

Request for Qualifications

Legal Services

RFQ Release Date: August 28, 2015

Contact Name: Jolena Voorhis
Executive Director, Urban Counties Caucus

Email Address: Jolena@urbancounties.com

RFQ Due Date: September 25, 2015

Time: 5:00 PM

Location: Jolena@urbancounties.com

General Information

The Urban Counties Caucus (UCC) is a non-profit organization representing the 12 most populous counties in the state. The Executive Director is appointed by the Board of Directors which is made up of a County Supervisor from each of the urban counties.

UCC was created in 1991 to provide advocacy for the most populous counties in the state. The UCC Budget is approximately \$400,000 which provides funding for two permanent employees and the activities associated for a statewide association. UCC is guided by the By-Laws and the Legislative Policies and Legislative Priorities which are reviewed each year by the Board of Directors.

For more information, please see our website: www.urbancounties.com.

Scope of Work

UCC is funded entirely through membership dues from each urban county. In November 2014, the UCC Restructuring Committee was formed to look at the following:

1. Decide whether to streamline our policies and priorities even further to reflect a focus on urban issues and to more accurately reflect the level of staffing resources. This includes reviewing procedures for how UCC staff decides to take positions on legislation and budget issues.
2. Discuss the possibility of adding additional staff if the priorities and policies remain unchanged or if the Restructuring Committee decides that the goal should be more staff and more advocacy for the urban counties. This could include an increase in dues, and a discussion of office space, equipment and other cost issues related to hiring more staff.
3. Discuss potential revenue streams to provide new revenue sources to UCC. This will include the review of CSAC and RCRC structures to determine if there are opportunities for UCC to expand in this area.

Under issue #3, the UCC Board has requested assistance from a legal firm to provide a scoping plan for UCC to review for other funding sources. In the research conducted by UCC staff, several options were reviewed including conduit financing, expanding the corporate sponsors program, and a program conducted by the Texas Urban Counties for funding sources.

The purpose of the RFQ would be to have a legal firm review all options that could be available to UCC as a non-profit and as an organization that advocates in the Capitol. Since many of these options have restrictions under various legal structures, UCC needs to hire a firm to conduct a thorough review of the options available as well as any limitations under California and Federal law regarding other funding sources.

Qualifications

We are seeking legal and political firms that have experience in California law related to non-profits that also conduct lobbying and legislative activities. The firm must be in good standing and have at least 5 years experience in this field.

Instructions for Submittals

Deadline for submittal by 5:00, Friday, September 25, 2015; no proposals will be accepted after this date. Firms must provide UCC with an electronic copy sent to Jolena Voorhis, Executive Director, at Jolena@urbancounties.com plus 3 copies delivered or mailed to:

Urban Counties Caucus
1100 K Street, Suite 101
Sacramento, California, 95814

The applicant must submit a concise proposal clearly addressing all of the requirements outlined in this RFQ. The following information must be included in the submittal:

- A cover letter of introduction.
- Describe the nature of your law firm's practice and your qualification for providing these services.
- Please provide the overall capabilities, qualifications, training and area of expertise for each of the principals, partners and associates of the law firm, including the length of employment for each person and his/her area of specialization for those involved in the assignment, emphasizing knowledge of non-profits and lobbying rules and regulations.
- Current clients and Conflicts of Interest:
 - List all clients for which you or your firm currently provides services.
 - Please identify any foreseeable or potential conflicts of interest which would result from this contract and the manner in which you would propose to resolve such conflicts.
- A list of minimum of three references comprised of clients for which the firm has completed similar work, including their contact information.
- The total amount of costs for the project.

Review and Selection Process

UCC will evaluate responses to this RFQ. The Chair and Vice-Chair of UCC will be making the final approval of the firm to be chosen.

UCC Executive Director will review all of the proposals and make recommendations to the Chair and Vice-Chair for final approval. The following criteria will be used for selection of the top candidates:

- Depth and breadth of experience and expertise in the practice of law, with particular emphasis on experience with non-profits and lobbying rules and regulations;
- Degree of experience with similar clients;
- Capability to perform the services in a manner that will allow staff to meet established deadlines and to operate in an effective and efficient manner;
- Fees and costs of services;
- Interviews, if conducted;
- Other qualification and criteria as deemed appropriate by the Board of Directors.

Timeline (Tentative)

September 25, 2015	Deadline for Response
September 25-October 2	Review proposals and select top candidates
October 2- October 9	Conduct preliminary review with Chair and Vice-Chair
October 9 – October 16	Conduct interviews if necessary
October 16 – October 23	Finalize candidates and negotiate contract