



Oklahoma Tribal Gaming Regulators Association

**Request for Proposal Professional
Services Association Attorney**

October 2015

Presented by:
OTGRA Board Members
Kelly Myers, Chairperson
Jalene Wells, Vice-Chairperson
Traci Atkinson, Secretary
Jerrod Chester, Treasurer
Wes Pappan, Sergeant-at-arms

Overview

The Oklahoma Tribal Gaming Regulators Association (OTGRA) is a 501 (c) 6 non-profit organization with a membership of 34 tribes. OTGRA was established on December 5, 2006 by Oklahoma Gaming Tribes.

The Association's purpose is to:

1. To promote and encourage the highest standards of ethics for Tribal gaming regulation in Oklahoma.
2. To facilitate communication among Oklahoma Tribal Gaming Regulators through networking.
3. To provide opportunities for affordable training in Oklahoma for Oklahoma Tribal Gaming Regulators and Casino Management covering all aspects of regulation and issues of concern in Tribal gaming.
4. To create a wider recognition of the importance of regulation in Tribal gaming as it pertains to meeting Tribal, State and Federal regulation requirements specifically for the protection of the Oklahoma Tribal gaming industry and to promote and perpetuate the integrity of Oklahoma Tribal gaming.
5. To conduct and promote such other logical activities that will enhance the growth and success of Tribal gaming regulation for the economic benefit of the casinos and tribal governments in Oklahoma.

OTGRA is seeking an attorney or firm to represent the Association's interests. We invite interested law firms and individuals who are Associate members with OTGRA and with a minimum of five (5) years of federal Indian and gaming law experience, to include at least the Indian Gaming Regulatory Act (IGRA) and the Oklahoma Tribal-State Gaming Compacts, to submit a written proposal.

As the OTGRA attorney, the selected law firm or individual will be expected to provide a range of legal services to the Association. The attorney will be selected by the OTGRA Board and will work closely with the OTGRA Board.

The OTGRA attorney's primary role is to provide expert legal advice to the OTGRA Board and Association Members.

The selected attorney shall perform the tasks specified in the Request for Proposal (RFP). Firms and individuals are hereby invited to submit a proposal based upon the requirements and conditions set forth in the RFP.

Mailing Instructions

Oklahoma Tribal Gaming Regulators Association
Traci Atkinson, Secretary
P.O. BOX 1160
Perkins, OK 74059

Inquiries

Questions regarding this RFP should be submitted to Traci Atkinson at tracilynnatkinson@gmail.com.

Submittal Date

Due to Traci Atkinson at the previous listed address no later than December 1, 2015.

Proposals should provide a straight forward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the proposal.

Responsiveness to the RFP will be a principal basis for evaluation. OTGRA reserves the right, without qualification, to:

1. Select any proposal based on written or oral communication with any or all of the firms or individuals when such action is considered to be in the best interest of OTGRA;
2. Reject all proposals; and
3. Exercise discretion and apply its judgment with respect to any proposals submitted.

All proposals will be deemed confidential and will be retained by OTGRA.

Proposal Content

Experience and Qualifications

1. Please describe the nature of your law firm's practice and your qualifications for providing legal services for OTGRA. Please provide the professional experience of the individual who will be designated to serve as the primary attorney, as well as for others who you anticipate will be involved in providing legal services to OTGRA.
2. Please provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners and associates of the law firm, including the length of employment for each person and his/her area of specialization for those involved in the assignment.
3. For the person whom you propose to designate as the primary attorney, and for each person or firm you propose to designate as a deputy, supporting counsel for special services or backup, please provide the following:
 - a) Legal training and years of practice (including date of admission to the Oklahoma Bar);
 - b) Years of Indian law practice (general law and/or gaming law) as a full-time tribal attorney and/or in a private law office specializing in the representation of tribes; and
 - c) Knowledge of, and experience with, federal Indian and tribal gaming law or other gaming sector experience or policy, including gaming compact negotiations and election initiative support.

Requirements and Compensation

1. Must be a member in good standing of the Oklahoma Bar Association. The OTGRA attorney will be requested to attend OTGRA bimonthly meetings (4 per year) and OTGRA Conferences (2 per year). All meetings and conference locations will be within the state of Oklahoma. OTGRA prefers that the time needed for these meetings, including travel be included in any retainer fee arrangement proposed.

2. Related duties will include: rendering of legal advice and opinions concerning legal matters that affect OTGRA and its membership; such as legal work pertaining to special circumstances including but not limited to federal laws and rules governing Indian gaming, legal analysis and interpretation of the Oklahoma-Tribal gaming compact, election initiative support, and contracting services.
3. The monitoring of pending and current state and federal legislation and court decisions as appropriate.
4. Please define what type of work you would consider to be extra or specialized work which would be billed in addition to basic services.

Evaluation and Selection Process

All proposals must be received by Traci Atkinson by December 1, 2015.

Proposals will be screened, and the top candidates will be selected by the OTGRA Board. The top candidates will be subsequently submitted to OTGRA Tribal Leaders.

Qualifications for top candidates will be verified and references will be checked by the OTGRA Board.

In reviewing the proposals, OTGRA will carefully weigh:

1. Depth and scope of experience and expertise in the practice of federal and Oklahoma gaming law, most specifically in those areas most often encountered by the Association;
2. Capability to perform legal services promptly and in a manner that permits the OTGRA Board to operate in an effective and efficient manner;
3. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
4. Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the tribal gaming law field;
5. Communication skills;
6. Cost of services; and
7. Other qualifications/criteria as deemed appropriate by the OTGRA Board.

The OTGRA Board will conduct interviews of top candidates and make the final selection and negotiate and approve the final contract.