



Saint Regis Mohawk Tribe

REQUEST FOR QUALIFICATIONS

SRMT 2016-093

EXTERNAL LEGAL SERVICES FOR ETHICS OFFICER & ETHICS COMMISSION

PURPOSE

The Saint Regis Mohawk Tribe (SRMT) is requesting qualifications from lawyers/firms to provide legal advice, representation, assistance and support for the SRMT Ethics Officer and Ethics Commission for a 3 year period, with the option to renew for 2 additional years.

STATEMENT OF WORK

Lawyer/Firm will provide the following:

1. Advise the Ethics Officer and the Ethics Commission (Commission) on ethical proceedings.
2. Assist with drafting the Commission's decisions.
3. Review and comment on any proposed amendments to the Ethics Ordinance (Attachment "B").
4. Represent the Commission during any appeals of decisions made by the Commission.

Essential Duties & Responsibilities:

- Provide sound legal advice and represent the Ethics Officer and Commission on matters relating to the Ethics Ordinance, Ethics Regulation and Commission procedures, administrative hearings and any other ethical/legal proceedings.
- Exhibit a friendly and courteous manner when dealing with the Ethics Officer and Commission.
- Required to report to the Ethics Officer and Commission only, on all matters of ethics pertaining to the contracted service.
- Coordinate with attorneys on any litigations and other ethical cases to ensure positive representation of the Ethics Officer and the Commission.

Proposals will be received until 3:30 p.m. (LOCAL TIME), Wednesday October 5, 2016.

Deadline for submission of written questions is Wednesday September 28, 2016.

Please contact the Grants and Contracts Office at (518) 358-2272 or by e-mail at grants.contracts@srmt-nsn.gov to receive a copy of the Request for Qualifications.

Preference in the award of the Contract shall be given to Indian organizations and economic enterprises.