



**Hunters Point Boarding School, Inc.**

**P.O. Box Drawer 99**

Route 12 South Lupton Road

St. Michaels, AZ 86511

[www.hpbs-az.org](http://www.hpbs-az.org)

Tel: 928.871.4439

Fax: 928.871.4435



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## REQUEST FOR PROPOSALS FOR LEGAL SERVICES

Hunters Point Boarding School, Inc. is seeking proposals from qualified law firms interested in providing legal services over the next three (3) years. Attorneys and law firms licensed to practice in Arizona and on the Navajo Nation are invited to submit proposals to HPBSI. HPBSI, a tribal organization of the Navajo Nation overseeing education programs at Hunters Point Boarding School, operates under a grant from the Bureau of Indian Affairs pursuant to P.L. 100-297, The Tribally Controlled School Grant Act. The School Board is specifically seeking proposals from attorneys to serve as local counsel. Navajo preference will be given in accordance with the Navajo Business Regulatory Act.

Detailed information regarding this Request for Proposals (RFP) can be found on HPBSI's website: [www.hpbsaz.org](http://www.hpbsaz.org). Proposals must be received by **Friday, July 26, 2024, at 4:00 p.m.** All submissions must include an original document and one (1) copy in a sealed envelope marked "Proposal for Legal Services" on the front, addressed to: Hunters Point Boarding School, Inc. (HPBSI), Attn: Business Office, P.O. Box 99, St. Michaels, Arizona 86511. Proposals can also be hand-delivered to the school at Route 12, South Lupton Rd., St. Michaels, AZ 86511.

Proposals will be evaluated based on Vendor Information (Applicant), Qualifications, Cost Proposal, Experience & Qualifications, References, and Contract Requirements. **Email submissions will not be accepted.** For further details, please contact the Business Office at (928) 871-4439 or Mrs. Julia Donald, Principal, (928) 871-4439.

Hunters Point Boarding School, Inc. reserves the right to reject any or all proposals and to waive any informalities or irregularities in the proposals deemed to be in the school's best interest.



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### Request for Applicant Information

1. **Applicant Details:** Prospective applicants are required to furnish the following information:
  - a. Name, address, telephone number, and primary contact person.
  - b. Clarify if the applicant operates independently or as part of a law firm.
  - c. Provide the names, roles, and professional resumes (including bar admissions) of all attorneys designated to deliver the proposed legal services.
  - d. Indicate whether any attorney employed has faced disciplinary action in any jurisdiction. If so, provide details on the nature, status, dates, and jurisdiction of each incident.
  - e. Specify if the applicant qualifies for preference under any Navajo Law.
  - f. Disclose any familial relation by blood or marriage to any member of the Hunters Point Boarding School, Inc.
  - g. Detail any representation of Bureau of Indian Affairs funded school clients.
  - h. Describe the applicant's policies and procedures for identifying and managing conflicts of interest.
  - i. Outline the applicant's professional liability insurance coverage.
  - j. Provide a list of three professional references, including names, addresses, and telephone numbers.
  - k. Include any additional information or supporting materials that strengthen the proposal.

### 2. Qualifications

- a. **Bar Admissions:** Applicants must be members in good standing of the Arizona and Navajo Nation bars. For law firms, at least one member must hold admissions to both bars.
- b. **Expertise:** HPBSI seeks legal counsel proficient in providing on-demand legal services related to specified topics. Applicants should detail their qualifications for each relevant area.
  - Knowledge of State, Federal, and Navajo Nation laws applicable to Bureau of Indian Affairs-funded schools, including specific acts and regulations.
  - Familiarity with Navajo Nation laws and policies overseen by the Education Committee relating to tribal organizations operating BIE-funded schools.

### 3. Cost Proposals

- a. State proposed hourly rates for attorneys, paralegals, law clerks, and other professionals assigned to the services.
- b. Describe expenses for which reimbursement is sought.
- c. Explain billing procedures and frequency of payment.



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**4. Selection Criteria**, HPBSI will evaluate applicants based on:

- a. Experience and qualifications.
- b. Fair and reasonable compensation in the cost proposal.
- c. Favorable references.

**5. Contractual Requirement**

Selection is contingent upon successful negotiation of a written contract with HPBSI.

**6. Submission Guidelines**

Proposals must reach HPBSI by 4:00 p.m. on Friday, July 26, 2024, via mail or hand delivery in a sealed envelope labeled "Proposal for Legal Services" to: Hunters Point Boarding School, Inc. (HPBSI) Attn: Business Office P.O. Box 99, St. Michaels, Arizona 86511 For hand delivery: Route 12, South Lupton Rd., St. Michaels, Arizona 86511, Main Building (Administration)

No email submissions will be accepted. For further details, contact the Business Office at (928) 871-4439 or Mrs. Julia Donald, Principal, at (505) 871-4439.

HPBSI reserves the right to reject any or all proposals and to waive any informalities or irregularities in the proposals when deemed in the school's best interest.