

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

Little Singer Community School, Inc. is issuing this Request for Proposal for Legal Service to interested and qualified firms to provide legal services for Little Singer Community School Board, Inc. Interested attorneys and or law firms who are admitted to practice in Arizona and the Navajo Nation are invited to submit a proposal to the Little Singer Community School, Inc. (LSCS). Little Singer Community School, Inc is a tribal organization of the Navajo Nation which operates the education programs of the Little Singer Community School, Inc., (Navajo Nation), Arizona, under a grant issued by the Bureau of Indian Affairs pursuant to P.L. 100-297, The Tribally Controlled School Grant Act. The School Board seeks proposals from attorneys to serve as local counsel.

1. Applicant information. Interest applicants should supply the following information:

- a. Name, address, telephone number, and primary contact person.
- b. State whether the applicant is a solo practitioner or a law firm.
- c. Names, roles, and professional resumes (including bar admissions) for each attorney who would provide the legal service described in the proposal.
- d. State whether any attorney employed by the applicant has ever been subject to disciplinary action in any jurisdiction. If yes, describe the nature of each disciplinary action, status; dates; and jurisdiction.
- e. State whether the applicant is entitled to preference under any Navajo law.
- f. State whether the applicant is related by blood or marriage to any member of the Little Singer Community School Board, Inc.
- g. Supply a list of any BIE-funded school clients represented by the applicant.
- h. Describe the applicant's policies and procedures for identifying and avoiding conflicts of interest.
- i. Describe the applicant's professional liability insurance coverage
- j. List three professional references with names, addresses, and telephone numbers.
- k. Applicant may include additional information or supporting materials that the applicant believed may strengthen its proposal.

2. Qualifications:

- a. Bar admissions. Applicant must be a member in good standing of the Arizona bar and Navajo Nation bar. If the Applicant is a law firm, at least one member of the law firm must hold Arizona and Navajo Nation bar admissions.
- b. Knowledge and experience. LSCS seeks an attorney/law firm to provide legal services on an as-requested basis regarding the topics identified below. Applicant should state the extent of his/her/their qualifications to provide legal service with regard to each topic.
- c. Knowledge and experience regarding State, Federal, a Navajo Nation laws and regulations applicable to schools funded by the Bureau of Indian Affairs including (A) Part B of title XI of the Education Amendments of 1978. as amended, codified at 25 USC ss2000, et seq.;
 - 1) Tribally Controlled School Grant Act, as amended, codified at 25 U.S.C. 2501, et seq.; (C) Provisions of the No Child Left Behind Act of 2001 that pertain to the BIE-funded school system;
 - 2) Individuals with Disabilities Education Act.

- 3) Knowledge of laws and regulations of the Navajo Nation, and policies established by the Educations Committee of the Navajo Nation applicable to tribal organizations that operate BIE-funded schools in the Navajo Nation.
- 4) Knowledge and experience regarding the Navajo Preference in Employment Act.

3. Cost Proposal.

- a. State the hourly rate applicant would charge for attorneys, paralegals, law clerics, and other professionals who would be assigned to provide the requested legal services.
- b. Describe the types of expenses for which the applicant would seek reimbursement.
- c. Describe the applicant's billing procedures and payment frequency requirements.

4. Selection Criteria. LSCS will, in order to select the most qualified applicant, will also consider the following criteria:

- a. Experience and qualifications
- b. Cost proposals for fair and reasonable compensation for the services requested
- c. Favorable reference

5. Contract required. Selection of local counsel is contingent upon the successful negotiation of a written contract with Little Singer Community School Board, Inc.

6. Proposals must be submitted no later than **4:00 p.m. on April 28, 2023**. All submittals must contain an original and one (1) copy of the Proposal in a sealed envelope with "Proposal for Legal Services" marked on the front of the envelope. The proposal should be addressed and mailed or hand-delivered to: Little Singer Community School, Attn: Etta Shirley, P.O. Box AQ, Winslow, Arizona 86047. To hand-delivery proposals to the school, the physical address is 6 miles south of Birdsprings Chapter House, Birdsprings, Arizona. Responses received after the above date and time will be returned unopened.

Proposals must be submitted by mail and or hand delivered to the School prior to the time and date specified. **No email proposals will be accepted.**

Further information may be obtained by contacting the school at (928) 686-6108

Little Singer Community School Board, Inc., reserves the right to reject and/ or all proposals, and to waive informalities or irregularities in the proposals whenever such rejection or waiver is in the interest of the school.