

**MUSCOGEE (CREEK) NATION  
DISTRICT COURT  
Request for Proposal for Legal Services  
FY 2021-2022**

*This is a Request for Proposals (RFP) for Legal Services to assist the Muscogee (Creek) Nation District Court in procuring contractors to assist in indigent defense representation in the Nation's District Court in the areas of juvenile deprived, delinquent, vulnerable adults (APS) and other related juvenile matters as assigned by the Court.* The Muscogee (Creek) Nation District Court (the "District Court") invites interested attorneys meeting the qualifications set forth below to bid on providing legal services to individuals requesting and qualifying for court-appointed representation paid by the Muscogee (Creek) Nation District Court as provided in MCNCA Title 26 §2-303.

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Muscogee (Creek) Nation District Court**

**PO Box 652**

**Okmulgee, OK 74447**

**(918) 758-1400**

**DBeaver@mcndistrictcourt.com**

**Bidder Qualifications**

The successful bidder must meet the following qualifications:

1. Be admitted to the practice of law in the State of Oklahoma a minimum of two (2) years, and be in good standing with the Oklahoma Bar Association.
2. Be a member in good standing in the Muscogee (Creek) Nation Bar Association.
3. Participate in regular CLE training and maintain professional competence in the respective legal area.
4. As juvenile deprived and delinquent matters are a specialized area of law, bidder must have completed at least six (6) hours of education and training annually in courses relating to juvenile law, child abuse and neglect, foster care and out-of-home placement, domestic violence, behavioral health treatment, and similar topics.
5. Possess a good understanding of all Muscogee (Creek) Nation applicable law, court rules and procedures, including experience in and a good understanding of appellate practice and procedures.

6. Demonstrate experience and expertise in the assigned case types, and the ability and willingness to zealously and effectively represent clients in the assigned cases.
7. Provide proof of professional liability insurance covering all professional services to be rendered with minimum coverage limits of \$100,000 per claim and \$300,000 aggregate.
8. Execute and agree to all terms and conditions set forth in the Professional Legal Services Contract for Court-Appointed Counsel (“the Contract”).
9. Interact and work effectively and professionally with District Court Judges, Children and Family Services case workers, legal professionals, clients, and others in the performance of this contract.
10. Appropriate business attire and professional behavior are required.
11. That selection of contractors is subject to hiring preferences to:
  1. Muscogee (Creek) Nation citizens\*;
  2. Citizens of other Tribal Nations\*;
  3. Any other qualified bidder.

**\*If applicable, please provide proof of tribal citizenship**

### **Representation Covered**

The successful bidder will be responsible for providing quality representation in all assigned cases, both pending and newly filed, wherein a court appointment has been made in the past or is made in the future to the conclusion of the case and/or appeal, as follows:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Deprived                     | <input checked="" type="checkbox"/> Guardianship – Adult      |
| <input checked="" type="checkbox"/> Child                        | <input checked="" type="checkbox"/> Adult Protection Services |
| <input checked="" type="checkbox"/> Parent                       | <input checked="" type="checkbox"/> Mental Health - Adult     |
| <input checked="" type="checkbox"/> Child in Need of Supervision | <input checked="" type="checkbox"/> Delinquent Youth          |
| <input checked="" type="checkbox"/> Child in Need of Treatment   |   |
| <input checked="" type="checkbox"/> Mental Health – Child        |   |

Other: As assigned by the District Court for the purposes of representing children in adoptions or guardianship.

### **Contract Amount and Expenses**

Bidders should indicate the total annual flat-fee amount which they propose for services to be rendered under the Contract, which shall be paid by the District Court Fund in twelve equal monthly installments. The successful bidder shall be responsible for all costs associated with representation in

assigned cases, such as copying expense, travel expenses, postage and overhead costs. For the purpose of submitting a bid, the anticipated case load for each individual contractor is 35-50 cases, depending on the filings within the District Court. The District Court would anticipate two (2) to three (3) dockets monthly for the above case types. The District Court will continue to make virtual hearings available for any late appointments or emergency proceedings. The contracts are renewable for one year term at the request of the contractor and approval by the Court.

**Bid Submittal**

Bids should include a cover letter, resume, proof of liability insurance, CLE records and such other information to allow the District Court to evaluate the qualifications of the bidding attorney(s). Bids must be submitted on or before 5:00 p.m., on July 30, 2021. Incomplete or late bids will not be considered. Bidders should submit their proposals to the District Court, addressed as follows:

**MUSCOGEE (CREEK) DISTRICT COURT  
SEALED BID for Legal Services RFP  
PO BOX 652  
Okmulgee, OK 74447**

**Or via email to:  
DBeaver@mcndistrictcourt.com**