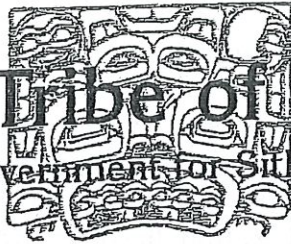


Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska



THE SITKA TRIBE OF ALASKA TRIBAL OPERATIONS CONTRACT POLICY October 2002

I. Purpose

The following policy addresses the process for review of contracts for the Sitka Tribe of Alaska ("Tribe") by the Tribal Operations attorney ("attorney"), the routing of a reviewed contract to the appropriate signing authority and the distribution of the final signed contract to the necessary departments and parties.

II. Definitions

A contract is any agreement between two or more parties that creates a legal obligation to do or not to do something.

III. Review By The Tribal Operations Attorney

All contracts will be provided to the attorney for review before the contract is signed. When possible, contracts should be submitted as email attachments. Unless unusual circumstances apply, all contracts should be submitted to the attorney two weeks before materials are due for inclusion in the next Tribal Council packet. Materials for the Tribal Council packet are due one week prior to the regular Tribal Council meeting. The regular Tribal Council meeting is held the third Wednesday of every month.

Upon receipt, the attorney will review the contract, consult with the employee requesting the contract, negotiate terms with other parties, and make the necessary changes to the contract.

The attorney will then prepare and attach a memo explaining any changes to the final contract and return the reviewed contract to the requesting employee. The attorney will also provide an explanation regarding the appropriate signing authority for the contract in the memo. An employee requesting a contract for Sitka Tribal Enterprises (STE) or for Gaming Operations should be aware that the contract might need to be considered by the STE board or the Gaming Committee before it may be signed or presented to the Tribal Council.


IV. Receipt Of Appropriate Signature

For contracts that do not need to be presented to the Tribal Council,¹ the attorney will advise the requesting employee regarding the appropriate signing authority at the Sitka Tribe. The requesting employee is then responsible for obtaining the appropriate signature at the Sitka Tribe, as well as from the other parties.

If a contract must be presented to the Tribal Council, the attorney will ensure that the contract is included in the Tribal Council packet. Additionally, if the contract requires a waiver of sovereign immunity, the attorney will prepare the appropriate resolution and include it in the Tribal Council packet. The requesting employee, however, must attend the Tribal Council meeting to explain the contract to the council and answer any questions. Once the Tribal Council approves a contract, the attorney will present the contract to the Chairman for signature. The attorney will then return the contract to the requesting employee who is then responsible for obtaining the other parties' signatures and distributing the signed contracts.


V. Distribution Of Signed Contracts

In most circumstances, two original contracts will be signed. However, additional original contracts may be necessary depending on the number of parties to the contract. The requesting employee should forward the Tribe's original contract to the Finance Department and forward the remaining original contracts to the other contracting parties. The requesting employee must also submit a copy of the final signed contract to the attorney to be kept on file in the Tribal Operations Department. Additional copies of the final signed contract may be routed to other departments or parties at the discretion of the requesting employee.



Shannon Hickey,
Tribal Operations Attorney

10/29/02
Date



Lisa Gassman
General Manager

10/29/02
Date

¹ Generally, all contracts for an amount less than \$10,000 or for goods or services valued at less than \$10,000 do not require approval of the Tribal Council.