



**REQUEST FOR PROPOSAL FOR GENERAL COUNSEL /
LEGAL SERVICES
FOR THE PERIOD AUGUST 1, 2021 –
DECEMBER 31, 2022**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**JANEL M. SKELLEY
CHIEF FINANCIAL OFFICER
ALLEGHENY CONFERENCE ON COMMUNITY DEVELOPMENT
11 STANWIX STREET, 17TH FLOOR
PITTSBURGH, PA 15222
412.897.2657 CELL
JSKELLEY@ALLEGHENYCONFERENCE.ORG**

I. GENERAL INFORMATION.

A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to the Allegheny Conference on Community Development for the initial period August 1, 2021 – December 31, 2022. Subsequent terms may be agreed upon by both parties.

B. **Who May Respond.** Only attorneys who are currently licensed to practice law in Pennsylvania and maintain an office in the 10-county region of southwestern PA (as defined in Section I Part D.), or law firm including such attorneys, may respond to this RFP (herein referred to as Offeror). Responses are open to current or future members of the Allegheny Conference.

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than 5:00 p.m. EST on Friday June 11th, 2021.

2. **Inquiries.** Inquiries concerning this RFP to:

**JANEL M. SKELLEY
CHIEF FINANCIAL OFFICER
412.897.2657 CELL
JSKELLEY@ALLEGHENYCONFERENCE.ORG**

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Allegheny Conference on Community Development (hereinafter referred to as Conference).

4. **Instructions.** Your proposal should be addressed to the following:

JANEL M. SKELLEY
CHIEF FINANCIAL OFFICER
ALLEGHENY CONFERENCE ON COMMUNITY DEVELOPMENT
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It is important that the Offeror's proposal be submitted via email with the subject line containing "**Request for Proposal for Legal Services**". It is the responsibility of the Offeror to ensure that the proposal is received by the Conference at the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** The Conference 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 upon the factors described in this RFP.

6. **Small and/or Minority-Owned Businesses.** Efforts will be made by the Conference 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](#)).
7. **Notification of Award.** It is expected that a decision selecting the successful Offeror will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Offeror, all other submitted proposals in response to this Request for Proposal will be informed, in writing.

D. Description of Entity. The mission of the Conference is to improve the economy and quality of life throughout 10 counties of southwestern Pennsylvania (defined as Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, and Westmoreland). To this end, the Conference develops and implements multi-year agendas aimed at enhancing the region's global competitiveness as a location of choice for employers and individuals and at marketing the region for business investment and job creation, all to provide a "next generation economy for all." The Conference operates through a philosophy of "leadership through partnership," working with and through other public and private sector organizations to improve the region and encourage private sector civic leadership for the future.

II. SCOPE OF SERVICES. We are seeking a representative to serve as general counsel to the Conference and its affiliated organizations. The Offeror shall be readily available to perform the following legal services as requested by the Chair, the Chief Executive Officer and/or Board of Directors:

1. Attend Board of Directors, Executive and Governance Committee meetings as requested
2. Conduct annual education for Board of Directors and Executive Committee
3. Draft Board of Director and Committee minutes
4. Assist with 501(c)(3), (c)(4) and (c)(6) compliance issues
5. Advise on corporate and tax-exempt organization legal issues
6. Review personnel, fiscal and other policies, as well as corporate by-laws
7. Revise by-laws, shared service and operating agreements as necessary
8. Assist with bylaw amendments and resolutions
9. Advise on government grant and contract issues
10. Advise on responses to subpoenas, court orders, and requests for information from 3rd parties
11. Defend lawsuits, administrative claims, or other legal claims
12. Review, draft, and negotiate significant contracts and leases
13. Advise on employment matters
14. Conduct litigation as necessary
15. Assist as necessary in restructure of operations for gained efficiencies & effectiveness
16. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, the Conference will consider proposals for subsets of these areas.

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

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

- A. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to the Conference. Experience should include the following categories:
 - 1. Experience advising nonprofit organizations including 501(c)(3), 501(c)(4) and 501(c)(6).
 - 2. Experience advising clients on board governance and best practices.
- B. **Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the Offeror is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the Offeror has one.
- C. **Attorney Qualifications.** The Offeror should have experience in the following areas: non-profit and tax-exempt organizations; government grants and contracts; labor and employment; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
 - 1. Professional and education background of each attorney.
 - 2. Overall supervision 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.
- D. **Price.** The Offeror's proposed price 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. Please indicate willingness to consider pro-bono for any services outlined in Section II. Also 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. The Conference reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include an emailed copy and original copy sent to the attn: Janel Skelley, CFO at the address listed above.
- B. **Evaluation Procedure and Criteria.** The Conference's CEO and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Chair

and/or CEO may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Offeror's experience with similar clients and legal matters.
4. Response from references.
5. Cost.
6. Interviews, if conducted.