

REQUEST FOR PROPOSALS

**FOR THE PROVISION OF
EMPLOYMENT-RELATED LEGAL SERVICES**

TO

LONG BEACH COMMUNITY ACTION PARTNERSHIP

2015

Prepared By:

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I. PROPOSAL

Definitions: “LBCAP” or “Agency” is the Long Beach Community Action Partnership.
“Applicant” an individual or business submitting a proposal to LBCAP.

Purpose of Proposal:

LBCAP is seeking proposals from qualified attorneys to provide legal consulting services to the Human Resources Department.

LBCAP will have this RFP open until filled by the first qualified applicant. The decision will be made within 45 days of receiving a qualified submission.

Applicants are cautioned to provide as much detail as possible in their proposal pertaining to their capability and experience among other considerations. LBCAP will use a qualification-based selection process to select an applicant for this contract. LBCAP reserves the right to reject any or all proposals, to waive informalities in the proposal process, or to accept any proposal considered most advantageous to LBCAP.

ACTION REQUIRED: You are invited to review and respond to the Request For Proposals. For questions on this RFP or to submit a proposal please contact:

Marisa Semense
Chief Operations Officer
117 West Victoria Street
Long Beach, CA 90805
(562)216-4612
msemense@LBCAP.org

II: OVERVIEW

Scope of Work:

LBCAP is soliciting competition for legal consulting services for the Human Resources Department at LBCAP. Each applicant's response should address the applicant's capacity to provide services in the areas of federal and California employment law. Areas of specific focus, for which advice will be requested by the agency, include: employee benefits; leaves of absence; employee relations; and workers compensation. Applicants may add additional information as the applicant deems appropriate.

III: MINIMUM REQUIREMENTS FOR APPLICANTS

Each applicant must meet the following minimum requirements for the submitted proposal to be considered:

1. Applicant must be in good standing and authorized to practice law in the state of California.
2. Applicant must have recent (within the last 12 months) employment law experience. (*SHRM membership is desired, but not required.*)
3. Applicant must provide a detailed summary of all fees associated with his/ her services.
4. If applying as a firm, applicant must provide background information (name, title, credentials, area of focus) for all individuals who will provide services as outlined in this RFP.
5. Applicants must carry professional liability insurance. Proof of insurance will be required at time of retainer agreement execution.

IV: EVALUATION OF PROPOSALS

LBCAP plans to evaluate proposals based on the criteria listed below. Each applicant must include in their proposal a complete and detailed response to all elements. Questions from any applicant about the content or nature of the proposal will be answered in writing and posted on the agency's website for review by all potential applicants.

1. **Cover Letter:** Please provide a cover letter introducing the applicant or applicant's firm. The cover letter should summarize the applicant's qualifications, experience and available services.
2. **Response Form:** Please complete all fields in the form as requested. LBCAP will not be responsible for any change in this information unless notification in writing is received.
 - a. **Key Personnel:** Please provide information on the persons who will provide consulting services within the scope of work.
 - b. **Retainer Required:** Please indicate the minimum retainer required by the applicant or firm in order to execute an agreement for service.
 - c. **Rate(s) and Minimum Time Charged:** Please indicate the rate(s) and minimum time(s) charged for the services offered. Proposed rate(s) must remain valid and in effect for at least 12 months from the date of the executed retainer agreement.
 - d. **Additional Services/ Pricing:** In the event that additional services are offered such as newsletters, webinars, trainings, etc., then please be sure to list these services in your proposal and provide pricing information.
 - e. **Access and Availability:** Applicant must indicate hours and days of availability and methods of correspondence.
 - f. **References:** Please provide contact information for at least three clients where similar services have been provided as contained in this RFP.
 - g. **Disciplinary Record:** Indicate whether the applicant (or any key person, if applying as a firm) has been subject to any form of disciplinary action by the California Bar within the last three years.
 - h. **Insurance Information:** Please indicate the carrier and coverage limit of applicant's professional liability insurance.
3. **Retainer Agreement:** Please submit a copy of the most recent retainer agreement used by the applicant.

V. COMPENSATION: Itemized invoices or summaries of service charged against the retainer must include the name of the attorney providing the service (if the applicant is a firm); the date, time and description of each service; the destination address and applicable mileage for travel; the time billed for each service; and the rate charged for each service. Invoices or service summaries must be submitted on a monthly basis, or an acknowledgement that no services were rendered during the month.

VI: RIGHTS

LBCAP reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is no way an agreement or obligation and in no way is LBCAP responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become public record. Responses should be sent via email or in a sealed envelope, clearly marked with the RFP title, by registered, certified mail, overnight delivery with proof of delivery, or by hand delivery to the name and address specified in Section I of this RFP. Delivery to other than the name and address specified in this RFP may render the applicant's proposal non-responsive.

VII. AGREEMENT CONDITIONS

Award will be made to the responsible and responsive applicant whose proposal meets the requirements of the RFP and offers the best value to LBCAP. LBCAP will make a reasonable effort to execute an agreement based on this solicitation document within 45 days of selecting a proposal that best suits LBCAP. The period for execution may be changed by mutual agreement of the parties. Any agreements to be executed are not effective until the agreement is signed by a person holding the required authority for both parties. Failure of applicant to execute the agreement within the time frame identified above will be sufficient cause for voiding the award of the contract. If an applicant or firm submitting a proposal refuses or fails to execute the agreement, LBCAP may award the contract to the next qualified applicant or firm submitting a proposal.

RESPONSE FORM

APPLICANT NAME		APPLICANT TYPE
		<input type="checkbox"/> Sole Practitioner <input type="checkbox"/> Firm
PRIMARY CONTACT NAME		CALIFORNIA BAR NUMBER
ADDRESS		
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
(IF APPLICANT IS A FIRM) KEY PERSONNEL:		
NAME		CALIFORNIA BAR NUMBER
RETAINER REQUIRED:		
HOURLY RATES AND MINIMUM TIME CHARGED:		
DESCRIPTION	HOURLY RATE CHARGED	MINIMUM TIME INCREMENT
Phone Consultation		
Email Consultation		
In-Person Consultation		
Travel		
Paralegal Services		
Legal Research		

