



## **REQUEST FOR PROPOSALS**

### **Legal Services for the Mayor's Fund for Philadelphia**

Questions about this RFP should be submitted to Jody Greenblatt at [jody.greenblatt@phila.gov](mailto:jody.greenblatt@phila.gov) by February 21, 2020. Responses to all questions will be posted on the Mayor's Fund website and provided to all potential respondents.

Proposals must be received no later than 5:00 p.m. EST on Friday March 13, 2020. A pdf version of the proposal must be emailed to: [jody.greenblatt@phila.gov](mailto:jody.greenblatt@phila.gov)



## **I. Introduction – Statement of Purpose**

This request for proposals is for general legal services to be provided to the Mayor's Fund for Philadelphia for the three-year period of April 1, 2020 through March 31, 2023. Renewals: the contract may be renewed for one 3-year term, thereafter, if mutually agreed.

## **II. Organization Overview**

The Mayor's Fund for Philadelphia (the "Fund") is a 501(c)(3) non-profit organization whose mission is to advance the City of Philadelphia's goals through leveraging public-private partnerships for the benefit of the citizens of Philadelphia.

The Fund serves as a fiscal sponsor for projects and programs administered by the City of Philadelphia and City-Related Agencies in support of the Mayor's core priorities. The Fund is responsible for implementing procedures that honor Chapter 17-1400 of the Philadelphia Code.

The Fund currently manages more than 100 different programmatic funds totaling more than \$12 million dollars. Its services include:

- Management of all accounting activities related to grant-awarded funds, including the processing of payments and deposits, and the compilation of quarterly reports, or as requested, detailing financial activity.
- Contract administration and vendor procurement in accordance with grant award terms and City policies.
- Receipt of tax-deductible charitable contributions on behalf of City programs and initiatives and reporting and compliance-related functions for these contributions.

## **III. Scope of Work to be Performed:**

- A. Provide legal advice, counsel, services and consultation to the Executive Director, Board of Directors, and Mayor's Fund staff on a wide range of assignments, including but not limited to: general nonprofit law, labor law, general state and federal laws relating to grant and contract issues, tax law, insurance and risk management, laws against discrimination, contract law, and purchasing and procurement.
- B. Answers request for legal opinions, in writing and verbally. Prepares written legal opinions at the request of the Executive Director or the Board of Directors. Availability to answer staff questions by telephone.
- C. Works cooperatively with any special legal counsel retained by the Mayor's Fund for Philadelphia for special projects. Coordinates with the City Solicitor's office, as



needed, to assure proper management of legal issues, and proper coordination and transition of legal information among counsel.

- D. Provide guidance and legal advice on the Sunshine Law, the Freedom of Information Act, Robert's Rules of Order, and Board rules and procedures.
- E. Assists Board of Directors and employees to understand the legal roles and duties of their respective roles and interrelationships with others.
- F. Assists the Board of Directors and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interests, prohibited transactions and the appearance of prohibited transactions.
- G. Prepares and reviews contracts and other documents for legal correctness and acceptability.
- H. Reviews and redrafts various policies for legal correctness and acceptability
- I. Performs other legal services and tasks, as requested.

#### **IV. Proposal Instructions**

Your proposal, at a minimum, should include the following:

- Legal experience, including experience advising nonprofit organizations, experience advising the City of Philadelphia, and experience advising clients conducting similar programs.
- Firm size, structure and areas of practice
- Attorney qualifications. The attorneys should have experience in the following areas: nonprofit and tax-exempt organizations, government grants and contracts, labor and employment, and general business operations. Descriptions should include professional and educational background of each attorney, overall supervision to be exercised, and prior experience of the individual attorneys with respect to the required experience.
- Information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any. Billing rates should align to rates charged to the City of Philadelphia for legal services. The City's standard rates for legal services are eighty percent (80%) of the law firm's standard rates to maximums of \$225/hour for partners five or more years; \$200/hour for other partners; \$170/hour for associates practicing law five years or more; \$155/hour for other associates; and \$135/hour for paralegals.
- A list of a minimum of three (3) nonprofit clients for which the firm has provided legal advice and furnish the names and telephone numbers of these clients whom we may contact.



**V. Evaluation**

Proposals will be evaluated using the following criteria:

- The firm's qualification and experience
- The presentation and understanding of the scope of the work
- The firm's approach to providing legal services
- The individual attorneys' experience with nonprofit organizations
- Cost-effectiveness of the proposal
- Client references

**VI. Additional Information**

- The Fund will take every effort to ensure each firm submitting a proposal has equal access to information.
- The Fund will not be liable for any cost incurred in the preparation of proposals.
- The Fund will not be liable for any fees or costs omitted from the proposal.
- The submission of a proposal shall be *prima facie* evidence the firm submitting a proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The Fund reserves the right to conduct personal interviews and conduct pre-contract negotiations with any or all the firms submitting proposals.
- The Fund reserves the right to accept the proposal it considers most favorable to The Fund's interest, and the right to waive minor irregularities in the procedures.
- The Fund further reserves the right to reject any and all proposals and seek new proposals when such procedure is reasonable and in the best interest of The Fund.

**Proposals must be addressed to Jody Greenblatt and received by 5:00 PM March 13, 2020 at [Jody.Greenblatt@phila.gov](mailto:Jody.Greenblatt@phila.gov)**