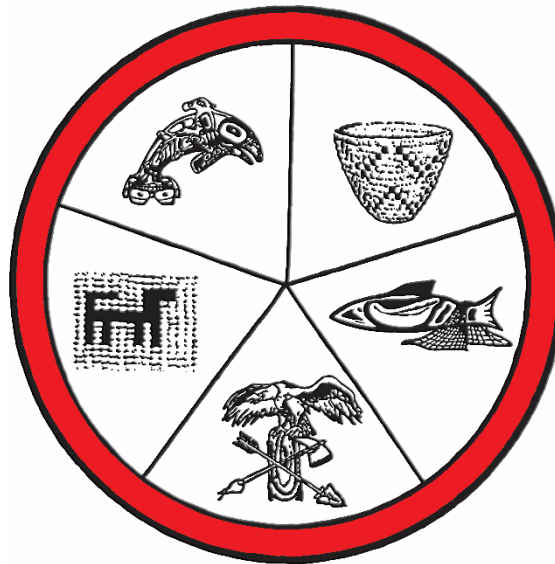


**Notice: Request for Qualifications
For LEGAL SERVICES**



SPIPA, an intertribally-compacted nonprofit, is soliciting qualifications for legal services.

Publication of Proposal: By June 28, 2024

Submission of Proposal Deadline:

July 31, 2024

On or before 4:00 pm PDT

REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

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SECTION I – RFQ DESCRIPTION

A. INTRODUCTION

The South Puget Intertribal Planning Agency ([SPIPA](#)), is a nonprofit organization under IRS Code 501(c)3. SPIPA was chartered in 1976 through a Tribal intergovernmental compact. Its Board of Directors is issuing a Request for Qualifications (RFQ) for law firms and/or qualified individuals to provide legal services as listed below:

1. Perform legal research and writing.
2. Provide legal advice and consultation.
3. Perform contract and memorandum of agreement review.
4. Attend and take accurate minutes of all SPIPA Board meetings.
5. Make and receive telephone calls to and from agency board members and/or staff regarding SPIPA business.
6. Conduct legal review, revision, or drafting of SPIPA legal documents, including but not limited to policies, protocols, and procedures.
7. Conduct legal trainings for agency employees one time/year on contract management.
8. Conduct legal training for board members one time/year on board stewardship responsibilities.
9. Draft and respond to correspondence on behalf of the SPIPA Board of Directors and Executive Director.
10. Perform other legal work as mutually agreed upon by the parties.

B. SCHEDULE

By June 28, 2024	Request for Proposal Issued
July 31, 2024, 4pm PDT	Deadline for Submission of RFQ (no late submissions)
August 9, 2024	Proposal Evaluation & Selection of the Contractor with Board Approval
September 13, 2024	Execute Contract
October 1, 2024	Contract Begins

C. RIGHT TO REJECT

This RFQ does not commit SPIPA to accept any proposal submitted, nor is SPIPA responsible for any costs incurred in the preparation of responses to this RFQ. SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, **and/or** to award the contract in whole or in part as is deemed to be in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend or reissue the RFQ at any time.

D. AWARD OF CONTRACT

Each respondent submitting a proposal will be notified in writing or via e-mail of SPIPA's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies, and
- Results of negotiations between selected vendor and SPIPA administrative fiscal staff, and
- Continued availability of SPIPA funds, and
- Approval by SPIPA Board of Directors.

The final award of contract will be made to the legal service provider which, in the opinion of SPIPA's Board of Directors, is best based on the qualifications and the prior successful experience of the firm providing legal services to similar entities in Indian Country.

Native American, minority- and women-owned businesses are encouraged to submit responses to this RFQ.

Indian Preference shall be given as follows:

- Whenever financially and/or programmatically feasible, Native American vendors shall be sought for provision of goods and services through the publication of notices.
- SPIPA shall assure selection of Native American vendors as a preference whenever an Indian vendor(s) meets the requirements as published.
- When multiple applicants meet the Indian Preference guidelines, the vendor that best fills the needs of the Agency shall be selected.

E. TERM OF LEGAL SERVICES

The initial term of the awarding agency's contract shall be for three years. SPIPA reserves the right to extend the contract with the possibility of one additional three-year extension. This contract extension shall be based on the legal services provider's prior performance. Price and terms for each year's subsequent contract shall be renegotiated with SPIPA. Nothing in this solicitation shall be construed as giving the proposing vendor any guarantee

of future contracts. All decisions on contract renewals shall be at the sole discretion of SPIPA. Work to be performed under the contract cannot be assigned to another provider without the prior written consent of SPIPA.

SECTION II – SOLICITATION PROCESS

A. PROPOSAL DEADLINE

The responses must be received by Tamara Fife, SPIPA Fiscal Services Director, by:

Date: July 31, 2024

Time: On or before 4:00 pm PDT

No proposal will be accepted after this date and time. Proposals received after this deadline shall not be considered for evaluation or award.

Location: SPIPA

3104 SE Old Olympic Hwy

Shelton, WA 98584

Proposals can be e-mailed to tfife@spipa.org. Put “LEGAL SERVICES RFQ” in the subject line.

B. SOLICITATION QUESTIONS

All questions regarding this RFQ shall be submitted in writing via e-mail to: tfife@spipa.org

C. PROPOSAL FORMAT GUIDELINES

In response to this RFQ, the requested information must be in the following format:

- a. Double-spaced typed pages using twelve (12) point font.
- b. One-inch margins all around.
- c. A footer on each page should contain page number.
- d. A proposal cover page, with the words “LEGAL SERVICES RFQ” should be on the cover page with all of the following information:
 1. Name of the proposing individual/firm.
 2. Address, telephone number, fax number, and e-mail address.
 3. Name and e-mail address of person preparing the RFQ along with an acknowledgement that the person preparing the response is authorized to bind the proposing firm to their responses.

4. Current state business license number.
5. Federal tax ID number.
6. A summary of how the respondent(s) experiences and education meets the desired qualifications, include relevant examples. (limited to one page)
7. Mandatory Affirmation (*with signature*):

I affirm that the information provided in this response, to the best of my knowledge, is true and accurate. Further, I am duly authorized to submit this proposal on behalf of my self/firm.

Name (print) _____ **Title:** _____
Firm: _____
Authorized Signature: _____ **Date:** _____

SECTION III – DESIRED QUALIFICATIONS

Please provide, a written statement about qualifications for the following topics, include number of years of experience and examples of specific experience. Please limit statement to no more than three pages.

1. Familiar and have experience with Indian Law
2. Familiar and have experience with nonprofit law, including relevant Washington state regulations
3. A member in good standing the Washington State Bar
4. Experience in the role of general counsel to a nonprofit Board of Directors
5. Experience providing guidance to nonprofit staff on business and contractual matters
6. Experience providing training to Board of Directors and staff