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Request for Qualifications (RFQ): Lead Tribal Prosecutor

Issued by: Tunica-Biloxi Tribe of Louisiana Tribal Court
Issue Date: December 11, 2024

Purpose

The Tunica-Biloxi Tribe of Louisiana seeks a qualified Lead Tribal Prosecutor to support the Tribal Court and collaborate with Tribal agencies in prosecuting criminal, juvenile, and civil matters within Tribal jurisdiction. The selected candidate will provide legal expertise to uphold Tribal interests and advance the Tribal justice system.

Scope of Work

The Lead Tribal Prosecutor will:

1. Prosecute criminal, juvenile, and civil offenses, including but not limited to domestic violence, child abuse, neglect, traffic violations, and status offenses within Tribal jurisdiction.
2. Represent the Tribe in Indian Child Welfare Act (ICWA) proceedings.
3. Provide legal advice to Tribal agencies, including Police, Social Services, and Housing Authority, on case preparation and legal documentation.
4. Draft legal pleadings, motions, and orders.
5. Refer cases to federal or state authorities as appropriate.
6. Develop and refine the Tribal justice system and assist with code development.
7. Train Tribal agencies on legal and victim-related issues.
8. Handle appeals from Tribal Court decisions.

Submission Requirements

Applicants must submit the following:

1. **Cover Letter:** Detailing your interest in the position and relevant qualifications.
2. **Resume/Curriculum Vitae (CV):** Highlighting relevant experience, particularly in Indian law and criminal litigation.
3. **References:** Contact information for at least three professional references.
4. **Rate Sheet:** Clearly outlining hourly and/or flat-rate compensation.
5. **Proof of Qualifications:** Include copies of:

- Bar admission in the State of Louisiana.
 - Valid driver's license.
6. **Experience Portfolio:** Documentation of previous relevant work, including legal pleadings, motions, or case outcomes demonstrating experience in criminal or civil prosecution. Must demonstrate at least three years' experience in the practice of law, preferably criminal litigation, juvenile, and civil matters.
 7. **Writing Sample.**

Evaluation Criteria

Submissions will be evaluated based on the following scoring metric:

Criterion	Weight	Scoring Description
Relevant Experience	50%	Depth and relevance of experience in criminal litigation, juvenile, and civil matters, as well as Indian law.
Rate Sheet	10%	Reasonableness and clarity of proposed rates relative to scope of work.
Writing Sample(s)	40%	Quality and relevance of legal pleadings or documents submitted as part of the portfolio.

Submission Deadline and Method

Submissions must be received no later than January 3, 2025. Late submissions will not be considered. Please submit all required documents via email to CSmith@Tunica.org or by mail/hand delivery at:

Tunica-Biloxi Tribal Justice Center
 Attn: Christy Smith
 133 Melacon Road
 Marksville, LA 71351

Additional Information

The Tribe reserves the right to:

- Reject any or all submissions.
- Request additional information or clarification.
- Enter into negotiations with preferred candidates.

For questions or further information, please contact Christy Smith, Tribal Court Clerk, at 318-240-6422 or CSmith@Tunica.org.

We look forward to receiving your application.