



Prairie Band Potawatomi Nation  
16281 Q Road, Mayetta, KS 66509  
Phone: (785)966.4000 • Fax: (785)966.3062

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## **PRAIRIE BAND POTAWATOMI NATION**

**16281 Q ROAD**

**MAYETTA, KS 66509**

### **REQUEST FOR QUALIFICATIONS:**

**RFQ 2024-0002 “Appellate Justice for Court of Appeals”**

### **QUOTE SUBMISSION DEADLINE:**

**“November 1, 2024”**

Late submissions will not be considered.

### **SUBMIT TO:**

PBPN Procurement Office

Michael Tamez

[michaeltamez@pbpnation.org](mailto:michaeltamez@pbpnation.org)

## **REQUEST FOR QUALIFICATIONS (RFQ)/APPLICATION**

### **PART I: GENERAL INFORMATION AND PROCESS**

#### **1. PURPOSE**

The Prairie Band Potawatomi Nation is seeking applicants for the position(s) of “Appellate Justice for Court of Appeals”, which is a four-year appointment by the Tribal Council.

#### **2. SCOPE OF WORK**

The position scope of work is in **Attachment “A”**

#### **3. DUTY TO EXAMINE:**

It is the responsibility of each submitting party to examine the entire submission, seek clarification in writing (inquiries) and examine their Statement of Qualifications for accuracy before submitting. Lack of care in preparing a submission shall not be grounds for modifying or withdrawing after the due date and time.

#### **4. INSTRUCTIONS:**

1. No meeting / teleconference is scheduled for this solicitation.
2. Questions may be submitted by e-mail to [procurement@pbpnation.org](mailto:procurement@pbpnation.org)
3. This Request for Qualifications is NOT a contract or a binding document.
4. The Statement of Qualifications (SOQ) must be submitted by the person seeking the appointment.
5. Any changes to the SOQ, after submission, must be made by the respondent in writing and must be received by the Procurement Office prior to the closing date.
6. The PBPN reserves the right to reject any and all submissions.
7. It is the intent of this bid request to obtain qualified submissions for the position of “Appellate Justice for Court of Appeals”.

This is a contract position and does not create an employment relationship or a guarantee of minimum number of hours of work.

#### **5. SUBMITTAL CONTENT**

Submissions must be organized according to the mandatory sections listed below. Submissions that do not address all the mandatory sections listed below may be considered non-responsive and may not be evaluated. Proposal should be of sufficient length and details to demonstrate the submitting party has a thorough understanding of the skills necessary to deliver the services requested.

1. Cover Letter / Letter of Interest
2. Provide a Statement of Qualifications with detailed background and experience
3. Include a copy of your Resume
4. Include a copy of a current certificate of good standing issued by a state agency with authority for admitting persons to practice law
5. Evidence of citizenship in a Federally recognized Indian Tribe
6. Include three professional references with contact information.
7. Submittal Certification Signature
8. Include a rate sheet for billable hours and any associated fees.

## 6. SCORING AND EVALUATION

1. All submittals received by the submission deadline will be evaluated and selected for interviews according to the qualifications and criteria cited.
2. The PBPN may validate any information by using outside sources or materials.
3. All submittals must be emailed to [procurement@pbpnation.org](mailto:procurement@pbpnation.org) no later than **November 1, 2024 @ 3:00 PM**. Submittals received after the closing date will not be considered.
4. The selected contractor will be notified by phone or email once evaluations have been completed and if selected for an interview with the Tribal Council.
5. Any and all questions regarding this RFQ request shall be directed to the email address listed above.

## 7. AWARD

**The Selected contractor will commence with service upon completion of a criminal background check and approval of an Appellate Justice contract.**

### 1. Number and Types of Awards:

The PBPN reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is most advantageous to PBPN.

### 2. Contract Inception:

A submission does not constitute a Contract, nor does it confer any rights on the submitting party to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Tribal Council.

### 3. Effective Date:

The effective date of the Appellate Justice Contract shall be the date that the PBPN Tribal Council signs the Offer and Acceptance or other official contract form, unless another date is specifically stated in the Contract.

**CERTIFICATION:**

By signing below, I certify that I have read the RFQ and understand that the Statement of Qualification contained herein is true and accurate and that falsifying or withholding requested information may result in the rejection of a submission or withdrawal of an acceptance or contract, and that I accept these terms and conditions.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Email:

\_\_\_\_\_

## **ATTACHMENT “A”- SCOPE OF WORK**

Per PBPN Law and Order Code Section 2-2-3(B), the Court of Appeals shall be comprised of three (3) justices and a candidate for the position of Appellate Justice shall be a citizen or a member of an Indian nation, a graduate of an accredited law school, and be admitted to the practice of law.

The Appellate Justice shall serve on a part-time or as-needed basis per month, unless otherwise negotiated and agreed to in writing by the Nation. It is anticipated that this contract position will be paid at a daily stipend rate and/or hourly rate. This is a four-year appointment by the Tribal Council.

### **General Duties and Powers. Court of Appeals.**

**(A)** The Court of Appeals shall have such power necessary to review decisions appealed from the District Court. The Court of Appeals shall have the power to review legislative and executive actions for consistency with the Nation’s Constitution.

**(B)** All Justices in cases within their authority shall have the duty and power to conduct all court proceedings and issue all orders and papers in order to administer justice in all matters unless disqualified for conflict of interest or cause. In doing so the Court shall:

- (1) Be responsible for creating and maintaining the regulations and rules of the Court, not conflicting with the Tribal Code for the orderly and efficient administration of justice. Such rules must be filed in the office of the Court Clerk before becoming effective.**
- (2) Hold Court regularly at a designated time and place.**
- (3) Undertake all duties and exercise all authority of a judicial officer under the law.**
- (4) Hear and decide all cases properly brought before the Court.**
- (5) Enter all appropriate orders and judgments.**
- (6) Issue all appropriate warrants and subpoenas.**
- (7) Keep all records as may be required.**
- (8) Be responsible for the administration of the Appeals Court and performing any and all other duties as may be required for the operation of said Court.**
- (9) The hearing of appeals from the District Courts.**
- (10) The supervision of the actions of the Appeals Court and all personnel and officers of the Appeals Court.**
- (11) In the event there is more than one Appeals Court Justice, the Tribal Council shall determine who shall serve as Administrative Justice.**