



# **Picayune Rancheria of the Chukchansi Indians**

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## **Request for Proposals (RFP)**

### **Tribal Court Planner**

## Contents

Request for Proposal .....	3
General Background .....	3
Project Scope .....	3
Deliverables .....	3
Required RFP Response Information.....	4
Tribal and Native American Preference.....	5
Contractor Selection.....	5
Reservation of Rights.....	6

April 16, 2026

## **Request for Proposals: Tribal Court Planner**

### **GENERAL BACKGROUND**

The Picayune Rancheria of the Chukchansi Indians (“Tribe”) is seeking proposals from qualified individuals to serve as the Tribal Court Planner. The Tribe has limited one-time funding to develop a tribal court. The Tribal Court Planner will be responsible for the development of the Chukchansi Tribal Court system, which must be operational by December 1, 2026. The Tribal Court Planner must be available to perform the scope of work within the timeline set forth below. The majority of work may be performed, completed, and managed remotely except for meetings/site visits that require on-site attendance.

### **SCOPE OF WORK/DELIVERABLES**

- Assist the Tribe with implementing the Tribal Court in accordance with the timeline set forth below.
- Develop a strategic plan to implement the court in accordance with the Tribal Court assessment before the end of the year. This plan should include detailed steps and recommendations for the Tribe to stand up the Tribal Court, including but not limited to, adoption of necessary tribal laws, hiring or retention of tribal court staff, development of a physical space for the Court, necessary Information Technology needs.
- Develop and implement court policy and procedures, forms, manual, and tribal codes in coordination with the Office of Attorney General and Tribal Administrator.
- Develop a Tribal Court website in coordination with Information Technology.
- Assist with codifying the Tribe’s laws.
- Oversee grant funding and research funding opportunities for the operation of the Tribal Court.
- Communicate with the Office of Attorney General, Tribal Administrator, Tribal Council, and other pertinent partners to ensure timely implementation of the tribal court.

### **TIMELINE**

- Tribal Court must be operational before **December 1, 2026.**
- Tribal Court staff (i.e., Tribal Court Judge and Court Administrator/Clerk) retained by **September 1, 2026.**
- Court policy and procedures, forms, and manuals completed before **September 1, 2026.**
- Final Tribal Court Ordinances completed within **sixty (60) days** of contract being awarded.
- Finalize strategic implementation plan within **thirty (30) days** of contract being awarded.

### **MINIMUM QUALIFICATIONS**

#### **Education**

- Bachelor’s Degree in criminal justice, social work, law, or other pertinent field and five years relevant work experience within Tribal justice systems including project management; or equivalent combination of education and experience.

- J.D. Degree from an ABA accredited or State-Bar registered law school *preferred*.

### **Experience**

- Knowledge of Tribal Court Systems; preferred knowledge of VAWA and ICWA.
- Knowledge of the Tribal community, available resources, and potential partner agencies.
- Must have experience in management and an understanding of basic office skills, including common office software and technology.
- Must have good interpersonal skills.
- Must have strong oral and written communication skills.
- Must have excellent organizational skills.
- Must have and retain a valid driver's license.
- Must pass a criminal, character, and background checks and pre-employment drug and alcohol screen.

### **Required Knowledge, Skills, and Abilities**

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate with and maintain confidentiality

## **PROPOSAL REQUIREMENTS**

Interested individuals must submit a complete proposal including:

- A cover letter expressing interest in the position, experience working within Tribal Court Systems, and availability to commit to completing the deliverables described under the Scope of Work within the timeline specified above.
- A current resume or curriculum vitae.
- Documentation demonstrating compliance with minimum qualifications, including completion of higher education requirements.
- At least three professional references.
- Insurance and liability coverage documentation, if applicable.
- If claiming Tribal Preference, proof of Tribal Identification.

## **Required RFP Response Information**

Proposal submissions will be considered first if submitted by May 7, 2026, and accepted on a rolling basis thereafter. Please submit proposal submissions in PDF format via email to Elizabeth J. Coronado, Deputy Attorney General at [ecoronado@chukchansi-nsn.gov](mailto:ecoronado@chukchansi-nsn.gov). Proposals received in any format other than a PDF

transmitted by email, will not be accepted. Please utilize the format below for your submission:

1. Cover letter
2. Current resume or curriculum vitae
3. Applicant Information: Include copy of valid state license, proof of state bar membership.
4. A statement of qualifications, including judicial philosophy and experience working with Tribal or community-based justice systems.
5. Certifications and Licenses: Please include a copy of pertinent licenses or certifications.
6. Insurance: Please include a copy of current insurance certificates for Professional Liability Insurance, Commercial/Comprehensive Insurance, Errors and Omissions Insurance, and General Liability Automobile Insurance that indicate single limit and aggregate limits. If selected, and as applicable, the successful bidder shall provide certificates of insurance naming PRCI as additionally insured.
7. References: As applicable, please include a minimum of three references, including tribal references, for which you have completed similar services.
8. Summary of Services: Please provide a summary of services being offered, and utilize the format given as RFP Exhibit for details.
9. Cost Proposal: Please provide details of the costs for Tribal Court Planner scope of duties required under this Proposal. The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated prior to award of the contract. This position is funded by limited grant funding.
10. Indian Preference: Please provide the following to qualify for Indian preference:
  - a. Evidence to demonstrate that the firm is at least 51% owned by a member of a federally recognized tribe.
  - b. Evidence showing that the owners claiming tribal membership are actively involved in the management of the firm and participate proportionately in the firm's profits.
  - c. Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest.

### **Tribal and Native American Preference**

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from firms in which an enrolled PRCI Tribal Member is a sole or majority owner.

2. Preference is next given to any responsive bids from firms in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner or individuals enrolled in a federally recognized Tribe.
3. Bidders claiming Tribal or Native American Preference must submit the following with the response to this RFP:
  - a. Evidence that the majority ownership of the firm consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
  - b. Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the firm.

### **Contractor Selection:**

The selected Contractor must sign the attached Professional Services Contract without modification to the essential terms.

### **Reservation of Rights**

Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP at any time for any reason, at the sole discretion of PRCI.

All questions regarding this RFP should be directed to **Elizabeth J. Coronado, Deputy Attorney General**, at [ecoronado@chukchansi-nsn.gov](mailto:ecoronado@chukchansi-nsn.gov) or by phone at 559-580-2375.