



**Title:** SNI *Court of Appeals* Legal Advisor

**Location:** May be required to be in attendance at either the Seneca Nation Allegany & Cattaraugus Territories, New York

**Job Description:** This individual is responsible for providing accurate and timely legal advice to the SNI Court of Appeals Judges on a variety of legal topics that come before the courts.

This individual shall provide the Judges with substantive legal advice on resolving the cases before the courts. They shall perform legal research, provide written as well as verbal legal opinions, draft legal memoranda, proposed orders and opinions, and discuss legal analysis and judicial procedures.

May be licensed to practice law.

Maintain professional and timely communications.

Any other duties as may be assigned by the SNI *Court of Appeals* Judges

**Closing Date:** January 26, 2024

**Attachments:** RFP for Legal Services [www.sni.org](http://www.sni.org)

Contact:

Karlene Familo, *Judicial Conference Chair*

Seneca Nation of Indians

90 Ohi:yo' Way

Salamanca, New York 14779

Karlene.familo@sni.org

# RFP for Legal Services

The Seneca Nation of Indians has issued an RFP for special counsel legal services for the Nation's Peacemakers Court, the trial level court. Interested attorneys are invited to submit a letter of interest, statement of qualifications, and a detailed rate and service proposal to the Court Administrator. Proposals are due Friday, January 26<sup>th</sup>, 2024,

. The Nation plans to schedule interviews the fourth week of February 2024 and select the attorney by March 6, 2024. A copy of the RFP is available on the Nation's website at [www.sni.org](http://www.sni.org). The Seneca Nation desires to enter into a contractual agreement with the selected attorney and is interested in establishing and maintaining a long-term, stable relationship. Applicants should be experienced in Indian law, court procedural rules, custom and tradition, and related matters.

Proposals should be submitted to:

*Karlene Familo*, Judicial Conference Chair,  
Seneca Nation of Indians  
90 Ohi:yo' Way  
Salamanca, New York 14779  
or  
[Karlene.Familo@sni.org](mailto:Karlene.Familo@sni.org)

## **Seneca Nation of Indians**

### **Peacemakers Court**

#### **Request for Proposal Legal Advisor**

**A. Notice** - Information provided in this request is to be used only for purposes of preparing a proposal detailing the scope and cost of providing Special Counsel legal services to the Seneca Nation of Indians Peacemakers Court. It is expected that each attorney submitting a proposal will read this request with care, as failure to meet the conditions or specifications herein may invalidate a proposal. Proposals are being solicited by the Seneca Nation of Indians Peacemakers Court. The Nation reserves the right to accept, reject or negotiate any or all proposals or any portion thereof. Price shall not be the sole criteria for selecting an attorney. Rather, scope of available services, experiences with similar clients in similar matters, and references shall also be considered. Requests for additional information clarifying the specifications should be directed via email to *Karlene Familo, Judicial Conference Chair*, at [karlene.familo@sni.org](mailto:karlene.familo@sni.org)

**B. Introduction** - The Seneca Nation of Indians is a federally recognized, self-governing Indian Nation in Western New York State with approximately 8,500 enrolled members. The Seneca Nation is one of the original Six Nations of the Iroquois Confederacy, which also consists of the Cayuga, Onondaga, Oneida, Mohawk, and Tuscarora nations. The Seneca Nation holds title to five distinct Territories, including land in Niagara Falls and Buffalo and land set aside by the 1794 Treaty of Canandaigua: the Allegany, Cattaraugus, and Oil Spring Territories. Under the Constitution of the Seneca Nation of Indians of 1848, as amended, the judicial power of the Seneca Nation is vested in two Peacemakers Courts, two Surrogates Courts, a Court of Appeals, and the Supreme Court. The forms of process and proceedings in the Peacemaker Courts are as prescribed by Nation law. Peacemaker Court determinations are subject to appeal to the Court of Appeals. Determinations of the Court of Appeals are subject to appeal to the Council, sitting as the Nation's Supreme Court upon the granting of a writ of permission.

#### **C. General Information**

**1. Agreement** - A written agreement will be drawn up between the Seneca Nation on behalf of the Peacemaker Courts, as the client, and the selected attorney specifying the terms and conditions of the agreement.

**2. Terms** - The agreement would be until September 30, 2024.

**3. Records** - Records, files, data and legal work product regarding the Peacemaker Court, and the services provided thereto, will remain the property of the Seneca Nation.

**4. General Responsibilities** - To provide necessary legal advice and counsel to the Peacemaker Court judges in supporting them in the performance of their Constitutional duties.

**5. Conflict of Interest** - The proposal must address the Attorneys policy and procedure for addressing conflict of interest issues. Selected attorney cannot represent individuals within the Seneca Nation Judiciary OR any outside jurisdiction in which there may be a potential of the matter coming before the Seneca Nation Courts or raising cross jurisdictional issues. Any violation of this provision will result in the attorney being removed from practicing law before the Seneca Nation Judiciary for a period of one year.

**6. Compensation & Billing** - Please submit a proposal for compensation consistent with the following:

The selected attorney shall provide a monthly itemized billing statement. The statement must include a description of the subject matter of work (including case name as appropriate), the attorney or legal assistant/paralegal, the time spent, the rate charged, and the total of the amount billed for that item and shall be sent to the Court Administrator for review before the Cost Center Judge approves and submits monthly billing to the Judicial Conference for payment processing. Standardized billing practice to the 6th of the hour applies; must be broken down in 6-minute increments.

Include with the proposal, an explanation of reimbursable expenses and the method for determination of cost for reimbursable expenses that would be over and beyond normal billing invoicing.

An annual “not to exceed” agreement will specify the contract amount. Any additional hourly charges for work beyond the scope of the agreement or other alternative proposals will not be considered.

**D. Preparation of Proposal** - Three copies of the proposal must be submitted. The total proposal shall include all costs associated with services provided by the Attorney. Proposals are to clearly indicate all costs and the basis for their determination.

**E. Procedures for Submission of Proposals** - All proposals are to be submitted to the address indicated below no later than *Friday, January 26<sup>th</sup>, 2024*. The Nation may reject any proposal that is received after the specified date and time.

**F. Consideration of Proposal** - The Peacemaker Judges and one member of the Seneca Nation Judicial Conference shall review and consider the responses to this request for proposal on behalf of the Seneca Nation. The Seneca Nation reserves the right to reject any or all proposals.

**G. Proposal Format** - The Proposal should include a discussion of your understanding of the scope of the legal services required. Please include in your proposal the following:

1. A short executive summary of why you should be selected.
2. Resume of the primary representative to serve as special legal counsel to the Authority.
3. Resumes of any others who may work on matters before the Nation’s Courts generally and the Peacemakers Courts specifically.
4. A representative list of Indian Nations that your firm represents.
5. A brief synopsis regarding each suit, claim or grievance brought against the applying attorney since January 2, 2003.
6. The address and telephone number for the Attorneys main office and any branch offices that may be involved in providing the services.
7. Names, addresses, phone numbers, and contact persons for any Indian Nation Clients for which legal services are or have been provided and which may be contacted as references.

**H. Acceptance of Proposal** - The Seneca Nation anticipates that it will enter a fully executed agreement with the selected Attorney by ***March 6, 2024***, (at which time the selected attorney will be required to provide evidence of professional liability insurance).