



Request for Proposals

Consulting Services for the Expansion of the
Comanche Nation Tribal Court

Proposal Due Date:

Friday, January 6, 2017 at 4:00 pm CST

Issued by:

Comanche Business Committee
Comanche Nation
Lawton, Oklahoma
December 15, 2016

Introduction

The Comanche Nation invites proposals for the development of a scope of work in the design and implementation of the Comanche Nation Tribal Court system. This project will set the ground work and develop the infrastructure systems needed to successfully expand the existing Comanche Nation Children's Court; into a full and complete Tribal Court. The Court will have full authority to adjudicate the Nation's criminal, civil, probate, traffic, and children's/elder matters which arise under the Constitution, Laws, or Treaties within the jurisdiction of the Comanche Nation.

This Court will incorporate traditional values into the system.

Background

The Comanche Nation has an established Children's Court which is designed to assist families who have children that are enrolled in the Comanche Nation or are eligible for enrollment. The Court receives cases from the Indian Child Welfare program, transfers cases from the Comanche County Department of Human Services and other State Courts; as well as receiving referrals from Social Services and the Child Protection Office. The Court also hears cases in regard to the Comanche Nation Child Support Program.

Jurisdiction over civil matters and criminal misdemeanor cases is currently maintained by the Court of Indian Offenses for the Southern Plains Region in Anadarko, Oklahoma. At this time, the Comanche Nation wishes to assume primary responsibility for the creation and operation of the Comanche Nation Tribal Court and establish the capacity to assume full jurisdiction of the CFR caseload for Comanche Tribal Members and all cases filed in the future.

Scope of Work to be Performed

The Comanche Nation requires broad and varied consultation services in a number of areas including but not limited to the following:

- Provide technical assistance to the Comanche Nation in expansion of the Children's Court through the creation and development of the Comanche Nation Tribal Court
- Attendance at an initial meeting with Tribal Administrator and Tribal Court Core Team to formalize work plan
- Conduct a thorough review and analysis of existing Tribal Codes and Ordinances for codification
- Assist with the development for proposed Tribal Codes and codification
- Development of Comanche Nation Tribal Court Rules and Procedures Manual to meet the newly established guideline of the Tribal Law and Order Act (TLOA) to adjudicate the enhanced sentencing and address non-Indian special cases under the act and specialized court tasking such as child support, probate, traffic, etc...

Qualifications and Experience

The selected candidate will have extensive knowledge and experience in American Indian Law, with specialized experience in the development of tribal justice systems for Oklahoma Tribes. Qualified Indian candidates are given preference in accordance with Indian Preference Act of 1934 (Title 25 U.S.C. Section 472). Applicant must provide appropriate documentation. Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible applicant.

Proposal Format and Content

1. Cover Page: Including the Request for Proposal Title, due date, name, address, telephone number and email address for the submitting candidate.
2. Resume: Qualifications and Experience. This section will contain a description of the professional qualifications, experience and special expertise of the individual, with particular focus on the candidate's experience in tribal court development and support for Oklahoma Tribes.
3. Past Record of Performance: Candidate should include the names and telephone numbers of two representative projects/clients who can provide references regarding performance.
4. Description of Billing Practices: Professional fees, invoicing, billing cycle, travel expenses.
5. Proposed Project Timeline / Scope of Work.
6. Conflict of Interest: The candidate must disclose any potential conflict of interest that might arise if they accept an award of contract with the Comanche Nation.

General Conditions

The Comanche Nation reserves the right to reject any or all proposals received in response to this request, to negotiate with any qualified party, or to cancel in whole or part of this RFP if it is in the best interest of the Comanche Nation. In the event none of the proposals are satisfactory to the Comanche Nation, no selection will be made. There is no expressed or implied obligation for the Comanche Nation to reimburse responding parties for any expenses incurred in preparing submittals in response to the RFP.

Evaluation

The Comanche Business Committee, Tribal Administrator, and Tribal Court Core Team will analyze each proposal and may conduct interviews to determine which respondent can best meet the needs of the Comanche Nation.

Questions

Questions regarding this RFP may be addressed to Shannon Nagel - office: (580) 492-3701, fax: (580) 492-5805, e-mail: shannonn@comanchenation.com.

Instructions for Submission of Proposals

Deadline: Proposals should be submitted by **Friday, January 6, 2017 at 4:00 pm CST.**

Proposals should be submitted via email in PDF format to Shannon Nagel at shannonn@comanchenation.com. Hand-delivered proposals can be dropped off in a sealed envelope in the Grants Department at Comanche Nation, Administration Building, 584 NW Bingo Rd., Lawton, OK 73502.