



Request for Proposal for Legal Services

July 2016

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

FOR THE PERIOD

August 1, 2016 to April 30, 2017

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**Bryan Duncan
Executive Director**

**I-CARE, Inc.
P. O. Box 7049
Statesville, NC 28687
704.872.8141
(Fax) 704.871.1299
bryan.duncan@icare-inc.org**

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided I-CARE, Inc. for the period from August 1, 2016 – April 30, 2017.
- B. **Who May Respond.** Only attorneys who are currently licensed to practice law in North Carolina and maintain an office in North Carolina 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 **4pm on July 19, 2016.**
 2. **Inquiries.** Inquiries concerning this RFP should be e-mailed to: bryan.duncan@icare-inc.org
 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 I-CARE, Inc., (hereinafter referred to as (CAA).
 4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Bryan Duncan
Executive Director
I-CARE, Inc.
P. O. Box 7049
Statesville, NC 28687**

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 two (2) 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 be a contract for work performed within the specified contract time period with a retainer and additional fees considered on a monthly basis.
- D. **Description of Entity.** CAA is a Community Action Agency that serves Iredell, Lincoln, Catawba, and Alexander counties in North Carolina. CAA is a nonprofit that 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 \$4.5m and is governed by an 18 member volunteer Board of Directors, which meets 11 times per year. CAA employs 75 people. Administrative offices are located at 1415 Shelton Avenue, Statesville, NC 28677. Other offices are located throughout Catawba, Lincoln, and Alexander counties.

CAA's mission is to empower and assist individuals and families with low incomes to attain skills, knowledge, motivation, and opportunities to become self-sufficient and independent as well as to revitalize their communities. It accomplishes this goal through a variety of programs, financed primarily by federal, state, and local grants, including the following: Head Start; Child and Adult Care Food Program; Weatherization Assistance Program; Workforce Innovation and Opportunities Act Youth and Young Adult Services; and, Community Services Block Grant funding.

- 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:

1. Review contracts and leases
2. Advise on individual labor and employment matters
3. Review personnel, as well as corporate by-laws
4. Attend Board of Directors and Committee meetings as necessary
5. Advise on responses to subpoenas, court orders, and requests for information from third parties
6. 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:
 1. Experience advising clients regarding personnel matters.
 2. Experience advising nonprofit organizations.
 3. 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.** Minimally, the Offeror should have experience in the following areas: labor and employment. 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 **1** copy.
- 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:
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.