



**Request for Proposal for Legal Services**

**REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

**FOR THE PERIOD**

**December 1, 2022, to November 30, 2024**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Douglas Brown  
President/CEO**

**Community Action Program Committee, Inc  
2050 West Blount Street  
850-438-4021  
850 – 438-0121 Fax  
[d.brown@capc-pensacola.org](mailto:d.brown@capc-pensacola.org)**

**I. GENERAL INFORMATION.**

- A. Purpose.** This request for proposal (RFP) is to contract for legal services to be provided Community Action Program Committee, Inc (hereinafter referred to as CAPC) for the period ending November 2024.
- B. Who May Respond?** Only attorneys who are currently licensed to practice law in **Florida** and maintain an office in **Pensacola, Florida**, or law firms including such attorneys, may respond to this RFP.
- C. Instructions on Proposal Submission.**  
CAPC's fiscal year begins December 1<sup>st</sup> of any given year

Publish RFP: October 21, 2022

Deadline for RFP to be submitted (4 PM): October 28, 2022

Evaluation Team to review RFP Responses: November 4, 2022

The President/CEO or designee will present a recommendation for award to Board during the November meeting.

Contract to begin: December 1, 2022 – November 30, 2024

Inquiries concerning the RFP will be directed to Doug Brown at (850) 438-4021.

- 1. Closing Submission Date.** Proposals must be received no later than **October 28, 2022**
- 2. Inquiries.** Inquiries concerning this RFP should be mailed or delivered to:  
**Douglas Brown**  
**President/CEO**  
**COMMUNITY ACTION PROGRAM COMMITTEE, INC**  
**2050 West Blount Street**  
**Pensacola, FL 32501**  
Or e-mailed to: [d.brown@capc-pensacola.org](mailto:d.brown@capc-pensacola.org)
- 3. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Applicant and will not be reimbursed by CAPC.
- 4. Instructions to Prospective Contractors.** Your proposal should be addressed as follows:  
**Douglas Brown**  
**President and CEO**  
**COMMUNITY ACTION PROGRAM COMMITTEE, INC**  
**2050 West Blount Street**  
**Pensacola, FL 32501**

The Applicants proposal must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal

**October 28 at 4:00 P.M.**

SEALED PROPOSAL For Legal Services

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

- 5. Right to Reject.** CAPC 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 on the factors described in this RFP.
  
- 6. Small and/or Minority-Owned Businesses.** Community Action Agency (hereinafter referred to as CAA) utilizes small businesses, women, and/or minority-owned businesses. Applicant 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.** Applicants submitting proposals in response to this Request for Proposal will be informed electronically of the results of the Legal RFP solicitation. It is expected that the Applicant will propose to perform a range of routine services such as attendance at board meetings or conferences with CAPC staff for an annual retainer amount which shall be proposed and invoiced monthly. In addition, the Applicant should propose an hourly rate for compensating non-routine matters such as handling litigation or conducting legal training, and these matters should be invoiced monthly. The hourly rate shall be invoiced at a discount from the local market rate for such services and that the difference between the local market rate and the invoiced discount rate shall be reflected as an "In Kind Donation" on the invoice.
  
- D. Description of Entity.** CAPC is a CAA that serves Escambia, Santa Rosa, Okaloosa, Washington, Holmes, Walton, and Jackson counties in Florida. CAPC is a nonprofit agency and has been determined to be exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. CAPC has an annual budget of approximately \$10.5M annually and is governed by a 12-member volunteer Board of Directors, which meets Ten (10) times per year. CAA employs 150 people. The Administrative office is located at 2050 West Blount Street, Pensacola, FL 32501.

**E. The mission of the Community Action Program Committee, Inc. is to help low-income families achieve self-sufficiency by creating solutions to poverty in collaboration with community stakeholders**

**I. SCOPE OF SERVICES.** The Applicant shall be readily available to perform the following legal services, as requested by the President/CEO 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, CAPC will consider proposals for subsets of these areas.

The applicant 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. The applicant shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

**II. PROPOSAL CONTENTS.** The Applicant, in its proposal, shall, as a minimum, include the following:

**A. Legal Experience.** The Applicant should describe its legal experience. Experience should include the following categories:

1. References (to include the names, addresses, contact persons, and telephone numbers) of at least three clients, preferably including clients similar to CAPC.
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 Applicant 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 a copy of the Equal Opportunity/Affirmative Action Policy if the firm has one.

**C. Attorney Qualifications.** The Applicant should have experience in the following areas: non-profit and tax-exempt organizations, real estate (including bond financing), government grants, contracts, labor and employment, and general business operations.

The Applicant should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and educational background of each attorney.
2. Overall supervision is 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 the firm, years, types of experience, and continuing professional education will be considered.

**D. Price.** The Applicant's proposed cost 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. 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 Applicant on the structure of the billing and/or retainer fee.

**E. Termination for Convenience Clause.** Applicant acknowledges that the contract for legal services may be terminated by either party at any time for convenience, upon providing written 30-day notice of termination to the other party.

### III. PROPOSAL EVALUATION

**A. Submission of Proposals.** All proposals shall include an original and **4** copies.

**B. Evaluation Procedure and Criteria.** CAPC's President/CEO and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The President/CEO and/or Board of Directors may request a meeting with qualified applicants prior to final selection. Proposals will be reviewed in accordance with the following criteria:

<u>Description</u>	<u>Maximum Allowed Points</u>
Review information regarding applicant's response to Scope of Work	45
Cost	20
Written presentation by Vendor: <b>(5 points each)</b> Clarity Completeness Compliance	15
Reference check	5
First time vendors in doing business with CAPC	5
Certifications and/or Licenses	5
Targeted small businesses/Minority-Owned/Women-Owned	5
<b>TOTAL POINTS</b>	<b>100</b>