



**Request for Proposals:
Legal Services Delivered to the Mayor's Fund for Philadelphia**

Questions and Responses regarding this RFP

1. What are the qualities the Fund values most in legal counsel?

The Fund is looking for counsel that specializes in areas that are most relevant to non-profits. That said, the Fund is unique due to its relationship with the City of Philadelphia, so we are also looking for counsel that understands government. The Fund expects its counsel to be responsive, timely, and attentive to the legal needs of the Fund. The Fund values partners who understand the scope of the Fund's work and who works collaboratively with Fund staff and board.

2. Why is the Fund looking to make a change in legal counsel?

The Fund attempts to mirror City of Philadelphia procurement policies. It is time to bid for legal services.

3. How often does the Fund expect to call upon or meet with legal counsel?

Can you provide (perhaps from outside legal counsel's bills for last year) some summary data on the types of legal issues the Fund's prior legal counsel dealt with in the last year, and the hours billed per matter for each month of last year?

On a year to year basis, outside counsel's number of hours have ranged. Upon review of legal bills, an average of 50-75 hours/year can be approximated. Outside legal counsel has been involved in complex contracting issues relating to the Fund's largest programs (the Philadelphia Marathon and Philly Bike Share); ethics; and Right to Know requests. The Fund's governance documents, HR policies and contracting templates have not been reviewed in several years. As such, the Fund expects legal counsel that is hired as a result of this RFP to review and/or redraft these documents in the first contract year.

4. How recently has the Fund had a legal health check?

See answer to number 3.

5. Does the Fund have a strategic plan for managing its risk and its legal matters?

No.

6. Does the Fund's legal counsel generally report to the board and/or to the Fund's staff?

Who will be the primary point(s) of contact at the Fund for the initiation of legal services?

The Executive Director will be the primary contact for legal counsel.

7. Are there major projects that the Fund anticipates involving counsel in within the next three years?

See answer to number 3.

8. We understand that proposals are due March 13 and that the new counsel's term starts April 1. What are the next steps for evaluating candidates following the proposal submissions?

Following receipt of the proposals, Mayor's Fund staff and select Board members will review the proposals. The Fund anticipates that up to three finalists will be asked to meet with staff and select Board members in order to make the final decision.

9. How often was the Fund's legal counsel called upon to provide a written legal opinion in the last year?

The Fund's legal counsel provided a written legal opinion once last year. The Fund anticipates one legal opinion a year on average.

10. Can you post the Fund's current Bylaws?

The Fund's current bylaws are available by written request to the Fund's Executive Director, Jody Greenblatt. As discussed in the response to question 3, the Fund anticipates legal counsel will be reviewing all its governance documents, including the Bylaws.