REQUEST FOR QUALIFICATIONS NUMBER B0004040

Department of Purchasing
3221 McKelvey Road
Bridgeton, MO 63044

SPECIFICATIONS FOR Legal Consultant Services

FOR ADDITIONAL INFORMATION, CONTACT:
Cynthia Green, Purchasing Supervisor
Phone: 314 539-5227 or email: cgreen2@stlcc.edu

Questions:
All questions regarding this RFQ should be submitted in writing to Cynthia Green at cgreen2@stlcc.edu. The “Subject” line should reference Request for Proposal – B0004040. Prospective Proposers are responsible for reading all material in the Request for Proposal prior to January 29, 2021. The opportunity to present questions for clarification will close on January 29, 2021.

RFP CLOSING DATE:     Friday, February 19, 2021
RFP CLOSING TIME:      3:00 p.m., local time

Date Issued: January 12, 2021
# Table of Contents

St. Louis Community College Request for Qualifications B0004040

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST FOR QUALIFICATIONS NUMBER B0004040</td>
<td>1</td>
</tr>
<tr>
<td>SPECIFICATIONS FOR Legal Consultant Services</td>
<td>1</td>
</tr>
<tr>
<td>Request for Qualifications B0004040 for Legal Consultant Services</td>
<td>3</td>
</tr>
<tr>
<td>M/WBE Participation Clause:</td>
<td>3</td>
</tr>
<tr>
<td>INSTRUCTIONS TO ALL BIDDERS</td>
<td>4</td>
</tr>
<tr>
<td>REQUEST FOR QUALIFICATIONS NUMBER B0004040 - INVITATION</td>
<td>5</td>
</tr>
<tr>
<td>CONTRACT OR BLANKET ORDER AGREEMENTS</td>
<td>6</td>
</tr>
<tr>
<td>SCHEDULE FOR RECEIPT OF PROPOSALS AND CONTRACT AWARD:</td>
<td>7</td>
</tr>
<tr>
<td>SUBMISSION OF PROPOSAL(S)</td>
<td>7</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>8</td>
</tr>
<tr>
<td>BACKGROUND</td>
<td>8</td>
</tr>
<tr>
<td>RESPONSE FORMAT</td>
<td>9</td>
</tr>
<tr>
<td>SELECTION OF LAW FIRM(S)</td>
<td>10</td>
</tr>
<tr>
<td>Administrative Details and Checklist</td>
<td>11</td>
</tr>
<tr>
<td>NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS RE: RSMO 285.530</td>
<td>12</td>
</tr>
<tr>
<td>AFFIDAVIT</td>
<td>13</td>
</tr>
</tbody>
</table>
Request for Qualifications B0004040 for Legal Consultant Services

M/WBE Participation Clause:

St. Louis Community College is committed to providing equal opportunities for business growth and development to Minority and Women-Owned Business Enterprises (M/WBEs). St. Louis Community College will ensure that M/WBEs are given the opportunity to do business with the college by increasing the amount of business placed with such enterprises when possible. The goal is to ensure supplier diversity is part of both the pool of suppliers and part of the supply chain in all areas of the College's sourcing activities in our Procurement and Engineering and Design Departments.
INSTRUCTIONS TO ALL BIDDERS

St. Louis Community College (“College”) welcomes all interested parties to participate in its competitive bid process. Respondents will be expected to submit proposals that are in compliance with the terms and conditions as outlined below:

1. All awards are subject to final approval by St. Louis Community College’s Board of Trustees, or their designated representative(s).

2. Proposals may be emailed to cgreen2@stlcc.edu or sealed and delivered to the Department of Purchasing, 3221 McKelvey Road, Bridgeton, MO 63044 on or before the time and date stipulated in the Request for Qualifications document. All late bids will be rejected.

3. The successful bidder(s) must comply with the State of Missouri’s Revised Statute RSMO 285.530 which states: No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. The affidavit included in Attachment A must be completed and notarized to meet this provision. (This may be submitted after the notice of award is given.)

4. All proposals must be signed by a duly authorized representative of the person, partnership or corporation offering the bid. Failure to sign the College Invitation for Bid document will result in automatic disqualification of that bid. The College reserves the right to request written confirmation of persons authorized to sign all bids on behalf of a company.

5. Vendors may submit more than one bid proposal. No penalty or credit will be given for submitting multiple proposals.

6. Bidders are responsible for reviewing their proposals prior to submission to be certain they can honor all prices, terms and conditions offered in bid. Bidders may submit written amendments or withdraw their bid proposals up until the date and time of the scheduled bid opening. Once bids have been opened, all bidders will be expected to honor all prices and terms offered in total. Unit price will prevail in cases of extension errors. Bid defaults will result in either temporary or permanent removal from the College’s list of vendors in good standing.

7. If this proposal is accepted by the College, in whole or in part, it becomes a binding contract for the item(s) or section(s) designated when signed by an authorized representative of the College and returned to the Proposer. By signing and submitting this bid, you are offering to sell the goods and/or services to the College on the terms and conditions contained in this Invitation for Bid. All purchases are subject to the terms and conditions contained in and attached to this Invitation for Bid. By submitting a proposal, bidder agrees to these terms and conditions. Any additional or different terms proposed by bidder are hereby objected to. The College may issue one or more “Purchase Orders” in connection with the contract formed by acceptance of this bid. Any such Purchase Order shall be governed by this contract and shall not be deemed a proposal for change or amendment, unless specifically so designated by the College.

8. Requests for clarification on RFP specifications should be addressed to the buyer identified in the bid document. Any changes in specifications will be sent to all bidders in the form of a written addendum. All addenda become a part of the Request for Proposals. Proposers are to sign and include all addendums with each bid being submitted.

9. Proposers are to check the College’s website at www.stlcc.edu/purchasing to ensure all addendums are included with submission of bid responses.

10. Bidders may obtain Invitation for Bid results by either attending the bid opening or by appointment with the assigned buyer.

DELIVERY AND INVOICING INFORMATION

1. Invoices must be submitted in duplicate to: Accounts Payable
   St. Louis Community College
   3221 McKelvey Road
   Bridgeton, MO 63044

   Invoices must reference the purchase order number, show unit and extended price on each item and list the “ship to” address.

2. The College renders payment only after delivery of services.

3. St. Louis Community College is a tax exempt public institution. The College’s tax exempt Missouri I.D. is 11166584.
REQUEST FOR QUALIFICATIONS NUMBER B0004040 - INVITATION

BUYER: Cynthia Green (314) 539-5227

DATE ISSUED: January 12, 2021

ITEMS/SERVICE REQUESTED: Legal Consultant Services

Sealed proposals will be received at the Department of Purchasing, St. Louis Community College, Administrative Center, 3221 McKelvey Road, Bridgeton, MO 63044 until the time and date given herein and then publicly opened for reading and evaluation: Please note that the College retains the right to make an award on an item by item by item or all or nothing basis.

DATE & TIME BID WILL BE OPENED AND READ: Friday, February 19, 2021 at 3:00 p.m., Local Time

If this request for qualifications is accepted by St. Louis Community College (“College”), in whole or in part, it becomes a binding contract for the items or sections designated below when signed by an authorized representative of the College and returned to the Respondent. By signing and submitting this RFP, you are offering to sell the goods and/or services to the College on the terms and conditions contained in this Request for Proposal. All purchases are subject to the terms and conditions contained in and attached to this Request for Proposal. By submitting a response, bidder agrees to these terms and conditions. Any additional or different terms proposed by bidder are hereby objected to. The College may issue one or more “Purchase Orders” in connection with the contract formed by acceptance of this proposal. Any such Purchase Order shall be governed by this contract and shall not be deemed a proposal for change or amendment, unless specifically so designated by the College.

Prices quoted are guaranteed for ________ calendar days from the date of the bid opening under the terms and conditions offered in bid herein. (120 days unless otherwise specified)

In compliance with the above, the undersigned offers and agrees, if this bid be accepted, to furnish any and all of the goods and/or services at the price quoted, delivered to the designated point(s) within the time specified in this Request for Qualifications document. IF NOT SIGNED BELOW, BID WILL BE DISQUALIFIED.

(SIGNATURE)
(Seller – Company Name)/FEIN#

(Signature)

(Printed Name and Title)

(Company Address)

(City/State/Zip Code)

Bid is accepted on behalf of the College by:

Cynthia Green, Purchasing Supervisor

Signature

Sections Approved:
CONTRACT OR BLANKET ORDER AGREEMENTS

The purpose of this Request for Proposal is to solicit quotations from qualified vendors to establish a contract or blanket order for the routine purchase of goods and/or services on an “as or when needed” basis.

The quantity and dollar estimates provided represent the purchasing history of the College and/or a reasonable estimate of future activity in the area specified. While the College strives to make these estimates as realistic as possible, they do not constitute a guarantee of volume. Acceptance of any bid does not guarantee that the College will purchase services from the bidder in any quantity and does not create any expectation of exclusivity in regard to procurement of legal services by the College.

The College reserves the right to inspect the bidder’s facility prior to award to assure that they meet the requirements and can provide the necessary support for the contract goods and services specified.

The College may cancel a contract at any time by giving the seller thirty (30) days written notice of failure to comply in part or total with the prices, terms and conditions offered in bid.

The College retains the right to take extensions to the contract agreement of up to twelve (12) months, provided said extension is mutually agreeable to both the seller and the College.

Contract Period: Three (3) full years

Requested Contract Start Date: May 1, 2021

Estimate of Contract Quantity or Dollar Expenditure: To Be Determined

Contract Liaison Person (to be completed by bidder):

_______________________________________
(Name/Title)

Tel No. ___________________ Fax No. ___________________
(Telephone)

E-mail address ___________________________________
SCHEDULE FOR RECEIPT OF PROPOSALS AND CONTRACT AWARD:

The following schedule for Request for Proposal number B0004040 will outline the approximate course of events to be followed in the evaluation and award of a contract for independent auditing services for St. Louis Community College. This schedule is provided for the purpose of assisting you in planning and does not constitute a guarantee that all dates listed will actually be adhered to. All vendors will be notified, however, if there is a significant change in this schedule.

Tuesday, January 12, 2021  Request for Proposal released via email

Friday, January 29, 2021  Deadline for receipt of questions

Friday, February 19, 2021  Deadline for receipt of proposals – 3:00 p.m.

To Be Determined  Oral Interviews/Notification of Selection of Finalists

Monday, May 1, 2021  Contract award date, contingent upon approval by the College’s Board of Trustees

SUBMISSION OF PROPOSAL(S)

1. The “Invitation” page – 3 must be signed by the person duly authorized by the proprietor, partnership or corporation otherwise the proposal will be automatically rejected.

2. Responses may be submitted via email at cgreen2@stlcc.edu on or before Friday, February 19, 2021 at 3:00PM CST. All bid submissions must reference B0004040 in the Subject Line. Proposals may also be sent to:

   Department of Purchasing  
   St. Louis Community College  
   3221 McKelvey Road  
   Bridgeton, MO  63044  
   Attn: B0004040

3. Please ensure the bid number: B0004040 is included on the outside of your bid package or envelope. This label contains information relevant to the bid and will help ensure that it is properly filed, recorded and scheduled for the Bid opening. All responses must be signed by a duly authorized representative of the PROPOSER offering the bid. **ALL UNSIGNED RESPONSES WILL BE REJECTED.**

4. The College will recommend an award of three (3) full years to begin May 1, 2021.

5. All questions regarding this RFQ must be submitted in writing to Cynthia Green, Purchasing Supervisor at cgreen2@stlcc.edu. Addenda will be issued to answer all questions that are submitted in writing; all addenda will be posted on the College’s website at [https://www.stlcc.edu/departments/procurement.aspx](https://www.stlcc.edu/departments/procurement.aspx). Bidders must check the College’s website prior to submission of responses to ensure all addenda are reviewed, signed and submitted with bid responses.

Unless otherwise amended, the deadline for submission of proposals is: Friday, February 19, 2021 at 3:00 PM CST.
INTRODUCTION
St. Louis Community College, hereinafter called “the College”, is seeking Statements of Qualification from law firms to establish a contract with one or more firms to render legal services in the following areas on an as needed basis:

1. Education Law, Primarily Higher Education
2. Immigration
3. Sexual Harassment
4. Employment Discrimination
5. Labor Relations and Collective Bargaining
6. Title IX Issues
7. Student Discipline
8. Real Estate
9. Intellectual Property
10. Charitable Giving
11. Taxation
12. Employee Benefits
13. Law Enforcement
14. Litigation
15. Environmental Regulation
16. Insurance
17. Board Organization and Governance
18. Workers’ Compensation

The term of the contract established from this RFQ process will be three (3) full years.

BACKGROUND
The Junior College District of St. Louis, St. Louis County, Missouri, also known as St. Louis Community College (“the College”), is a public, tax-supported community college system established in 1962 through an enabling state statute and voter approval. The College is governed by a seven-member Board of Trustees as set forth in the community college statute, section 178.770 et. seq., RSMo. The Legal Department at the College is headed by the General
Counsel/Chief Legal Officer. The College generally requires the services of outside counsel in the areas including litigation, school finance, real estate, contracts, and labor and employment law.

RESPONSE FORMAT

Proposals should include:

1. **Individual Attorney’s or Law Firm Name and Address**
   Provide the name of the proposer’s firm, local address, telephone number, name and e-mail address of contact person, and date of proposal.

2. **Profile of Individual Attorneys**
   For each individual proposed to be assigned to the College’s work, provide a detailed and specific description of experience and competence in any or all of the following areas: Higher Education law, Immigration, Sexual Harassment, Employment Discrimination, Labor Relations and Collective Bargaining; Title IX, Student Discipline, Real Estate, Intellectual Property, Charitable Giving, Taxation, Employee Benefits, Law Enforcement, Litigation, Environmental Regulation, Insurance, and Workers’ Compensation.

3. Provide a description of your firm’s previous experience working with institutions of higher education. If the respondent is other than the College’s current legal firm, please provide your plan for transitioning the College’s work to your firm.

4. Provide a fee schedule of proposed hourly rates for each attorney assigned to the College’s work. Please note that the College will not consider your response unless this information is provided. If applicable, please describe any alternate billing proposal(s), and the type of matter(s) to which they may apply and please include any fee reductions typically allowed by the firm for non-profit or other educational institutions.

5. Identify any potential conflicts of interest.

6. **Diversity and Inclusion**
   Describe the participation of historically underrepresented minorities (not limited to race) and women attorneys at your firm. Please note the number of underrepresented minority and women equity partners and associates, and indicate the percentage of your firm owned by underrepresented minorities and women. Please also provide information about any programs or policies at your firm aimed at hiring, promoting, and retaining minority and women attorneys, as well as any diversity initiatives initiated and implemented by your firm in the last three (3) years. In addition, please note any factors that might be helpful in demonstrating the importance of diversity and inclusiveness to your firm.

Failure to comply with all requirements of the bid may result in the disqualification of your bid.
SELECTION OF LAW FIRM(S)

The College will consider each firm’s expertise in the relevant areas of law, demonstrated success in complex litigation and in providing timely and comprehensive legal advice and counseling, commitment to diversity, previous experience in serving higher education institutions, including the College, and proposed fee structure.
Administrative Details and Checklist

1. This Request for Proposal does not commit the College to award a contract, to pay any cost incurred in the preparation of a proposal in response to this request, or to procure or contract for services. The College reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the College.

2. The College reserves the right to reject any and all offers, to waive minor irregularities in offers received, and to request additional information from proposers.

3. The College reserves the right to accept other than the lowest fees quoted.

4. The College retains the right to request additional information from respondents.

5. The bidder(s) whose proposal represents the best business decision to the College, all factors considered will be recommended for award to the College’s Board of Trustees.

6. The College does not guarantee any volume of work for contracts established as a result of this RFQ.

7. The College’s Board of Trustees has the sole authority to award a contract as a result of this Request for Proposal process.

8. All proposals must be signed by a duly authorized representative of the respondent with binding authority. Failure to sign the College Invitation for Bid document will result in automatic disqualification of that proposal.

9. After the bid opening the Proposal becomes the property of the College and is subject to the open records law of the State of Missouri (RSMo 610.021). Statement of confidentiality or proprietary information should not be included in the proposal. All proposals are required to become a matter of public record according to state law. Every effort will be taken, to the extent that it is legal to do so, to keep responses confidential. Notwithstanding the above, St. Louis Community College will not be held accountable if material from responses is obtained by other parties without written consent of the proposer.

10. All proposals or unsolicited amendments to proposals arriving after the closing date and time will not be considered.
NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS RE: RSMO 285.530

Effective January 1, 2009 and pursuant to the state of Missouri’s RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., St. Louis Community College) to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

St. Louis Community College, in order to comply with sections 285.525 through 285.550 RSMO, requires the following bid and contract documents:

Required Affidavit for Contracts Over $5,000.00 (US) Effective 1-1-2009. Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. That Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. That Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

St. Louis Community College encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program and the service is free. Information regarding E-Verify is available at www.uscis.gov scroll to the bottom of the page and select the E-verify link or by calling 888-464-4218. You may also access the website to begin the registration process at https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES.

If you have any questions, please contact St. Louis Community College, Purchasing Department at 314-539-5227.
AFFIDAVIT

The undersigned, being duly sworn upon oath, deposes and states as follows:

1. I am authorized to execute this affidavit and to enter into contracts on behalf of the following business entity or employer authorized to conduct business in the State of Missouri (hereinafter referred to as “Contractor”): ______________________________.

2. I am the ____________________________ for Contractor and I have personal knowledge of the facts stated herein.

3. On or about _____________________, Contractor entered into a contract with St. Louis Community College (“Political Subdivision”), for the provision of Legal Consultant Services, as more fully described in B0004040 (hereinafter referred to as “Contract”).

4. Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the Contract.

5. On or about _________________, Contractor enrolled and began participating in E-Verify, a federal work authorization program managed by the Department of Homeland Security (“DHS”) and the Social Security Administration (“SSA”), as referred to in the Revised Statutes of the State of Missouri, § 285.530.

6. Pursuant to a Memorandum of Understanding between Contractor, DHS, and SSA (hereinafter referred to as the “Memorandum of Understanding”), Contractor is obligated to verify each employee hired after _____________________ (hereinafter referred to as the “Enrollment Date”), and Contractor hereby affirms its compliance with all obligations contained in the Memorandum of Understanding.

7. Contractor affirms that it is now and shall remain registered in E-Verify up to and including the term of the Contract and that, in addition to the Memorandum of Understanding, Contractor has provided Political Subdivision with supporting documentation regarding all employees hired after the Enrollment Date who are working in connection with the Contract.

8. Contractor affirms that if it is determined that an employee is not eligible to work on the contract, Contractor shall immediately remove the employee from the Contract, pending resolution of the matter with the appropriate state and federal authorities.

9. Contractor affirms its understanding of the requirements of the Revised Statutes of the State of Missouri, §§ 285.525 to 285.550, including the right of the State to terminate the contract and permanently suspend or debar Contractor from doing business with the State under certain circumstances.
AFFIDAVIT

Dated this _____ day of ______________, 2021.

____________________________________

STATE OF

COUNTY OF

On this____day of ______________ in the year 2021, before me, ___________________________________, a Notary Public in and for said State, personally appeared _____________________________, known to me to be the person who executed the within Affidavit, and acknowledged to me that _________________ executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County of___________ and State aforesaid, the day and year first above written.

__________________________________________
Signature of Person Executing Affidavit

__________________________________________
Signature of Notary Public

My Commission Expires: