



# **YUROK TRIBE**

## **REQUEST FOR PROPOSAL**

### **ASSOCIATE JUDGE**

Yurok Tribe  
190 Klamath Blvd.  
Klamath, CA 95548

Page 1 of 6

Dear Prospective Bidder:

The Yurok Tribe (the "Tribe") is seeking **qualified individuals in serving as an Associate Judge for the Yurok Tribal Court.** Technical questions or requests for clarification shall be directed, in writing, to the email address below. The Tribe's responses to a proposer's question(s) will be provided via return email only to the proposer asking the question(s), and not shared with other respondents.

#### **RFP Bid Response Representative:**

- Name: Springwind Marshall
- Company: Yurok Tribe
- Address: 190 Klamath Blvd.
- City, State, Zip: Klamath, CA 95548
- Telephone: 707-445-2422 x1925
- Email Address: [smmarshall@yuroktribe.nsn.us](mailto:smmarshall@yuroktribe.nsn.us)

## **1. General Information**

### **Key Dates:**

The following table outlines the Tribe's key dates and events in this RFP process:

| Date                | Event   |
|---------------------|---|
| 04/24/25            | RFP is Available  |
| 04/24/25 – 05/22/25 | Questions and Answer Period                             |
| 05/22/25            | Deadline for receipt of proposals to the Tribe's Office |
| 05/26/25 – 06/06/25 | Oral interviews with selected respondents               |
| 06/06/25            | Selection completed/contract negotiations begin         |

### **Proposal Submission Instructions:**

Submit a single electronic PDF file of your proposal to the RFP Bid Representative, preferably by email, no later than 4pm (PT) on the deadline date.

If email is impossible, proposals may be submitted by mail or hand-delivered to the RFP Bid Representative no later than 4pm (PT) on the deadline date.

## **2. Rules Governing Proposals**

### **Confidentiality:**



**YUROK TRIBE**  
REQUEST FOR PROPOSAL  
ASSOCIATE JUDGE

Yurok Tribe  
190 Klamath Blvd.  
Klamath, CA 95548

Page 2 of 6

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

**Late Submissions:**

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

**Acceptance / Rejection of Submittal:**

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

**Proposal Evaluation:**

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discussion of their written responses.

**Oral Interviews:**

Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

**Final Selection:**

The final selection of the successful respondent(s) is scheduled to be completed by **Friday, June 6, 2025**.

**Insurance Requirements:**

Include Proof of Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.

Respondent shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to work.

**3. Selection Criteria**



# **YUROK TRIBE**

## **REQUEST FOR PROPOSAL**

### **ASSOCIATE JUDGE**

Yurok Tribe  
190 Klamath Blvd.  
Klamath, CA 95548

Page 3 of 6

- Specialized experience, capabilities, and technical competence, which the individual may demonstrate with the individual's proposed content and requirements to meet the project requirements.
- Pursuant to [2 Yurok Tribal Code \(YTC\) 4402-4510](#) – in compliance with [25 U.S.C. 47](#), [25 U.S. Code § 5307\(b\)-\(c\) \[formally 25 U.S.C. 450e\(b\)\]](#), [23 U.S.C. 140\(d\)](#), and [23 U.S.C. 202\(a\)\(3\)](#) – the Yurok Tribe is entitled to institute Native American / Indian hiring and contracting preference and will apply that preference. i.e., qualified Indian firms will receive preference above qualified non-Indian firms. See [YTC 4402\(b\)](#).
  - Any firm seeking such preference must provide evidence that is at least 51% of the firm's ownership and interest is held and controlled by [a] person[s] able to prove membership in a federally recognized tribe.
    - Pre-qualification is required by calling Yurok Tribe TERO at (707) 482-1350 ext. 1388 or Yurok Office of Tribal Attorney at (707) 482-1350 ext. 1408. If you've already submitted an Indian preference application to the Yurok Tribe within the last six months, then email a statement to [yuroktero@yuroktribe.nsn.us](mailto:yuroktero@yuroktribe.nsn.us) identifying changes in your organization or notify us of no changes in your organization.
    - Firms are noticed that sub-contracting of these services may not be denied to an Indian firm if the Indian firm's price is within 5% of the lowest bid. See [YTC 4402\(c\)](#).
    - Firms are noticed that a firm qualifying as an Indian firm retains an ongoing obligation to maintain Indian firm eligibility requirements. The Yurok Tribe can and will revoke certification if changes to the firm results in noncompliance with the Indian firm status, which may have secondary effects on the contract and/or firm. See [YTC 4406\(e\)](#).
- Contractors must comply with the YTC for work funded by or conducted on behalf of the Yurok Tribe, including the contractor providing the TERO Office with an Indian Preference Plan, describing how the contractor intends to meet those obligations. See [YTC4501-4602](#).
- All professional services contracts are subject to the Tribe's Employment Rights Ordinance (TERO) and policies and a 1% TERO fee will be assessed on services. See [YTC4601-04](#).

#### **4. Project Description**

The Yurok Tribe is soliciting detailed proposals from qualified individuals interested in serving as an Associate Judge. The Associate Judge will support the Chief Judge in presiding over both family and civil matters, ensuring justice is served in accordance with Yurok Tribal laws and customs.

**Judge Qualifications:** Whenever possible, the Tribal Judges may be an enrolled member of the Yurok Tribe. Non-Yuroks may be appointed to the Court, but no more than two non-Yuroks may be appointed to serve at any one time. At least two



**YUROK TRIBE**  
REQUEST FOR PROPOSAL  
ASSOCIATE JUDGE

Yurok Tribe  
190 Klamath Blvd.  
Klamath, CA 95548

Page 4 of 6

of the judicial officers must be over the age of 55. All candidates for judicial appointment must:

- a. Agree to submit a background investigation which shall be conducted by Tribal Law enforcement;
- b. Be at least 25 years of age;
- c. Have not suffered a conviction for a crime that would cause doubt on the suitability of said person to act as a judicial officer;
- d. Have knowledge of or willingness to gain a working understanding of the laws applicable to the Courts of the Yurok Tribe, as well as a knowledge of Yurok history;
- e. Demonstrate a commitment to uphold the sovereignty of the Yurok Tribe and the integrity of the Courts of the Tribe;
- f. Possess good moral character and adhere to the high oral standard expected of those in such a position.
- g. A member of the Yurok Bar Association or ability to take and pass the Yurok Bar Exam within 6 months of the execution of the contract.

**Scope of Work:**

1. **Location of Work:** The majority of all work shall be performed, completed, and managed at the Yurok Tribal Justice Center in Klamath, CA. However, successful candidates will also be available in emergency situations for the issuance of warrants and emergency orders.
2. **Term of Proposed Contract:** The issuing agency may establish awards with up to two contractors with an initial term of one year. The contracts will each have an option to renew for a period to be negotiated by the contractor and the Yurok Tribal Court.
3. **Specific Responsibilities:** In performing and accomplishing the scope of services, all work shall be conducted in accordance with the procedures outlined in the Yurok Tribal Codes and Laws and the Yurok Court's Rules of Court. The specific elements include but are not limited to:
  - a. Ruling on motions and requests of the parties to the proceedings.
  - b. Scheduling and presiding over conferences, oral arguments, and evidentiary hearings and trials.
  - c. Presiding over cases where the Chief Judge has a conflict of interest or



**YUROK TRIBE**  
REQUEST FOR PROPOSAL  
ASSOCIATE JUDGE

Yurok Tribe  
190 Klamath Blvd.  
Klamath, CA 95548

Page 5 of 6

in cases where the interests of justice so require.

- d. Rendering interim and final decisions, including a history of the proceeding, procedural or substantive rulings, a summary of the testimony and other evidence, a summary of arguments contained in the briefs, citations to the record, and findings of fact and conclusions of law.
- e. Issuing orders required in a proceeding using the Tribe's facilities and equipment.
- f. Conducting legal or factual research necessary to competently prepare for or perform the duties.
- g. Continuing legal education, particularly in areas of tribal law.
- h. Any other tasks required by a sitting Tribal Judge.

- 4. Contractor's Compensation:** Compensation to the contractor shall be based on time spent by the Judge in performance of the contract. This includes but is not limited to daily fees and/or rates as identified in the contractor's proposal. Contractor shall be compensated at a rate negotiated by both parties.

## **5. Response Format**

- a) Letter of Interest
- b) Resume, professional reference, and detailed work experience.
- c) Proof of license to practice law in any jurisdiction of the United States (if applicable).
- d) A conflict of interest statement including any past or current legal representations or relationships that might affect the judge's ability to remain impartial in cases they would preside over.
- e) A writing sample relevant to the handling of any cases involving Federal Indian Law.
- f) A comprehensive fee structure, including any other expenses that the respondent intends to charge to the Tribe.

## **6. Evaluation of Criteria**

The proposals will be evaluated based on the following criteria and point ranges:

| Evaluation Criteria                               | Points |
|---|--------|
| Respondents qualifications in the areas specified | 0-20   |



**YUROK TRIBE**  
REQUEST FOR PROPOSAL  
ASSOCIATE JUDGE

Yurok Tribe  
190 Klamath Blvd.  
Klamath, CA 95548

Page 6 of 6

---

|  |              |
|--|--------------|
| Level of experience of the individual(s) identified to work on this matter | 0-20         |
| The Offeror's experience with similar clients and legal matters            | 0-20         |
| Response from references   | 0-20         |
| Cost   | 0-20         |
| Native American preference   | 0-10         |
| Veteran preference   | 0-10         |
| Interview, if conducted  | 0-20         |
| Met all proposal requirements in Request for Proposal                      | 0-10         |
| <b>Total:</b>  | <b>0-150</b> |