

TULALIP TRIBES

OFFICE OF THE RESERVATION ATTORNEY



REQUEST FOR PROPOSALS – TULALIP POLICE DEPARTMENT

PROPOSAL DUE DATE: Friday, October 24, 2025 at 5:00 PM
PT

CONTACT PERSON: Cyena Fryberg, Executive Assistant
Office of the Reservation Attorney
Tulalip Tribes
(360) 716-4532

EMAIL PROPOSALS TO: cyenafryberg@tulaliptribes-nsn.gov

A. Scope of Work:

The Tulalip Tribes Office of Reservation Attorney (“ORA”) is responsible for providing legal counsel to all departments and entities of the Tulalip Tribes, a federally-recognized Indian Tribe located on the Tulalip Reservation in Washington State. As part of its duties, ORA provides legal advice and counsel to the Tulalip Tribal Police Department (“TPD”), which has 57 commissioned police officers authorized to enforce criminal law on tribal and non-tribal citizens under Tulalip and Washington State law.

ORA seeks solicitation for outside legal counsel to provide advice and counsel to TPD on the following matter:

The contracted individual shall be responsible for the development, revision, and integration of Tribal public safety policies across relevant departments into the Lexipol system, in alignment with applicable Tribal, Federal, and State laws, regulations, and best operational practices. Specific duties include but are not limited to:

- **Review and analyze existing public safety policies and procedures for alignment with current Tribal, Federal, and State laws and regulations, Memoranda of Understanding (MOUs), and cross-deputization agreements.**
- **Develop, revise, and prepare written policies across TPD departments, including law enforcement, dispatch, fish and wildlife, training, personnel, and administrative services.**
- **Integrate all applicable policy content into the Lexipol platform using standardized formatting and topic structure.**

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- Conduct policy gap analyses and identify areas requiring updates or new policy creation.
- Collaborate with department leadership, legal counsel, and relevant stakeholders to ensure policy accuracy, clarity, and operational relevance.
- Ensure policies reflect Tribal values, sovereignty, and culturally appropriate practices.
- Track and document changes made to original policy content, including rationale and references.
- Provide drafts to command staff and designated reviewers for feedback and final approval.
- Evaluate agency practices against policy implementation to identify gaps or areas for improvement.
- Recommend updates or procedural changes to enhance agency effectiveness, risk management, and community trust.
- Assist in preparing training or guidance materials to support the implementation of new or revised policies.
- Maintain confidentiality and data security throughout the policy development process.
- Meet established milestones and timelines as defined in the project plan or agreement.

Deliverables:

- Policy Gap Analysis Report
- Lexipol-compatible drafts of revised or new policies (including tracked changes where applicable)
- Policy Crosswalk (mapping old policy structure to new Lexipol structure)
- Revision Log and Change Summary Document
- Finalized Policies submitted to Command Team or designated reviewers
- Optional: Policy Implementation Brief or Staff Training Materials

The proposed scope of work will have a term of six months, with a Contract Not to Exceed Amount of \$100,000.

Proposals must be received by email by the Office of Reservation Attorney by no later than 5:00 PM PT on Friday, October 24, 2025. **NO LATE PROPOSALS WILL BE ACCEPTED.**

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B. Qualifications

Interested firms should submit a brief statement addressing the following:

1. **Relevant Experience:** Proposals shall include a description of relevant firm experience, including but not limited to examples of tribal representation, counsel provided to law enforcement, or work related to public safety in Indian Country.
2. **Capacity:** Demonstrate the firm's ability to provide timely, comprehensive services to the TPD on the matters identified above.
3. **Key Personnel:** Identify primary attorneys who would serve the client.

Proposals shall include a description of relevant firm experience, including but not limited to examples of tribal representation, counsel provided to law enforcement, or work related to public safety in Indian Country.

C. Fees

Describe in detail the hourly rate or other basis by which you would bill the time of the professionals assigned to this scope of work. Also, describe your timekeeping and invoicing practices.

D. Conflicts:

Your firm should make an affirmative statement as to whether its former or current representation of clients presents any conflict of interest which might bar you from undertaking the responsibilities of these services. Describe the precise nature of any potential conflict. A conflict of interest may include whether you or your firm currently represent any other tribes, individuals or private interests that may impact the Tulalip Tribal Police Department or Tulalip Tribes.

E. Preference

In awarding an Agreement under this RFP, the Tulalip Tribes shall give preference to Native American Owned Businesses (NAOB Status).

F. Consideration of Proposals:

The Office of Reservation Attorney and Tulalip Tribal Chief of Police shall review and consider the responses to this request for proposal on behalf of the Tulalip Tribal Police Department. All responses will be scored as follows:

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Description	Evaluation Points
Qualifications/Expertise of the Proposed Team	30
NAOB Status	10
Capacity to Perform the Scope of Work	30
Demonstrated Experience with Indian Tribes	10
Conflicts of Interest	10
Cost Proposal and Value	10
TOTAL	___/100

Final selection must be approved by and shall be at the sole discretion of the Tulalip Tribes' Board of Directors. The Tulalip Tribes reserve the right to select any responsive and responsible proposer they determine.