

Pasco Hernando Workforce Board, Inc.
Request for Qualifications
Legal Services
RFQ 10-04

Pasco Hernando Workforce Board, Inc.
3185 Premier Drive
Brooksville, Florida 34604
(352) 593-2220

Proposal Deadline: March 12, 2010 By 12:00 Noon. (EST).

I. GENERAL SUMMARY

Pasco Hernando Workforce Board is requesting proposals from qualified institutions to provide legal services. Acceptable proposals shall, at a minimum, meet the specifications contained in this Request for Qualifications (RFQ) and any other specifications as may be necessary.

Pasco Hernando Workforce Board 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 24 Regional Workforce Development Boards (RWDBs), Pasco Hernando Workforce Board receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Investment Act (WIA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act.

Minority or female-owned businesses, and community-based institutions are encouraged to apply. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under this RFQ because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

A. Conditions Applicable to All Proposals

The following conditions are applicable to all proposals:

- **Pasco Hernando Workforce Board** reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to **Pasco Hernando Workforce Board** at the time and under the conditions stipulated in the specifications of this request.

- Non-conforming proposals will be considered non-responsive and are subject to return without review; however **Pasco Hernando Workforce Board** reserves the right to waive informalities and minor irregularities in proposals received.

- **Pasco Hernando Workforce Board** reserves the right to request additional information for clarification from proposers, or to allow corrections to errors or omissions.

- All proposals are subject to negotiation by **Pasco Hernando Workforce Board**.

- **Pasco Hernando Workforce Board** reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the institution of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between **Pasco Hernando Workforce Board** and the institution selected.

Five copies of the proposal are to be submitted, one containing original signatures, no later than 12:00 noon EST, **March 12, 2010** to:

Pasco Hernando Workforce Board, Inc.
3185 Premiere Drive
Brooksville, Florida 34604

Funding award decisions will be made on or about April 15, 2010.

Successful bidders will commence services on or after May 1, 2010.

Administrative staff will be available to answer written technical questions if submitted in writing by April 8, 2010. All questions should be submitted via email to ehall@careercentral.jobs.

II. INFORMATION

A. Introduction

Pasco Hernando Workforce Board is a non-profit 501(c) (3) corporation which receives the majority of its funding through federal and state grants. Annual revenues range from \$5,000,000 to \$13,000,000 million. The intent of this RFQ is to identify a legal firm that can offer the highest quality of service at the lowest overall cost to **Pasco Hernando Workforce Board**.

B. Services Solicited

Pasco Hernando Workforce Board is soliciting the services of qualified firms to provide legal representation from May, 2010 through June 30, 2011, with a yearly review and option for renewal. **Pasco Hernando Workforce Board** seeks the services of a licensed firm or attorney to represent and advise the CEO and/or Board of Directors of **Pasco Hernando Workforce Board** regarding the assumption of all duties and responsibilities in acting as its own administrative entity, including negotiating, reviewing, and/or preparing the agreements, policies, and procedures required for the transition; reviewing and/or revising the articles, bylaws, and other

governing documents of **Pasco Hernando Workforce Board**, as well as existing contracts; and providing other related services as needed.

C. Experience Sought

Pasco Hernando Workforce Board seeks legal representation with at least five (5) years experience in a majority of the components indicated. To be considered, please provide a statement of qualifications for this position to include depth of experience in the following areas:

- Volunteer Board Structure
- Sunshine Law Compliance
- Federal Workforce Investment Act (WIA), Welfare Transition Legislation, Wagner-Peyser Act.
- Federal OMB circulars covering government and non-profit entities.
- Prior experience with not-for-profit organizations.

Experience with the federal programs listed above is preferred or experience in working with the Agency for Workforce Innovation. If a multi-person firm responds, the person assigned should meet the above requirements. Proposer should list the name of the person assigned, in its response to the RFQ.

Please submit a statement of qualifications, a retainer quote and hourly rate. The **Pasco Hernando Workforce Board** attorney will need to review documents related to operations and Board and Committee meetings. Upon request of the CEO and/or the Board of Directors, the **Pasco Hernando Workforce Board** attorney must be available to attend normally scheduled Board and Committee meetings as needed. The **Pasco Hernando Workforce Board** attorney must also be available, with notice, for other board functions as appropriate.

D. Evaluation

Overall responsiveness to the RFQ is a major factor in the evaluation process. Evaluations will be based on the ability to provide legal services. Each evaluation will be scored and ranked based from the following categories listed below:

1. At least five (5) years either experience in transactional law or experience representing a not-for-profit entity that administers federal funds.

40 Points

2. Experience in working with volunteer board structure, Sunshine Law compliance, Federal OMB circulars covering government and not for-profit entities and federal programs such as Workforce Investment Act (WIA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act (WP).

30 Points

3. Cost of services.

30 Points

TOTAL 100 POINTS

CERTIFICATIONS

A. The individual signing certifies that he/she is authorized to contract on behalf of the firm.

B. The individual signing certifies that the institution is not involved in any agreement to pay money or other consideration for the execution of this agreement other than to an employee of the firm.

C. The individual signing certifies that there has been no attempt by the firm to discourage any potential institution from submitting a proposal.

Dated this _____ day of _____, 20_____.

Institution's Firm Name

Signature of Institution's Representative

Printed Name and Title of Representative Signing