

# Morongo Band of Mission Indians Request for Proposal (“RFP”)

MORONGO  
BAND OF  
MISSION  
INDIANS



A SOVEREIGN NATION

## Title: Codification Services

### I. Introduction and Purpose

The Morongo Band of Mission Indians (“MBMI”) is soliciting proposals from qualified and responsive entities and/or individuals for the codification of MBMI’s Ordinances. At the time of distribution of this RFP, MBMI has 42 Ordinances. The current Ordinances include various formats, font styles, and numbering.

### II. Background and Project Description

The MBMI Reservation is in The Pass region of Southern California; between the San Gorgonio and San Jacinto Mountain ranges. MBMI is the owner/operator of the Morongo Casino Resort Spa and several other business enterprises.

As a sovereign government, MBMI enacts and is governed by its own laws. The Tribal membership has adopted 42 Ordinances on a wide range of topics, including child welfare, water quality, and common civil offenses. The Tribe, its members, and others within the jurisdiction of MBMI use the Morongo Tribal Court as a forum to resolve certain civil, family, and dependency issues consistent with Tribal laws, policies, customs and traditions. MBMI's Tribal Council recently approved the effort to codify all Ordinances and make select Ordinances available on-line.

### III. Scope of Work

Duties of the selected Codifier may include the following:

1. Suggest a common structure, style, organization and a table of contents indicating a structure that is applicable to all the Ordinances.
2. Review the Ordinances to determine the proper placement within the Code and adhere to the structure and style contained in the Ordinances unless changes are required to ensure consistency in the Code. The table of contents, index and all tables may need to be updated for consistency as well. Editorial notes will be appended to sections that require additional explanation.
3. Codifier will not reword any provisions that affect the substantive intent of the Ordinance; however, the Codifier may recommend non-substantive revisions to improve readability.
4. Review format options such as font type, font size, page layout, graphics appearance and placement and ensure they are consistent throughout the Ordinances.
5. Create a complete and comprehensive general index to the entire Code, which shall be searchable by key terms.

6. Supply all options for hosting the Code online, including options that restrict access of certain Ordinances by password and/or other means, to be integrated into MBMI's existing website: <http://morongonation.org/>.
7. Ensure availability as needed at MBMI's discretion to process new Ordinances and/or Ordinance amendments on a timely basis.

#### **IV. Desired Qualifications**

1. 5+ years of experience in the area of government codification.
2. Diverse range of services available including attorneys, editors, indexers, and proofreaders.
3. Previous experience working for Indian Country.

#### **V. Proposal Requirements and Submittal Process**

**Proposal Content:** Each responding entity will include in its proposal the items listed below:

1. Company Information - Each responding entity will include in its proposal the complete name of the company, the company's address, and the name, title, address, and telephone number of the designated person in the company who is authorized to respond to any questions that MBMI may have concerning this RFP.
2. Responding entity's general reputation and experience in providing codification services to similar clients, institutions, or governmental entities.
3. References - Each responding entity will submit, at a minimum, three references from entities to which it provided the same or similar service as required by this RFP. References shall include the name of the entity, a short description of the contracted services, and the name, address, and telephone number of the contact person for that reference.
4. Insurance - Each responding entity must include in its proposal a certificate of general liability insurance coverage.
5. Personnel – Each responding entity will include information on how sufficiently trained personnel will be recruited, hired, supervised, and maintained so quality services can be delivered timely.
6. Task Detail – Provide a detailed process and program for performing the tasks identified, including a task schedule.
7. Timeline – Identify estimated time to complete project.

**Clarifications, Exceptions or Deviations:** Each responding entity shall describe any exception or deviation from the requirements of the RFP. Each clarification, exception or deviation must be clearly identified. If your entity has no clarifications, exceptions or deviations, then a statement to that effect shall be included in this section.

The following contractual terms are non-negotiable:

1. Indemnification
2. All Insurance Requirements Prior to the Start of the Agreement
3. Termination

4. Ownership/Use of Contract Materials and Products
5. Dispute Resolution
6. Governing Law
7. Confidentiality
8. Subcontractors
9. Reporting Requirements

The entity awarded the contract will have ten (10) days to produce the required insurances, including a certified endorsement naming MBMI as additional insured.

Provide a copy of your current business license or other applicable licenses.

**Cost Proposal:** Cost proposal must fully describe all costs and charges to MBMI as a part of the service/project. Each responding entity may also include additional documents to further display the proposed costs.

If necessary to inform a response, MBMI may authorize the limited release of the Ordinances to the responding entities upon receipt of a MBMI approved non-disclosure agreement form. More information may be obtained by contacting the Legal Department at [legal@morongo-nsn.gov](mailto:legal@morongo-nsn.gov)

MBMI reserves the right to negotiate final fees with the selected entity.

**Contact Information:** For questions and clarification regarding this RFP, please contact the MBMI Legal Department by emailing [legal@morongo-nsn.gov](mailto:legal@morongo-nsn.gov) or by calling 951-572-6016.

**Method of Award:** The award of contract will be made to the firm or individual offering the best combination of experiences, qualifications, price and general project approach.

**Schedule of Events:**

Issue of the RFP	June 21, 2018
Question/Clarification Period	June 21 through July 25, 2018
RFPs Due	August 1, 2018 not later than 3:00 pm PST
Bid Award	To Be Determined

**Submission Deadline and Submittal Location:** All RFPs are due not later than 3:00 pm on Wednesday PST, August 1, 2018 and should be emailed to: [legal@morongo-nsn.gov](mailto:legal@morongo-nsn.gov) or a hard copy can be delivered or mailed to the Morongo Administration Building at:

Morongo Band of Mission Indians  
 Attention: Legal Dept.  
 12700 Pumarra Road  
 Banning, CA 92220