

**Procurement checklist  
Information for Procurement Files**

<b>Small purchase</b>	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	<u>Small</u>	<u>10-20</u>	<u>CD</u>
Description of item/service to purchase	<u>Legal</u>	<u>10-20</u>	<u>CD</u>
Number of quotes received	<u>3</u>	<u>10-20</u>	<u>CD</u>
Vendor selected	<u>✓</u>	<u>10-20</u>	<u>CD</u>
Vendor rejected and why	<u>✓</u>	<u>10-20</u>	<u>CD</u>
Cost/price reasonable	<u>✓</u>	<u>10-20</u>	<u>CD</u>
Purchase order or contract	<u>✓</u>	<u>10-20</u>	<u>CD</u>
Indian Preference	<u>✓</u>	<u>10-20</u>	<u>CD</u>
Debarred list	<u>✓</u>	<u>10-20</u>	<u>CD</u>

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

Small purchase w/ RFP. No public advertising required

RFP for Legal Services:

My Tribe seeks contract legal services to assist in providing legal advice to the NCAI Victim Service Microgrant. Services expected include providing participant advice, review of contracts, and other services as needed during the period.

Award will be based on the following factors:

Experience – up to 30 points

Price - up to 30 points

Indian Preference 15 points or 0 points

References Provided – up to 20 points

Tribal Preference 5 points or 0 points

Please send response to:

Susie Executive Director

My Tribe

1234 S Road

Some Town, Some State, 12345

(123) 456-7890

Proposals are due no later than October 15, 2020.

Contract Services Quote Acceptance Form  
Must have at least 3 quotes to use this form

Vendor Name	Total Points
Bubba's Law	60
Random	70
Susie's	60

Bid awarded to Random for the amount of \$650/day as the bidder with the highest scoring proposal.

Written approval necessary for rates above the OJP Thresholds? no  
If yes, attach approval to this form before awarding contract.

**Request for Proposal (RFP) Solicitation Form for Small Purchases  
(\$250,000 or Less)**

Please Use One Form Per Bidder

Is this bid for goods or services?                       Goods     Services

Will the award be made primarily on price and  
other factors?     Yes                       No

If no, use small purchase form instead

Description of Services/Scope of Work/rationale for purchase:

Legal - Scope Attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Factors will be Used to Make the Award? Use Attached Scoring Sheet for Proposal.

Price, Experience, Indian Preference,  
References  
\_\_\_\_\_  
\_\_\_\_\_

Will the RFP be publicly advertised?                       Yes                       No

If yes, attach copy of ad. If not, explain why.

Services not to exceed \$25000  
\_\_\_\_\_  
\_\_\_\_\_

Service Provider Contacted and Phone Number Susie's Lawyers

Date of Contact 9-29-20

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid y

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid no

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

no

Proposal Score 60

Scope of work for Legal Services

If proposed rates exceed OJP threshold of \$81.25 hourly or \$650 daily, do you have written authorization to exceed?  Yes  No  N/A

Scoring Factors for Contract Services:

Experience – up to 30 points	<u>15</u>
Price - up to 30 points	<u>30</u>
Indian Preference 15 points or 0 points	<u>15</u>
References Provided – up to 20 points	<u>0</u>
Tribal Preference 5 points or 0 points	<u>0</u>
Other Factors	<u>n/a</u>
Total Points	<u>60</u>

**Request for Proposal (RFP) Solicitation Form for Small Purchases  
(\$250,000 or Less)**

Please Use One Form Per Bidder

Is this bid for goods or services?                       Goods       Services

Will the award be made primarily on price and other factors?                       Yes                       No

If no, use small purchase form instead

Description of Services/Scope of Work/rationale for purchase:

Legal - Scope attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Factors will be Used to Make the Award? Use Attached Scoring Sheet for Proposal.

Price, Experience, Indian Preference, References  
\_\_\_\_\_  
\_\_\_\_\_

Will the RFP be publicly advertised?                       Yes                       No

If yes, attach copy of ad. If not, explain why.

Services not to exceed \$25000  
\_\_\_\_\_  
\_\_\_\_\_

Service Provider Contacted and Phone Number Random Legal

Date of Contact 9-29-20

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid no

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid No

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

No

Proposal Score 70

Scope of work for Legal - Random legal

If proposed rates exceed OJP threshold of \$81.25 hourly or \$650 daily, do you have written authorization to exceed?  Yes  No  N/A

Scoring Factors for Contract Services:

Experience – up to 30 points	<u>30</u>
Price - up to 30 points	<u>20</u>
Indian Preference 15 points or 0 points	<u>0</u>
References Provided – up to 20 points	<u>20</u>
Tribal Preference 5 points or 0 points	<u>0</u>
Other Factors	<u>    </u>
Total Points	<u>70</u>

**Request for Proposal (RFP) Solicitation Form for Small Purchases  
(\$250,000 or Less)**

Please Use One Form Per Bidder

Is this bid for goods or services?

Goods

Services

Will the award be made primarily on price and other factors?

Yes

No

If no, use small purchase form instead

Description of Services/Scope of Work/rationale for purchase:

Legal Services, Scope of work attached.

What Factors will be Used to Make the Award? Use Attached Scoring Sheet for Proposal.

Price, Experience, Indian Preference, References

Will the RFP be publicly advertised?

Yes

No

If yes, attach copy of ad. If not, explain why.

No, services are not expected to exceed \$25000

Service Provider Contacted and Phone Number

Bobbar's Law

Date of Contact

9-29-20

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid

No

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid No

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid No

Proposal Score 60

Scope of work for legal services - Bubbas Law

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If proposed rates exceed OJP threshold of \$81.25 hourly or \$650 daily, do you have written authorization to exceed?  Yes  No  N/A

Scoring Factors for Contract Services:

Experience – up to 30 points	<u>20</u>
Price - up to 30 points	<u>20</u>
Indian Preference 15 points or 0 points	<u>0</u>
References Provided – up to 20 points	<u>20</u>
Tribal Preference 5 points or 0 points	<u>0</u>
Other Factors	<u>n/a</u>
Total Points	<u>60</u>