Request for Proposal  
and  
Statement of Qualifications  
For Legal Services

INFORMATION

A. The Laguna Department of Education, (“LDOE”) is requesting proposals with Statements of Qualifications from law firms experienced in representing Tribes and Tribal entities to be designated as LDOE Legal Counsel. The LDOE Board of Education (“Board of Education”) appoints the LDOE Legal Counsel.

B. The Board of Education must receive sealed proposals by Friday 4:00 p.m. on January 31, 2020. Envelope should be clearly marked “LDOE Legal Counsel Proposal” so that no error in opening will occur.

Interested firms should submit five (5) copies of their proposal in the format described below to:

Laguna Board of Education  
Laguna Department of Education  
P. O. Box 207  
Laguna, New Mexico 87026

SCOPE OF SERVICES

A. Duties

In accordance with the Revised Charter of the Pueblo of Laguna Board of Education and the Pueblo of Laguna Department of Education, the LDOE Legal Counsel shall perform the following duties:

1. Act as legal advisor to the Board of Trustees and the Superintendent.
2. Litigate all matters that may arise including, but not limited to: actions against LDOE; actions against the Board of Education.
3. Perform other duties as may be described by the Revised Charter.

B. Estimated Workload and Support Services

1. LDOE does not guarantee a set workload or billable hours.
2. The LDOE Legal Counsel shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff, supplies and equipment.
3. For all work product and services, the LDOE Legal Counsel shall provide time records and detailed costs for supplies and other service items that are billed to LDOE.
4.

**RFP INFORMATION**

LDOE has tried to make this submission as brief as possible while still collecting sufficient information to ascertain the experience and capabilities of your firm.

**Firms failing to meet any one of the following requirements or minimum eligibility criteria will be rejected without further evaluation**

- The proposal must include all required information requested in this section of the RFP.
- A minimum of five (5) years of experience representing tribes or tribally controlled schools by at least one firm principal.

A. Provide background information on your firm to include the following:
   1. Office location(s)
   2. Explain why your firm is qualified to handle the legal services for LDOE and why you are interested in this work.
   3. Identify the key contact person for the firm for this proposal.

B. Provide information on your firm’s specific non-profit organization experience that demonstrates your firm’s ability to handle this assignment.

C. Describe how your firm will handle the day-to-day activities of this assignment.

D. Provide a list of recent and/or current non-profit organization clients, including a contact person with address and telephone number.

E. Provide a brief resume of qualifications for each person to be assigned to provide services to LDOE under this proposal.

F. Provide a statement that the firm will maintain comprehensive liability, professional liability and workers’ compensation insurance on all staff assigned to work for LDOE.

G. LDOE will not be liable for any costs incurred by any firm in responding this RFP.

H. Provide any further information you consider to be of value in evaluating your firm’s qualifications.

I. Cost Proposal
   1. Please list the hourly rate(s) to be charged to perform legal services.
   2. Indicate cost reimbursement expenses. (e.g. filing fees, process server fees, research fees, mileage, copies, phone service, etc.)
ADDITIONAL REQUIREMENT

Per LDOE policy, Contractors are required to submit to a Background Check and a Drug Test. If contracted, we will communicate the specific information.

REVIEW AND EVALUATION PROCESS

It is our intention to select the firm that presents the best combination of experience, capacity and hourly rate(s) to the needs of our school. We will review the documents submitted, call references and others who have worked with your firm. We may request a site visit to your office to meet the firm’s staff and principals working on this matter.

INSTRUCTIONS ABOUT SUBMISSIONS AND KEY DATES

Five (5) copies of your proposal and all attachments and exhibits must be received by close of business (4:00 p.m.) on Friday, January 31, 2020 to the LDOE Board of Education. Send all proposals to the address listed here:

Laguna Department of Education
Attention: Laguna Board of Education
P. O. Box 207
Laguna, New Mexico 87026