



Pueblo de San Ildefonso
Office of the Legislative Branch

Request for Proposal
SI-LO-2022-01

The Pueblo de San Ildefonso is a federally recognized Tribe whose Legislative Branch is seeking proposals from qualified attorneys to assist in providing legal services for the Tribal Council.

NATURE OF SERVICES REQUIRED

The Pueblo de San Ildefonso Legislative Branch is seeking responses to this Request for Proposal (RFP) in order to contract a party to assist by providing legal services to the Tribal Council.

SCOPE OF WORK

1. Serve as Legal Counsel and provide legal advice and representation to the Tribal Council.
2. Attend meetings of the Council and/or others concerning the welfare of the Pueblo as directed by the Council or their designee.
3. Assist with drafting of laws, policies and other documents.

PAYMENTS AND BILLING

The billing schedule can be negotiated as part of the contract for services. Requests for payment shall be processed upon the receipt of invoices from contracted party. All invoices shall include an itemized statement of tasks completed on behalf of the Tribal Council and account for time taken.

GENERAL INFORMATION

The Pueblo de San Ildefonso (the “Pueblo”) is a federally recognized Indian Tribe located approximately 20 miles north of Santa Fe, New Mexico. The Pueblo operates under a three (3) Branch Government consisting of an Executive, Legislative and Judicial and provides services such as public safety, public improvements, health and social services, roads, sanitation and administration services. The Legislative Branch of Government supports a 10-Member Tribal Council who are responsible for passing laws and budgets for the Pueblo and People.



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EVALUATION OF PROPOSALS

The Pueblo's Legislative Branch will evaluate proposals on both a financial and qualitative basis. Proposals received after the deadline will not be considered.

Criteria for evaluation will include:

Substantive experience with Tribal Law and Tribal Governments

Experience in dealing with State, County and Federal Governments

HOW TO SUBMIT REQUEST FOR PROPOSAL (RFP)

Sealed Proposals: Vendors will hand deliver or mail one original and two copies to the following address:

Pueblo de San Ildefonso
Administration Building or Legislative Office
Attn: Lieutenant Governor
02 Tunyo Po
Santa Fe, NM 87506
By: 5:00 p.m. on November 14, 2022

Proposals received after the above-cited time will be considered late and are not acceptable.

Emailed proposals are not allowed.

The package must be clearly marked "Sealed RFP #SI-LO-2022-01".

Please direct any questions regarding this RFP to Legislative Manager, Brandi Martinez at (505) 455-4150 or email legislative.manager@sanipueblo.org

Thank you for your interest.