

RFP127-PSC

UNIVERSITY OF LOUISVILLE
PURCHASING DEPARTMENT – BELKNAP CAMPUS
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE

REQUEST DATE:

1. February 20, 2012

2. NAME OF DEPARTMENT : University Counsel Office

CONTACT PERSON: Angela D. Koshewa, University Counsel

3. Service

Legal Services

4. Due Date

March 26, 2012

5. Time Due

5:00 p.m.

6. Telephone: (502) 852-6981

Fax: (502) 852-5818

Proposals should be sent to the department by the following method:

7. MAIL OR FAX PROPOSALS TO:

Department name: University Counsel Office

Address: 206 Grawemeyer Hall, University of Louisville, Louisville, Kentucky 40292

Fax # 502-852-5818

The bottom portion of this form is to be completed by the vendor.

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 34A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

In submitting this quotation, it is expressly agreed that upon proper acceptance by the University of Louisville, of any or all items bid, a contract shall thereby be created with respect to the services accepted.

SIGNED BY: _____ TELEPHONE: _____ FAX: _____

PRINT NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

REQUEST FOR PROPOSAL COMPONENTS

1) Scope of Services:

- Provide legal services and representation for the University of Louisville in various matters including, but not limited to, employment, contract, gift and estate, real estate, bankruptcy, environmental and other regulatory matters, and immigration.
- For the proposer to engage in any legal service, prior approval for these services must be obtained from Angela D. Koshewa, University Counsel.
- In order to perform services on matters covered by the University's insurance carrier, firm must apply and be accepted by the carrier.

2) Informational Background:

- Describe the firm's overall qualifications.
- List other current higher education clients of the firm and identify the nature and services provided to each client listed.
- Describe the relevant qualifications of national and/or local level personnel who would serve as attorneys to the University.
- Provide any additional information that the firm would like considered.

3) Cost:

The fees for legal services will be based on hourly rates plus reasonable and agreed to in advance out-of-pocket expenses. Hourly rates will be established by the Legislative Research Commission. Current rates are not to exceed:

Partner:	\$125.00/hour
Associate:	\$100.00/hour
Paralegal:	\$40.00/hour
Court Time:	\$125.00/hour

Method of payment for legal services will be based on the number of hours worked and the hourly rate for staff providing the service. Any out-of-pocket expense over \$25.00 must have prior approval from the University.

4) Method of Award:

The University may elect to award this bid to more than one proposer. The decision by the University will be based on proposer's levels of expertise in the following areas:

- | | |
|-----|--|
| 30% | Experience in complex tort and contract issues and occasionally high profile litigation, regulatory and legal issues. |
| 35% | Qualifications and sufficiency of available resources/personnel to meet and address emergent issues and maintain continuity of representation. |
| 35% | Experience with institutions of higher education/public entity representation. |

5) Contract Period : July 1, 2012 – June 30, 2014

RECIPROCAL PREFERENCE

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.