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Pasco-Hernando Workforce Board, Inc.
(dba CareerSource Pasco Hernando)

Request for Qualifications for Legal Services

Pasco-Hernando Workforce Board, Inc. (PHWB) is requesting detailed information concerning the qualifications of law firms or attorneys willing to provide legal services to the organization.

Pasco-Hernando Workforce Board, Inc., is a 501(c)(3) not-for-profit organization that is chartered with the provisioning of various services associated with workforce development in Pasco and Hernando counties. As one of the 24 Regional Workforce Boards (RWBs), PHWB Board receives federal and state funding, ranging from \$5 million to \$13 million, for the operation of several programs including, but not limited to, those associated with the Workforce Innovation and Opportunity Act (WIOA), the Welfare Transition Program (WTP), and the Wagner-Peyser Act.

Responses must contain all information requested and be post marked by Friday, October 16, 2015. The Request for Qualifications can be found on CareerSource Pasco Hernando's website (www.careersourcepascohernando.com) under menu item *About Us*, submenu item *RFPs/Bids*. Interested firms and individuals are invited to obtain a copy of the Request for Qualifications and submit an original and four (4) copies of their response, including one (1) firm brochure, if applicable. Responses to the RFQ should be directed to:

Pasco-Hernando Workforce Board, Inc.
P.O. Box 6589
Spring Hill, FL 34611
Attn.: Heather Harter

info@careersourcepascohernando.com
7361 Forest Oaks Boulevard | Spring Hill, FL 34606
p: 352-593-2222 | f: 352-593-2200



Legal Services Request for Qualifications

1. Scope of Representation

Outside legal services will be used on an as needed basis in areas including, but not limited to, the negotiating, reviewing, revising, and preparing of agreements, policies, procedures, contracts, and other relevant items necessary in the course of operation of the organization and related matters. Expertise in federal programs such as the Workforce Investment Act (WIA), the Workforce Innovation and Opportunity Act (WIOA), Welfare Transition Legislation, and the Wagner-Peyser Act is preferred, as is prior experience with not-for-profit organizations, volunteer-based board structure, Sunshine Law, and federal OMB circulars.

2. Requested Information (Firm Data and Information, Fee Structure)

Respondents are requested to provide general background information with respect to the law firm and attorneys with special focus on the area(s) of activity in which representation is sought, as detailed in the Scope of Representation. The response should indicate the size and experience of the firm in these specific areas. Please provide 5 copies of the response. A firm brochure should also be provided, if available. In addition, the response must indicate the following:

- number of attorneys in the firm with relevant experience
- the name of each such attorney along with the number of years of relevant experience in the specified areas
- a statement of the percentage of practice of each qualified attorney devoted to the areas identified
- a retainer quote
- the hourly rate for the person(s) who would be assigned

3. Evaluation

The intent of this RFQ is to identify a legal firm to provide the highest quality of service at the most reasonable cost. Responses to this RFQ will be evaluated based on the following criteria:



Evaluation Criteria

1	Years of experience representing a not-for-profit organization subject to the Sunshine Law	
	Minimum of 5 years	10 pts
	6-10 years	15 pts
	11 or more years	20 pts
2	Specific workforce related experience (minimum of 1 year)	
	Experience with regional workforce boards	5 pts
	Experience with WIA (transitioning to WIOA)	5 pts
	Experience with WTP	5 pts
	Experience with WP	5 pts
3	Fees for services	60 pts
Total Possible Points		100 pts

4. Response Required

Each Respondent must specifically address the information requested in Items 1 and 2, both detailed above. Administrative staff will be available to answer questions submitted in writing through October 9, 2015. All questions should be submitted via email to harter@careersourcepascohernando.com with the subject line clearly identified as **RFQ for Legal Services**.

5. Selection Process

Responses will be evaluated by a selection committee established by PHWB. The committee will give all respondents due consideration. Price will not be the controlling factor in the selection process. Notification of selection should occur on or about November 13, 2015 and services may commence anytime thereafter.

6. Contract Length

Contracts will remain in effect for a one-year period with four (4) one-year extension options from the date of execution thereof unless sooner terminated on ten (1) days' notice, or subsequently renewed and, therefore, fee structures should take this time period into account.

7. Termination

PHWB shall have the right to terminate any contract in whole or in part at any time and without penalty or further obligation. The contracting firm or attorney will be paid at a rate equal to the agreed compensation for requested legal services rendered as of the date of such termination. Such payment for services already complete shall be the total compensation due to such firm or attorney for termination.

