



Prairie Band Potawatomi Nation  
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## **PRAIRIE BAND POTAWATOMI NATION**

**16281 Q ROAD**

**MAYETTA, KS 66509**

### **REQUEST FOR QUALIFICATIONS**

**RFQ 2024-0001 “District Court Judge Pro Tem”**

### **QUOTE SUBMISSION DEADLINE:**

**“October 15, 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)**  
**PART I: GENERAL INFORMATION AND PROCESS**

**1. PURPOSE**

The Prairie Band Potawatomi Nation is seeking applicants for the position(s) of “District Court Judge Pro Tem.”

**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 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 SOQ (Statement of Qualifications) 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 request to obtain qualified submissions for the position of “District Court Judge Pro Tem”.

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 will not be evaluated. A submission 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 SOQ (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. EVALUATION AND SELECTION**

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 **October 15, 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 selected for an interview with the Administrative Judge for the District Court.
5. Any and all questions regarding this RFQ request shall be directed to the procurement email address listed above.

## **7. AWARD**

**The Selected contractor will commence with service upon successful completion of a criminal background check and approval of a District Court Judge Pro Tempore 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 after consultation with the Administrative Judge of the District Court .

### **3. Effective Date:**

The effective date of the District Court Judge Pro Tempore Contract shall be the date that the PBPN Tribal Council sign 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 statements of qualification contained herein are 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**

The District Court shall be comprised of at least one (1) judge, and more than one if the need arises. The Nation’s Law and Order Code requires a member of the Nation’s Judicial Council 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 District Court Judge Pro Tem 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 will be no more than 10-15 hours per month and will be paid at a daily stipend rate and/or hourly rate. Assignments are at the discretion of the Administrative Judge for the District Court and subject to the Nation’s needs. The District Court Judge Pro Tem when serving is subject to the terms and conditions of their contract with the Nation and Title 2 of the Nation’s Law and Order Code.

### **General Duties and Powers. District Court, Court of Appeals, Employee Disputes Tribunal.**

- (A)** The District Court shall have such power necessary to decide all criminal and civil disputes and proceedings except disputes regarding elections and government employment. The Court of Appeals shall have such power necessary to review decisions appealed from the District Court. The District Court and the Court of Appeals shall have the power to review legislative and executive actions for consistency with the Nation’s Constitution.
  
- (B)** All Judges and 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)** The performance of any and all other duties as may be required for the operation of the District Court, which may include Healing to Wellness Court duties, as assigned by the Administrative Judge for the District Court.