

Request for Qualifications – Legal Services

Applicant Proposal Form

Applicants must submit their proposal within this proposal form.

Applications that do not include all the required information in this Form will be considered non-responsive and will not be reviewed. Please provide all answers in the right-hand column.

The signed Applicant Proposal Form must be electronically submitted to info@becwib.org with the subject clause *RFQ for Legal Services*, no later than 2 p.m. (ET) on Friday, September 24, 2021.

Applicant Name	
Applicant’s address, principal place of business, telephone number, and fax number.	
The name of the contact person and email address with whom the Letter of Engagement will be written	
Certifications Please fill in the box beside each statement that is being acknowledged as true.	<input type="checkbox"/> Applicant hereby affirms that Legal Counsel and all those who serve as back-up to the Legal Counsel are members in good standing of the New York State Bar. <input type="checkbox"/> Certificate(s) of Good Standing from the New York State Unified Court System, Office of Court Administration are attached for those attorneys listed below who will provide representation under this RFQ. <input type="checkbox"/> Applicant hereby affirms that it is not debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal or State assistance programs or activities. <input type="checkbox"/> Applicant has not experienced contracts that were terminated for default within the past 5 years. “Termination for Default” is defined as notice to Applicant to stop performance due to the Applicant’s non-performance or poor performance and the issue was either: (a) not litigated or (b) litigated and such litigation determined the Applicant to be in default. <input type="checkbox"/> Legal Counsel and all those who serve as back-up to him/her hereby acknowledge that he/she may not represent BECWIB or the WDC if they currently provide representation or should acquire representation of the New York State Workforce Investment Board, the New York State Department of Labor, The Buffalo Public Schools, Erie Community College, or Catholic Charities.

<p>A brief description of Applicant’s organization, its size, structure, and areas of practice.</p>	
<p>Attach a copy of the firm’s Equal Opportunity/Affirmative Action Policy, if the firm has one.</p>	<p><input type="checkbox"/> The firm’s Equal Opportunity/Affirmative Action Policy is attached.</p>
<p>Experience Describe the number of years of Applicant’s experience providing legal advice to governmental entities, and/or non-profit organizations, or equivalent experience with Boards of Directors.</p>	
<p>Accessibility and Proposed Scope of Services (please refer to Section IV of RFQ).</p> <p>Please provide a brief description (250 words or less) of how the firm/practitioner will meet the scope of services outlined in this RFQ, including availability to attend quarterly meetings of BECWIB and WDC Boards of Directors and their selected subcommittees; experience advising government entities, non-profit organizations or boards of directors; experience with federal and state regulations; and any experience with the Workforce Innovation and Opportunity Act of 2014.</p>	

<p>Attorney Qualifications Provide a brief description (250 words or less) of the qualifications of the attorney(s) to be assigned to the representation, including their position in the firm, their professional and educational background, and prior experience with the legal matters listed in the Scope of Services of the RFQ. Along with the description, a resume/biography of attorney(s) likely to be assigned to the representation may be attached.</p>	
<p>Hourly Rates Information on the hourly billing rates of each attorney and other legal staff expected to work on this representation and charges for expenses, if any, such as legal research, copies and faxes. A monthly flat fee that would be charged to advise on routine matters that could be handled over the phone or otherwise without extensive research or other legal work, may be included.</p>	
<p>Reference Please provide 3 applicable client references, with a contact person's name and telephone number. References listed must be familiar with Applicant's work and be able to comment on services performed that were similar in scope to the services being requested under this RFQ.</p>	
<p>Electronic Signature and Title of Authorized Representative Signing the Application Form indicates that the Applicant accepts the terms and conditions of this RFQ and that the person signing the letter is authorized to contractually bind the Applicant to its terms and conditions.</p>	<p style="text-align: center;">Signature</p> <p style="text-align: center;">Print Name</p> <p style="text-align: center;">Title</p>