

Kaibab Paiute Tribe

Request for Proposals (RFP)

General Legal Counsel Services

Issue Date: October 9th, 2026

Submission Deadline: November 9th, 2026

I. INTRODUCTION

The Kaibab Paiute Tribe (the “Tribe”) is seeking proposals from qualified attorneys or law firms to provide General Legal Counsel services. The selected counsel will serve as the primary legal advisor to the Kaibab Paiute Tribal Council and designated departments. This RFP outlines the requirements and expectations for prospective respondents.

II. BACKGROUND

The Kaibab Paiute Tribe is a federally recognized Indian tribe located in Northern Arizona. The Kaibab Paiute Reservation spans approximately 121,000 acres and includes five tribal villages. The Tribe’s government operates under a Constitution approved by the Secretary of the Interior. The Tribal Council is the primary governing body and is responsible for protecting and advancing the Tribe's sovereign interests.

III. SCOPE OF SERVICES

The selected legal counsel will provide a broad range of legal services, including but not limited to:

1. Legal Advice & Representation

- Provide legal advice to the Tribal Council and designated departments.
- Attend Tribal Council meetings as requested.
- Represent the Tribe in legal proceedings, as approved by the Council.

2. Governmental and Regulatory Guidance

- Interpret and apply federal Indian law, Tribal law, and applicable state laws.
- Provide guidance on Tribal governance, sovereignty, land use, taxation, Indian Child Welfare Act (ICWA), and Indian Gaming Regulatory Act (IGRA).

3. Contract and Policy Review

- Draft and review contracts, ordinances, policies, and resolutions.
- Assist with negotiations involving intergovernmental agreements, grant compliance, and compact issues.

4. Employment and Human Resources

- Advise on employment law matters specific to Tribal governments and enterprises.

5. Compliance and Risk Management

- Ensure Tribal compliance with relevant laws, grants, and regulatory obligations.
- Advise on legal risk management practices.

IV. QUALIFICATIONS

Proposals will be evaluated based on the following qualifications:

- Extensive experience in federal Indian law and Tribal government legal services.
- Demonstrated understanding of Tribal sovereignty, jurisdiction, and governance.
- Experience working with federally recognized Tribes.
- Strong communication and interpersonal skills.
- Licensed to practice law in at least one U.S. jurisdiction; preference given to those eligible to practice in Arizona.

V. SUBMISSION REQUIREMENTS

Proposals must include:

1. Cover Letter
 2. Statement of Qualifications
 3. Relevant Experience
 4. Resumes of Key Personnel
 5. References
 6. Fee Schedule and Billing Structure
 7. Sample Engagement Letter or Contract
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VI. SELECTION PROCESS

The Tribal Council or its designated committee will evaluate proposals based on:

- Relevant experience and expertise (35%)
- Understanding of Tribal legal issues (25%)
- Cost and value of services (20%)
- References and prior performance (10%)
- Proposal completeness and clarity (10%)

The Tribe reserves the right to request interviews and/or negotiate terms with one or more applicants before awarding a contract.

VII. TERMS AND CONDITIONS

- The Tribe reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or all items proposed if deemed in the best interest of the Tribe.
- All costs incurred in the preparation of a proposal are the sole responsibility of the respondent.
- The selected legal counsel will be required to enter into a professional services agreement.
- All materials submitted become property of the Kaibab Paiute Tribe and will not be returned.

VIII. SUBMISSION INSTRUCTIONS

All proposals must be submitted via email or in a sealed envelope to:

Email: Ichee@kaibabpaiute-nsn.gov OR **Kaibab Band of Paiute Indians**

Attn: General Counsel RFP Submission

Tribal Administration Office

#1 North Pipe Spring Road

Fredonia, AZ 86022

Deadline: Proposals must be received no later than Monday November 9th, 2026 at 11:59 pm

