The Santa Fe Indian School Board of Trustees is responsible for setting policies for the entire school and matters related to SFIS trust property. The Board meets monthly to discuss school policy and to provide guidance for the school program. At these meetings, the Superintendent and other staff members report on the status of school projects and goals.

C. General Information

1. **Agreement-** a written contract for services/stand consulting agreement will be drawn up between the Santa Fe Indian School on behalf of the Board of Trustees, as the client, and the selected legal consultant specifying the terms and the conditions of the agreement.

2. **Terms** – The agreement will be from June 1st, 2017 through June 1st, 2018. In addition, the agreement *may* be annually renewed for up to two additional years provided services and fees are satisfactory. The proposal should address fees for two years.
3. **Records** – records, files, data and legal work product regarding the Santa Fe Indian School, Inc, the Santa Fe Indian School Board of Trustees and the Santa Fe Indian School Office of the Superintendent and the services provided thereto, will remain the property of the Santa Fe Indian School, Inc.
4. **General Responsibilities** – to provide necessary and legal advice and counsel to the Santa Fe Indian School in supporting them in the performance of their duties in accordance with the Articles of Incorporation and the SFIS Bylaws, the SFIS Personnel Handbook and perform other duties as may be described by the Bylaws and Articles of Incorporation.
 1. The SFIS Legal Counsel shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff, supplies and equipment.
 2. For all work product and services, the SFIS Legal Counsel shall provide time records and detailed costs for supplies and other service items that are billed to SFIS.
5. **Conflict of Interest** – the proposal must address the individual attorney or firm’s policy and procedure for addressing conflict of interest issues.
6. **Compensation and Billing** – please submit in your proposal a listing of your hourly rates and fees consistent with the following:
 - a. The selected attorney or law firm will provide a *monthly itemized billing statement*. The statement must include a description of the subject matter of the work (including case name as appropriate), the attorney or legal assistant/paralegal, the time spent, the rate charged and the total of the amount billed for that item. A separate billing page for our Finance department showing only approved charges to protect confidentiality.
 - b. Include in the proposal, an explanation of reimbursable expenses and the method for determination of cost for reimbursable expenses.
 - c. An annual “not to exceed” agreement with additional hourly charges for work beyond the scope of the agreement or other alternate proposals will be considered.
 - d. SFIS does not guarantee a set of workload or billable hours.

D. Preparation of Proposal

Five copies of the proposal must be submitted. The total proposal shall include all costs associated with services provided by the attorney/firm. Proposals are to clearly indicate all costs and the basis for their services.

E. Procedures for Submission of Proposals

All proposals are to be submitted to the address indicated below no later than ***Friday, May, 5th, 2017, 2:00 p.m. MST***. The Santa Fe Indian School may reject any proposal that is received after the specified date and time. Proposal packet should be clearly marked as “SFIS Legal Counsel Proposal” so that no error in opening will occur.

*** Firms failing to meet any one of the following requirements or minimum eligibility criteria will be rejected without further evaluation.*

Santa Fe Indian School, Inc.
Attention: Office of the Superintendent / Board of Trustees
c/o Eric Olson
1501 Cerrillos Road
Santa Fe, NM 87505

or (preferably) email to: eeolson@sfis.k12.nm.us

F. Period of Validity

All proposals must remain valid for a period of 120 days after the due date specified.

G. Consideration of Proposal

The Santa Fe Indian School Board of Trustees shall review and consider the responses to this request with final review by all members. The SFIS Board of Trustees reserves the right to reject any or all proposals.

1. Native American Preference shall apply.

H. Experience

Applicants must have a minimum five (5) years experience in Federal and Tribal Indian Law and representing non-profit organizations, educational institutions and by at least one firm principal.

I. Proposal Format

The proposal should include a discussion of your understanding of the scope of the legal services required. Please include in your proposal the following:

1. A short executive summary of why you or your firm should be selected.
2. Resume of the primary representative to serve as special legal counsel to the Office of the Superintendent and the Board of Trustees.
3. Resumes of legal team members who may work on matters before the Board of Trustees.
4. A representative list of Tribal entities, Pueblos, Nations or Tribes that your firm has previously or currently represents.
5. The address and telephone number for the firm's main office and any branch offices that may be involved in providing the services.
6. Names, addresses, phone numbers, and contact persons for at least three Pueblo, Nation or Tribe, clients for which legal services are to have been provided and which may be contacted as references.

J. Acceptance of Proposal

The Santa Fe Indian School anticipates that it will enter into a fully executed agreement with the selected attorney/legal firm on or before June 1, 2017, at which time the selected attorney/firm will be required to provide evidence of professional liability insurance.