

Request for Proposals: Legal Services

Proposals Due:
5:00 PM EST June 5, 2020

Partner4Work 650 Smithfield Street,
Suite 2600 Pittsburgh, PA 15222

Date Released:
April 24, 2020

About Us: Partner4Work (P4W) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in the Pittsburgh region. With a budget of nearly \$25 million in public and private workforce funds, we deliver a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of businesses and job seekers are met.

Context: P4W seeks to procure the services of a Legal Firm with the experience and expertise necessary to provide legal counsel to a complex public-private non-profit.

Scope: The following services are expected to be delivered through a legal services engagement with Partner4Work promptly. Promptly, in this case, means an initial response from any inquiry from Partner4Work within 24 hours, as well as the response containing a timeline as to when the request will be processed and the result be provided. Legal counsel may be requested by department heads and C-Level staff as appropriate in the following areas: grants management (federal as well as private), contract administration, internal and external policies (federal, state, county), human resources, labor, and organizational law, as well as general legal counsel.

Grants Management (federal as well as private)

- Advise on federal, state, and county government grants and contracts - including but not limited to: TANF, WIOA, and other federal & state-funded programs
- Corporate and Foundation Grants

Contract Administration

- Review, draft, advise, and negotiate complex contractual arrangements
- Assist with all legal issues related to the acquisition, transfer, and management of real estate and property lease arrangements.

Internal and External Policies (Federal, State, County)

- Shall work with appropriate department heads in the interpretation, implementation, and adherence to all applicable ordinances, funding frameworks, and government policies applicable to Partner4Work as a Workforce Development Board to ensure prompt compliance and recommend corrective action where necessary
- Advise and assist in response to Right-to-Know law requests

Human Resources, Labor and Organizational Law

- Advise on labor and employment matters, human resources
- Review personnel, fiscal and other policies, as well as organizational bylaws

General Legal Counsel

- Defend lawsuits, administrative claims, or other legal claims

- Conduct litigation if required
- Pursue advocacy with external stakeholders (government and others)
- Advise on responses to subpoenas, court orders, and requests for information from third parties
- Shall legally represent Partner4Work before legislative committees and local government agencies as requested/needed
- Shall provide directly or recommend applicable third-party training to reduce or mitigate risk associated with grants management, contract management, human resources, and workforce board operations

How to Apply Bids must be submitted to info@partner4work.org by the deadline above. Late or incomplete submissions will not be considered. Proposals must contain the following:

1. Completed Cover Sheet (Attachment A)
2. Executive Summary (2-page maximum) Respondents should include the statement of qualifications, experience, and description of the firm and its history. The response should indicate the firm's current and historical expertise in providing legal services as outlined in this RFP.
3. Staff qualifications: Responses must include the names and titles of the individuals providing the Legal Services as well as a biography of a summary of qualifications. Responses must include the name, title, phone number, and email address of the primary individual assigned to serve as the day-to-day contact as well as the individual authorized to negotiate and contractually bind the respondent.
4. Approach: Respondents must clearly demonstrate their ability to advise on the points in the scope of work as described above in a timely manner.
5. Rate and fee structure: Respondents must provide one or more cost proposals for Legal Services. If multiple fee structures are proposed, please provide the pros and cons of each fee structure for consideration. Please provide three references.
6. References: Responses must include three (3) references, preferably clients who have used the firm for Legal Services as described or related to the points in this RFP. References must include at least one non-profit, a name, title, organization, phone number, address, and email address.
7. 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).

Review and Selection Process

Responses will be evaluated on the following criteria:

- Experience and qualifications of the firm. (5%)
- Responsiveness to the RFP (75%)
 1. Grants Management (federal as well as private) (15%)
 2. Contract Administration (15%)
 3. Internal and External Policies (Federal, State, County) (15%)
 4. Human Resources, Labor and Organizational Law (15%)
 5. General Legal Counsel (15%)
- Reasonableness and effectiveness of the proposed approach (10%)
- Strength of References (10%)
- Fee for services in line with local fair market value
- Firms not local to Allegheny County need not apply
- Firms must complete the attached cover sheet in its entirety
- Incomplete proposals will not be considered

Timeline

Release of Request for Proposals: April 24, 2020

Questions Due: 5:00 PM EST May 8, 2020

Bidders Conference Call: 2PM May 13, 2020

Questions Posted on Partner4Work Website by 5PM EST: May 18, 2020

Proposals Due: 5:00 PM EST June 5, 2020

Proposal Scoring and Selection Completed by June 19, 2020

Notification of Winning Proposal: June 30, 2020

Questions? Questions or requests for additional information must be made in writing to rfp@partner4work.org. Questions will be discussed at the bidders conference and answers will be posted at www.partner4work.org to make them available to the public and ensure a fair and transparent process. No questions will be answered after the deadline above.

Disclaimers

- This Request for Qualifications does not commit Partner4Work to award a contract.
- Partner4Work reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
- Partner4Work may make funding decisions based on the initial proposal received, without discussion of the proposal with the applicant. Accordingly, each proposal should be submitted on the strongest terms that the bidder can submit to Partner4Work.
- Partner4Work retains the right to request additional information from any applicant, before a contract award.

- No firm is guaranteed any particular volume of work or fixed amount of compensation during the contract term.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful applicant have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful applicant and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other firm for the same services performed by the applicant.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs. Partner4Work reserves the right to fund portions of a proposal or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.
- Please note that requirements contained in this RFP may change based on revised local, state, and federal rules. Therefore, proposers will be required to make staffing and programmatic modifications to accommodate the changes throughout the life of the agreement.
- Due to the type of funding Partner4Work uses, all proposals must be submitted with evidence of appropriate licenses, insurance, relevant internal procedures, etc., outlined in the proposal cover sheet. Partner4Work reserves the right to require additional items on selected contractors at any time in order to remain compliant with its funders. Partner4Work, in soliciting requests for proposals, shall not discriminate against any person or organization(s) submitting a response pursuant to this Request for Proposal because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

APPENDIX A
Proposals Cover Sheet

Lead Applicant: Click or tap here to enter text.

A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text.

Zip Code: Click or tap

here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

C. Requirements / Documents *(proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).*

Registration in the [System for Award Management](#) (SAM)

Certificate of Liability Insurance

Certificate of Worker's Compensation Insurance

W9

D. Additional Requirements

Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation

By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made