# REQUEST FOR PROPOSALS - LEGAL SERVICES
# HOPI BOARD OF EDUCATION / HOPI SCHOOL SYSTEM
# P.O. BOX 1170
# KEAMS CANYON, ARIZONA 86034

This is a request for proposals from attorneys admitted to practice in Arizona and with the Hopi Tribal Courts to provide legal services to the Hopi Board of Education / Hopi School System (HBE/HSS). HBE/HSS is a tribal organization of the Hopi Tribe. HBE/HSS operates the education programs of the Hopi School System/Hopi School System, P.O. Box 1170, Keams Canyon, Arizona, under a grant issued by the Bureau of Indian Affairs pursuant to P.L. 100-297, The Tribally Controlled School Grant Act. The School Board seeks proposals from attorneys to serve as local counsel.

1. Applicant information. Interest applicants should supply the following information:

a. Name, address, telephone, email of applicant.

b. State whether applicant is a solo practitioner or law firm.

c. Name and email address of contact person regarding the proposal.

d. Names, roles and professional resume (including bar admissions) for each attorney who would provide the legal services described in the proposal.

e. State whether any attorney employed by applicant has ever been subject to disciplinary action in any jurisdiction. If yes, describe the nature of each disciplinary action; status; dates; outcome and jurisdiction.

f. State whether applicant is entitled to preference under any Hopi law.

g. State whether applicant is related by blood or marriage to any member of the HBE/HSS.

h. Supply list of any BIE-funded school clients represented by applicant.

i. Describe applicant's policies and procedures for identifying and avoiding conflicts of interest.

j. Describe applicant's professional liability insurance coverage.

k. List three professional references with names, addresses and telephone numbers.

1. Applicant may include additional information or supporting materials that applicant believed may strengthen its proposal.

2. Qualifications.

a. Bar admissions. Applicant must be a member in good standing of the Arizona bar and the Hopi bar. If Applicant is a law firm, at least one member of the law firm must hold Arizona and Hopi bar admissions.

b. Knowledge and experience. HBE/HSS seeks an attorney/law firm to provide legal services on an as-requested basis regarding the topics identified below and as may be further requested by HBE/HSS. Applicant should provide his/her/their qualifications to provide legal services with regard to each topic.

(1) Hopi non-profit organization matters including bylaws, non-profit organization registration and reporting, requirements under Hopi law, Hopi and applicable employment laws.

(2) Federal non-profit organization maters, including compliance with Internal Revenue Code and regulations governing Sec. 501(c) organizations.

(3) Laws and regulations applicable to recipients of Federal contracts and grants, including but not limited to the Super Circular, 2 C.F.R. 200 et seq. including the requirement of a timely annual audit.

(4) Knowledge and experience regarding the Indian Self Determination and Education Assistance Act, The Tribally Controlled School Grant Act and their implementing regulations and any amendments.

(5) Knowledge and experience regarding Federal laws and regulations applicable to schools funded by the Bureau of Indian Affairs including:

(A) Part B of title XI of the Education Amendments of 1978. as amended, codified at 25 USC ss2000, *et seq.*;

(B) Tribally Controlled School Grant Act, as amended, codified at 25 U.S.C. §§ 2501, *et seq*.;

(C) Provisions of the No Child Left Behind Act of 2001 that pertain to the BIE-funded school system including the Native American Education Improvement Act of 2001;

(D) Every Student Succeeds Act;

(E) Individuals with Disabilities Education Act.

(6) Knowledge of laws and regulations of the Hopi Tribe, and policies established by the Hopi Tribe applicable to tribal organization that operate BIE-funded schools on the Hopi reservation.

3. Cost Proposal.

a. State the hourly rate applicant would charge for attorneys, paralegals, law clerics, and other professionals who would be assigned to provide the requested legal services.

b. Describe the types of expenses for which applicant would seek reimbursement.

c. Describe applicant's billing procedures and payment frequency requirements.

4. Selection Criteria. HBE/HSS, in order to select the most qualified applicant, will also consider the following criteria:

a. experience and qualifications

b. cost proposals for fair and reasonable compensation for the services requested

c. favorable reference

5. Contract required. Selection of local counsel is contingent upon successful negotiation of a written contract with Hopi Board of Education / Hopi School System.

6. Submission of Proposals. Sealed proposals are due no later than 5 P.M. on December 8th, 2026 and must be signed by an individual authorized to act on behalf of the applicant. The proposal should state "Response to Request for Legal Services." Please provide three (3) copies of the proposal.

Proposals should be addressed and delivered or mailed to:

Dakota Francis, Interim-HR Director
Hopi Board of Education / Hopi School System
P.O. Box 1170
Keams Canyon, AZ 86034

Responses received after the above date and time will be returned unopened.