



Sample Request for Proposal for Legal Services

September 2012

This is a Request for Proposal (RFP) for Legal Services that Community Action Agencies (CAA) may use as a starting place to create their own RFP. A CAA should carefully review this RFP and edit it as necessary to ensure that it meets the needs of its organization. It is important to note that, as set forth in the Working with Attorneys section of the Exemplary Legal Policies and Practices Guidebook, a CAA must comply with the procurement requirements set forth in Uniform Administration Requirements for Grants set forth in 2 C.F.R. Part 215 (OMB Circular A-110) when searching for an attorney to retain. This sample RFP is not intended as legal advice.

REQUEST FOR PROPOSAL FOR LEGAL SERVICES FOR THE PERIOD [DATE] to [DATE]

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

[EXECUTIVE DIRECTOR OR WHOMEVER IS DESIGNATED TO RECEIVE INQUIRIES]

[TITLE]

[COMMUNITY ACTION AGENCY]

[MAILING ADDRESS]

[PHONE]

[FAX]

[EMAIL]

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided **[COMMUNITY ACTION AGENCY NAME]** for the **[SPECIFY TIME PERIOD SUCH AS CALENDER YEAR ____ OR DATE RANGE]**.
- B. **Who May Respond.** Only attorneys who are currently licensed to practice law in **[STATE]** and maintain an office in **[CITY, STATE]**, or law firms including such attorneys, may respond to this RFP.

C. Instructions on Proposal Submission.

1. **Closing Submission Date.** Proposals must be submitted no later than **[TIME]** on **[DATE]**
2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

[EXECUTIVE DIRECTOR OR WHOMEVER IS DESIGNATED TO RECEIVE INQUIRIES]
[TITLE]
[COMMUNITY ACTION AGENCY]
[MAILING ADDRESS]

Or e-mailed to: **[EMAIL ADDRESS OF EXECUTIVE DIRECTOR OR WHOMEVER IS DESIGNATED TO RECEIVE INQUIRIES]**

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by **[COMMUNITY ACTION AGENCY]**, (hereinafter referred to as (CAA).
4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

[EXECUTIVE DIRECTOR OR WHOMEVER IS DESIGNATED TO RECEIVE PROPOSALS]
[TITLE]
[COMMUNITY ACTION AGENCY]
[MAILING ADDRESS]

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
[TIME] [DATE]
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by CAA , by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** CAA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
6. **Small and/or Minority-Owned Businesses.** Efforts will be made by CAA to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration ([13 C.F.R. § 121.201](#)).
7. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall **[DESCRIBE TYPE OF CONTRACT, FOR EXAMPLE WILL IT BE A ONE YEAR FIXED PRICE CONTRACT WITH OPTION FOR RENEWAL OR WILL IT BE A CONTRACT FOR A WORK PERFORMED WITHIN A SPECIFIC TIME PERIOD WITH A RETAINER AND ADDITIONAL FEES CONSIDERED ON A MONTHLY BASES].**

- D. **Description of Entity.** CAA is a Community Action Agency that serves **[COUNTIES]** in **[STATE]**. CAA is a **[NONPROFIT CORPORATION/PUBLIC ENTITY]** and **[IF NONPROFIT, has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code]**. CAA has an annual budget of approximately **[DOLLARS]** and is governed by a **[NUMBER OF BOARD MEMBERS]** member volunteer Board of Directors, which meets **[NUMBER]** times per year. CAA employs **[NUMBER]** people. Administrative offices are located at **[ADDRESS]**. Other offices are located throughout **[COUNTIES]**.

CAA's mission **[DESCRIPTION OF MISSION, FOR EXAMPLE, CAA'S mission is to empower people to move from poverty to self-sufficiency. It accomplishes this goal through a variety of programs, financed primarily by federal, state, and local grants, including the following: Head Start and other child and family development programs; Home Energy Assistance; Rental Assistance; Transitional Living and Homelessness Intervention; Runaway and Homeless Youth; Child/Family Health Plus; and Emergency Food and Shelter].**

- II. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Directors:

[LIST LEGAL SERVICES DESIRED, FOR EXAMPLE:

- 1. Review, draft, and negotiate contracts and leases**
- 2. Advise on corporate and tax-exempt organization legal issues**
- 3. Advise on individual labor and employment matters**
- 4. Review personnel, fiscal and other policies, as well as corporate by-laws**
- 5. Attend Board of Directors and Committee meetings as necessary**
- 6. Advise on government grant and contract issues**
- 7. Advise on responses to subpoenas, court orders, and requests for information from third parties**
- 8. Defend lawsuits, administrative claims, or other legal claims**
- 9. Conduct litigation as necessary**
- 10. Other legal services as needed]**

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, CAA will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

- A. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to CAA. Experience should include the following categories:

[LIST EXPERIENCE DESIRED, FOR EXAMPLE:

- 1. Experience advising nonprofit organizations.**
- 2. Experience advising clients conducting similar programs and government-funded services.]**

- B. **Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

- C. **Attorney Qualifications.** The Offeror should have experience in the following areas: **[LIST EXPERIENCE DESIRED, FOR EXAMPLE: non-profit and tax-exempt organizations; real estate, including bond financing; government grants and contracts; labor and employment; and general business operations.]** The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney.
 2. Overall supervision to be exercised.
 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. CAA reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include an original and **[NUMBER]** copies.
- B. **Evaluation Procedure and Criteria.** CAA's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

[LIST CRITERIA BY WHICH YOU WILL BE REVIEWING THE PROPOSALS, FOR EXAMPLE:

- 1. Proposed approach to scope of work.**
- 2. Level of experience of the individual(s) identified to work on this matter.**
- 3. The Offeror's experience with similar clients and legal matters.**
- 4. Response from references.**
- 5. Cost.**
- 6. Interviews, if conducted.]**