



Pueblo de San Ildefonso

Office of the Governor

Contract Attorney or Firm: Request for Proposals for Legal Services

Issue Date: August 29, 2018

Proposed Deadline: September 14, 2018

Contact: Darren Stand, Tribal Administrator (505) 455-4118/dbstand@sanipueblo.org

DESCRIPTION:

The Pueblo de San Ildefonso (Pueblo) is soliciting Proposals for the purpose of contracting legal services. The Pueblo consists of over 60,000 acres and has an enrollment of approximately 850 people with approximately 2,000 residential units within its boundaries. The Pueblo's attorney will provide legal advice and representation as general counsel to the Pueblo Governor on as needed basis relating to taxation, land use regulation, employment matters, intergovernmental agreements, contract matters, drafting of legislation, federal, tribal and state relations, and other matters common to the Pueblo de San Ildefonso or that arise within the term of representation.

- I. Proposal Criteria
 1. Minimum Criteria: Applicants must have a J.D. from an accredited law school, at least 10 years of relevant experience in the practice of law including Federal Indian law; and be licensed and in good standing with the New Mexico State Bar. Proposals must include at least three references.
 2. Evaluation Criteria:
 - a. Years of overall legal experience
 - b. Years of legislative experience
 - c. Years of tribal consultation experience
 - d. Years of land use regulatory experience
 - e. Years of contract advisory experience
 - f. Years of taxation experience

- g. Years of employment advisory experience

The Pueblo will evaluate proposals on a financial and qualitative basis.

Proposals must identify the applicant's relevant experience and qualifications and proposed billing terms and must be received on or before the Proposal Deadline.

All responses will be kept confidential. The Pueblo reserves the right to request additional information.

II. PROPOSAL SUBMISSIONS

1. **Closing Submission Date:** Proposals must be submitted no later than **4:00 pm** on SEPTEMBER 14, 2018. Proposals received after the above-cited time will be considered late. Emailed proposals are not allowed.

2. **Requirements:** Proposer will deliver one (1) sealed reproducible unbound original and two (2) original copies to the following address:

Pueblo de San Ildefonso
Administration Building
C/O Tribal Administrator
02 Tunyo Po
Santa Fe, NM 87501

3. **Requirements:** Proposer will deliver one (1) reproducible unbound original and two (2) original copies to the following address:

Pueblo de San Ildefonso
Administration Building
C/O Tribal Administrator
02 Tunyo Po
Santa Fe, NM 87501

2. **Inquiries:** Inquiries concerning this RFP can be directed to:

DARREN STAND, TRIBAL ADMINISTRATOR

505.455.4118

dbstand@sanipueblo.org.

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Pueblo de San Ildefonso.

4. **Right to Reject:** The Pueblo de San Ildefonso reserves the right to reject any and all proposals received in response to this RFP. This procurement does not constitute an offer by the Pueblo to enter into any agreement and cannot be accepted to form an agreement. The Pueblo reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Pueblo's specifications and needs.
5. In the event it becomes necessary to revise any part of the RFP, addenda will be provided on the Pueblo website and those who have requested a copy will be advised of such. To be considered, original proposals must be received on or before the date and time specified.
6. **Notification of Award:** It is expected that a decision selecting the successful proposal will be made within one (1) week after the closing date. It is expected that the contract shall be a two-year contract.