



**Request for Proposal for Legal Services**

**REQUEST FOR PROPOSAL FOR LEGAL SERVICES  
FOR THE PERIOD  
August 2021 to July 2024**

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

**Douglas Brown  
Executive Director**

**Community Action Program Committee, Inc  
2050 West Blount Street  
850-438-4021  
850 – 438-0121 Fax  
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** for the period ending July 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.**

**1. Closing Submission Date.** Proposals must be received no later than **July 9, 2021, at 5:00 P.M.**

**2. Inquiries.** Inquiries concerning this RFP should be mailed or delivered to:

**Douglas Brown**  
**Executive Director**  
**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 **Community Action Program Committee, Inc**, (hereinafter referred to as (CAPC)).

**4. Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Douglas Brown**  
**Executive Director**  
**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  
**July 9, 2021, at 5:00 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 insure 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 upon the factors described in this RFP.
6. **Small and/or Minority-Owned Businesses.** Efforts will be made by CAA to utilize 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.** Successful Attorney or Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Applicants submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. 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. It is expected that 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 Community Action Agency that serves **Escambia, Santa Rosa, Okaloosa, Washington, Holmes, Walton, and Jackson county 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 **\$10.5MM annually** and is governed by a **12** member volunteer Board of Directors, which meets **Ten (10)** times per year. CAA employs **175** people. Administrative offices are located at **2050 West Blount Street, Pensacola, FL 32501** Other offices are located throughout the Florida Panhandle

**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**

- II. **SCOPE OF SERVICES.** The Applicant shall be readily available to perform the following legal services, as requested by the Executive Director 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.

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. Applicant 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 Applicant, in its proposal, shall, as a minimum, include the following;

**A. Legal Experience.** The Applicant should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to CAPC. Experience should include the following categories:

- 1. Experience advising nonprofit organizations.**
- 2. 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 copy of 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 and 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 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. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- F. Price.** The Applicants 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. 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. CAA reserves the right to negotiate with the Applicant on the structure of the billing and/or retainer fee.
- G. 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 notice of termination to the other party.

#### **IV. PROPOSAL EVALUATION**

- A. Submission of Proposals.** All proposals shall include an original and **6** copies.
- B. Evaluation Procedure and Criteria.** CAPC's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Applicants 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 Applicants experience with similar clients and legal matters**
  4. **Response from references**
  5. **Cost**
  6. **Interviews, if conducted**

