



## **REQUEST FOR QUOTE (RFQ)**

### **LEGAL SERVICES**

#### **Contact:**

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#### **Golden Sierra Job Training Agency**

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### **BACKGROUND:**

Golden Sierra Job Training Agency (GSJTA) was established in 1983 as part of a nationwide workforce development system. The agency provides employment services and invests public resources to ensure Placer, El Dorado, and Alpine counties can successfully compete in the global economy. The main office includes a fiscal department, an administrative department, and a job center.

The organization is a private sector-led Workforce Board, appointed by the Chief Local Elected Officials who represent their respective counties on the Golden Sierra Governing Body.

### **I. PURPOSE OF SOLICITATION:**

GSJTA intends to award a contract to a qualified attorney or firm to provide legal services necessary for the operation of the agency. The attorney or firm selected should at a minimum be able to provide the following services:

- A. Serve as Legal Services Counsel and represent GSJTA and Golden Sierra Governing Body in any legal matters, including providing:
  - 1) Consultation on human resource or agency matters that may lead to litigation proceedings, including disciplinary or termination actions;
  - 2) Representation in negotiations and in administrative and court proceedings, as requested by Agency or otherwise required by law;
  - 3) Legal services pertaining to employment and employee relations matters, including review and revision of personnel policies and procedures, and ability to conduct or secure services for investigations.

### **II. MINIMUM REQUIREMENTS**

- A. Routine communications via phone and/or emails shall be responded to within 48 hours, except for weekends and holidays.
- B. Work products shall be provided within 72 business hours unless a different deadline is agreed to between the firm and the Executive Director or designee.

### **III. SCOPE OF SERVICES:**

#### **A. Legal Services:**

The Applicant shall be readily available to perform the following legal services, as requested by the Executive Director and/or Governing Body:

- 1) Review drafts of contracts and leases;
- 2) Advise on legal issues related to agency and tax-exempt organization status;
- 3) Advise on legal issues related to the Golden Sierra Governing Body;
- 4) Review personnel, fiscal and other policies, as well as agency bylaws;
- 5) Advise on human resources policies and/or procedures;
- 6) Advise on responses to subpoenas, court orders, and requests for information from third parties;
- 7) Defend lawsuits, administrative claims, or other legal claims;
- 8) Conduct litigation as necessary.

**B. Legal Experience:**

The Applicant, in its quote, shall, as a minimum, include the following:

The Applicant should describe its experience related to the areas outlined in the scope of services. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; public sector labor and employment law: government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to GSJTA that offer similar programs and government-funded services.

**C. Organization, Size, Structure, and Areas of Practice:**

The Applicant should describe its organization in terms of the following

- 1) size
- 2) structure
- 3) areas of practice
- 4) office location(s)
- 5) small or minority-owned business
- 6) Please include a copy of your firms' Equal Opportunity/Affirmative Action Policy, if available

**D. Attorney Qualifications.** The Applicant should attach a description of the qualifications of all potential lead attorneys that may be assigned to the representation.

Description should include:

- 1) Professional and education background.
- 2) Overall supervision to be exercised.
- 3) Prior experience with respect to the required experience listed above;
  - a. Resume of lead attorney likely to be assigned to the representation.
  - b. Position in firm, years and types of experience, and continuing professional education will be considered.

**E. Cost:**

Rates/Fee Schedule. Please provide the hourly billing rates and specific expenses (i.e. rate for mileage, reproduction of documents, travel) proposed for compensation and/or reimbursement for the above legal services. Please include the billing rate of the lead attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication.

GSJTA may accept and incorporate the proposed rates/fee schedule as part of the award/agreement process without further negotiations or, alternatively, may use it as the basis for negotiations. Consequently, firms are encouraged to provide their best pricing.

#### **IV.** **TIMELINE**

RFQ Release	Thursday, August 15, 2024
Last Day to Submit Questions	Tuesday, September 3, 2024
Final Q&A Posted	Wednesday, September 4, 2024
<b>Deadline to Submit Response</b>	<b>Thursday, September 5, 2024</b>
Governing Body Approval	Thursday, September 26, 2024
Award Announcement (tentative)	Friday, September 27, 2024

*This RFQ may be updated at any time, without notice, to promote successful outcomes and ensure compliance with applicable rules and regulations.*

#### **V.** **INSTRUCTIONS TO PROSPECTIVE CONTRACTORS:**

- A. Quotes should be submitted electronically to Melissa Keefe at [keefe@goldensierra.com](mailto:keefe@goldensierra.com) with a Subject title of “Quote for Legal Services.”
- B. An electronic copy in PDF format must be received via e-mail no later than 5:00 p.m. Thursday, September 5, 2024.
- C. Please include the following in your quote:
  - 1) [Attachment A – Cover Page](#)
  - 2) [Attachment B – References](#)
- D. Quotes received after the deadline will not be considered.
- E. Quotes shall be submitted by qualified firms that have proven capabilities in providing legal services as described in this RFQ. Submittals should consist of the elements identified in the scope of work and should not exceed 10 pages. The Cover Sheet must identify the person to whom all further correspondence and/or questions should be addressed, including the individual’s email address and telephone number.
- F. GSJTA reserves the right to reject any or all responses, to waive any informality in the specifications or RFQ process, or to cancel in whole or in part the RFQ if it is in the best interest of GSJTA to do so.
- G. GSJTA shall create an evaluation committee. The evaluation committee will review and analyze all responses, contact references, complete interviews as necessary, and select the vendor best able to meet the agency’s needs.
- H. Questions should be sent in writing (electronically) to Melissa Keefe via email at [keefe@goldensierra.com](mailto:keefe@goldensierra.com).

#### **VI.** **FORMAL CONTRACT:**

The applicant(s) selected to provide services will be required to enter into a standard service agreement with Golden Sierra. A sample template is available on the agency’s website at: [Contractor Service Agreement Sample Template](#). Applicants are encouraged to review the standard service agreement prior to submitting quotes in order to be familiar with the contracting requirements.

Applicants are advised that Golden Sierra will require subcontractors to publicize the fact that particularly services are funded, in whole or in part, by Golden Sierra. All contracts will contain a provision requiring the contractor to abide by this requirement.

**VII. SUPPLEMENTAL DOCUMENTS:**

All applicants that successfully pass the evaluation process will be required to submit a [CA Form 590](#), [W-9](#), and proof of insurance. Only verification of insurance is required at this point; endorsement will be required if applicant is selected to provide services. Golden Sierra reserves the right to accept or reject any quote, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of Golden Sierra to do so.

Golden Sierra may require successful applicants to participate in contract negotiations and to submit additional programmatic or financial information as a result of negotiations prior to contract finalization. Golden Sierra shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

**VIII. AVAILABLE FUNDING:**

Federal funding disclosure: This solicitation is funded by the US Department of Labor as part of an award totaling \$1,200,000 (100%) with \$0 (0%) state, local and/or non-federal sources.

**IX. MODIFICATION OF CONTRACTS:**

A. Any contract awarded pursuant to this RFQ may be unilaterally modified by Golden Sierra upon written notice to the contractor under the following circumstances:

- 1) Contractor fails to meet performance and service expectations set forth in the contract; or
- 2) The Federal or State government increases, reduces, or withdraws funds allocated to Golden Sierra, which impact services solicited under this RFQ; or
- 3) There is a change in Federal or State legislation and/or their regulations, local laws, or applicable Golden Sierra policies or procedures.

**X. SUBCONTRACTING:**

Subcontracting for specialized, technical portions of services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the quote any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). Golden Sierra reserves the right to approve the form and content of all subcontracts.