

## **Request for Proposal for Associate Judge**

The Walker River Paiute Tribe located at 1022 Hospital Road, Schurz, NV, 89427 is requesting proposals from qualified individual for the Associate Judge, Tribal Court. Proposals will be accepted until: **4:30 P.M. Wednesday, May 31<sup>st</sup>, 2023**

Proposals received after the designated date and time will be considered non-responsive and returned to the sender.

### **The Scope of Work will include, but not necessarily be limited to, the following:**

- a. The Associate Judge shall have the duty and power to conduct all court proceedings, and issue all orders and papers incident thereto, or order to administer justice in all matters within the jurisdiction of the Walker River Tribal Court.

In so doing shall, but not limited to:

- a. Be responsible for establishing and maintain rules of court regulating conduct in Tribal Court. Such Rules must be approved by the Tribal Council.
  - b. Hold bi-monthly court regularly at a designated time or as needed.
  - c. Hear and decide all cases.
  - d. Enter all appropriate orders and judgments.
  - e. Issue all appropriate warrants and subpoenas.
  - f. Keep such records as are required by Tribal Ordinance and the Rules of the Court.
  - g. Perform the duties of the Clerk in the absence of a Clerk.
  - h. Perform such other duties as are required by the Law & Order Code or Ordinance.
  - i. Perform such other duties as are necessary and proper in the administration of justice.
  - j. Available at all times for the court to process orders, arrest warrants, etc.
- b. The Associate Judge shall hear all cases that are assigned by the Chief Judge in order to assure the prompt administration of justice.
  - c. This is a two (2) year contract.
  - d. The Associate Judge shall be paid \$550 per session plus mileage at \$.655/mile (Federal IRS standard mileage rate 2023). Expenses are not reimbursed.

**Individual responding to this Request for Proposals shall have at least the following qualifications:**

1. The Associate Judge may be any person, whether Indian or non-Indian and whether a resident or non-resident of the Reservation provided such person:
  - a. Is twenty-one (21) years of age or older
  - b. Has never been convicted of a felony, unless a full pardon has been received for the offense
  - c. Is a person of integrity and high moral character as defined by the Tribal Council
2. It is preferred, though not required, that the Associate Judge be a person licensed to practice laws in the United States, or the District of Columbia.

**Individual responding to this Request for Proposal must submit at least the following:**

1. Resume of qualifications to perform the Scope of Work.
2. Statement of methodology for completion of described tasks.
3. List of current and past firms/clients.
4. List of at least five (5) references.
5. Statement of Indian Preference qualifications, if applicable. If claiming Indian Preference please complete the Certification of Indian Preference Firm Application along with all required documentation with the proposal.

**Evaluation Criteria:**

Walker River Paiute Tribe will determine the most responsive proposal that was submitted and date stamped prior to or on the deadline date.

Responses shall be addressed to:  
**WALKER RIVER TRIBAL COURT**  
**Law & Order Code Committee**  
**Walker River Paiute Tribe**  
**P.O. Box 225**  
**Schurz, Nevada, 89427**  
**Telephone (775) 773-2227**  
**Fax (775) 773-2333**  
**Email: [courtclerk@wrpt.org](mailto:courtclerk@wrpt.org)**

*The Request for Proposals is non-restricted, but Indian Preference applies to the award of this contract in accordance with Regulations 24 CFR 1000.52, Section 7 (b) of the Indian Self Determination and Education Assistance Act U.S.C. 450 (b), and the Walker River Paiute Tribe, Procurement and Property Management Policy & Procedure Manual.*