



# Tohono O'odham Community College

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**Date:** November 17, 2020

## **Subject**

Request for Proposals for Legal Representation of Tohono O'odham Community College for the period beginning January 2, 2021 through June 30, 2022.

## **Purpose**

This request for proposal (RFP) is to contract for legal services to be provided to Tohono O'odham Community College (TOCC) for the period beginning January 2021 through June 2022. Only attorneys who are currently licensed to practice law in Arizona who have adequate professional liability insurance coverage, and maintain an office in Arizona, or law firms including such attorneys, may respond to this RFP.

## **Instructions**

Proposals must be submitted no later than 5 p.m. on December 15, 2020. Inquiries concerning this RFP should be emailed to Dr. Paul Robertson at [probertson@tocc.edu](mailto:probertson@tocc.edu). Submit proposal and three copies in a sealed envelope clearly marked in the lower left-hand corner with the following information: Request for Proposal to Tohono O'odham Community College, Time and Date, SEALED Proposal for Legal Services. Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by TOCC by the date and time specified above. Late proposals will not be considered.

## **Right to Reject**

TOCC 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.

## **Notification of Award**

It is expected that a decision selecting the successful applicant will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful applicant, all Offerors 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 contract shall be for 12 to 18 months with an option for renewal. The successful candidate will be paid for work performed.

## **Description of Entity**

TOCC is a non-profit, public tribal college located in Sells, Arizona on the Tohono O'odham Nation. TOCC has an annual budget of approximately eight million and is governed by a six (6) member Board of Trustees, which meets monthly and has two retreats a year. TOCC employs approximately 90 full-time staff member/ faculty and approximately 30 part-time staff members/ adjunct faculty. TOCC's mission is

to support the unique O’odham Hímdag through the provision of quality higher education and research. TOCC accomplishes its mission through a variety of programs including from the US government and the Tohono O’odham Nation.

### **Scope of Services**

The Offeror shall be readily available to perform the following legal services and other similar legal services, as requested by the President or Board of Trustees:

- Review, draft, and negotiate contracts and leases
- Advise on individual labor and employment matters
- Interpret handbooks, procedures and policy statements of the organization
- Represent TOCC in meetings and dealings with the Tohono O’odham Nation and its entities, and with the state of Arizona when requested by the Board or President
- Review position statements as a result of allegations filed with the US Equal Employment Opportunity Commission (EEOC), the US Department of Education Office of Civil Rights (OCR), the Attorney General of Arizona, or other external agency with authority to compel responses from the college,
- Advise on government grant and contract issues
- Advise on responses to subpoenas, court orders, and requests for information from third parties
- Defend lawsuits, administrative claims, or other legal claims
- Conduct litigation as necessary
- the review of other actions or demands that may have legal consequences to the college
- Provide other legal services as needed

### **Remuneration**

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, broken down into time increments of no more than a quarter hour. Offeror shall include summaries of work performed and time spent on services performed. Provide the hourly rate for attorney services.

### **Proposal Contents**

The Offeror, in the proposal, shall, as a minimum, include a description of their legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to TOCC.

### **Experiences should include the following categories:**

- Experience advising nonprofit organizations
- Experience advising clients conducting similar programs and government-funded services
- 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 firm is a small or minority/owned business
- Include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one

### **Proposal Evaluation Procedure**

TOCC’s President and appropriate staff will review proposals and make recommendations to the Board of Trustees for final selection and approval. The College President and Board of Trustees may request a meeting with some qualified Offerors prior to final selection.